



**THE CAMDEN
SCHOOL FOR GIRLS**

Examinations Policy



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1. Introduction

The purpose of this examinations policy is:

- To ensure the planning and management of exams is conducted in accordance with all statutory regulations.
- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This examinations policy will be reviewed as directed by the Headteacher.

This examinations policy will be reviewed by the Headteacher, SLT and the Exams Officer.

This policy should be read in conjunction with the:

- Equalities Policy
- Access Arrangements for Examinations Policy
- Examinations Contingency Plan
- Examinations and Appeals Policy
- Special Educational Needs Policy
- Non Examination Assessment Policy

This policy should be read in conjunction with these links to the JCQ website:

jcq.org.uk

- [Access Arrangements and Reasonable Adjustments](#)
- [Instructions for conducting coursework](#)
- [Instructions for conducting examinations \(ICE\)](#)
- [Instructions for conducting non-examination assessments](#)
- [Suspected Malpractice in Examinations and Assessments – Policies and Procedures](#)

2. Exam responsibilities

Head of Centre

Has overall responsibility for the school as an exam centre:

- Advises on appeals, complaints and enquiries about results.
- Is responsible for reporting all suspicions or actual incidents of malpractice.

Exams Officer / Exams Office Manager

Manages the administration of public and internal exams:

- Advises the senior leadership team, heads of department, subject teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates are informed of and understand the exam timetable that will affect them.
- Consults with heads of department to ensure that necessary paperwork is completed on time and in accordance with JCQ guidelines.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs / charges.
- Line manages the team responsible for the conduct of exams and organises the recruitment, training and monitoring.
- Submits candidates' coursework / controlled assessment marks, tracks despatches and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for distribution of exam results and certificates to candidates and forwards, in consultation with the SLT, requests for reviews of marking; appeals and any other enquiries about results.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Deputy Head / Exams Office Manager

- Ensures external validation of courses followed at key stage 4 / post-16.

Head of Department

- Gives guidance and has pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Ensures accurate completion and return of exams documentation to the Exam Office in order to meet the internal deadlines and avoid late fees.
- Informs the Exam Office of changes to courses / entries / levels.
- Provides information about estimated entries.
- Has appropriate involvement in post-results procedures eg. requesting copies of exemplar scripts.
- Ensures accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Issues coursework marks to candidates and administers the review of marking process

Teachers

- Complete evidence forms regarding access arrangements (as soon as possible after the start of the course).
- Check class lists and give information about tiers to form the basis of exam entries.

SENDCO

- Ensures identification and testing of candidates for access arrangements.
- Completes compulsory paperwork to enable the application of access arrangements online and organises secure storage of supporting evidence.
- Verifies criteria to be applied to individual cases and release of the Data Protection form.
- Ensures completion of paperwork to meet the JCQ deadlines.
- Coordinates provision of Readers, Scribes and Practical Assistants.
- Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ "Access Arrangements and Reasonable Adjustments".
- Ensures the quality of the access arrangements process within the centre.
- Ensures a statement is provided which details the criteria the centre uses to award and allocate word processors for exams.
- Leads on the access arrangements process to facilitate access for candidates.
- Ensures the assessment process is administered in accordance with the regulations.
- Provides a policy on the use of word processors in exams and assessments.
- Works with the person/person appointed, on all matters relating to assessing candidates and the administration of the assessment process.
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance.
- Ensures arrangements put in place for exams/ assessments reflect a candidate's normal way of working within the centre.
- Ensures the need for access arrangements for candidates will be considered on a subject by subject basis.
- Ensures the qualified assessor (s) has access to the assessment objectives for the relevant specification (s) a candidate is undertaking.
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.
- Works with teaching staff, relevant support staff and the Exams Office to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external exams / assessments.
- Works with teaching staff, relevant support staff and the exams officer to ensure centre-delegates and awarding body approved access arrangements are out in place for candidates taking internal and external exams/assessments.
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body.

Lead invigilator / Invigilators

- Collects exam papers and other material from the exams office before the start of the exam

- Checks the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting and levels of noise are acceptable
 - No displays of materials that might be useful to candidates are visible.
 - A reliable clock is visible to each candidate.
 - Notices are displayed in accordance with JCQ regulations.
 - The seating arrangement prevents candidates, intentionally or otherwise, from overseeing the work of others and that the distance between the desks is adequate.
- Is fully aware of JCQ regulations and ICE document.
- Assists the Head of Year / SLT to carry out identity checks of candidates on their arrival.
- Gives clear instructions to candidates to ensure that they fully understand what they are required to do.
- Supervises the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- Knows the actions to be taken in the event of an emergency.
- Collects all exam papers in the correct order at the end of the exam and returns them to the exams office.

Candidates

- Check personal exam entries on receipt of timetable / Statement of Entry and inform the Exam Office of any discrepancies.
- Pay for any resits in the specified period.
- Understand coursework / controlled assessment regulations and sign a declaration that authenticates the coursework as their own.
- Ensure they arrive punctually and fully equipped for their exams.

Administrative Staff

- Keep a log of any delivered exam material and ensure immediate transfer to a secure location by the Exam Office key holder.
- Post exam papers.
- Securely store overnight any uncollected exam papers.

3. Qualifications Offered

- The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the heads of subject.
- The subjects offered in any academic year may be found in the centre's published prospectus for that year.
- If there are any changes of syllabus, the exams office must be informed by 1st June in the preceding academic year.
- We do not offer examinations in subjects not taught at CSG including languages.

4. Exam Seasons, Timetables and Clashes

Exam seasons

- External exams are scheduled in May/June series.
- Which exam series is used is decided by the Senior Leadership Team
- GCSE and A Level Mock Exams supervised by the exam office are held under external exam conditions.
- Other internal exams may be supervised by the exam office or by the relevant department as appropriate

Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

Clashes

The exams officer will be responsible for identifying escorts, identifying a secure venue and arranging overnight supervision as necessary.

5. Exam entries, entry details, late entries and retakes

Entries

- Candidates are selected for their exam entries by the heads of year, heads of department, subject teachers and the headteacher.
- Decisions on whether candidates should or should not take an individual subject or sit any exams will be taken in consultation with the candidates, parents/carers, the pastoral team and the subject teachers.
- A candidate or parent/carer can request a subject entry, change of level or withdrawal, but prior consultation and approval from the appropriate teaching staff and the exam office is required.
- All individual timetables and exam documents will be distributed by the Exam Office via form tutors.
- The centre accepts external entries from former candidates only.
- Entry deadlines are circulated to heads of department via internal post and intranet.

Late Entries

- Late entries may be accepted if authorised by SLT, heads of year, heads of department and the exam office and will be subject to late fees.

Retakes

- Retake decisions will be made in consultation with the candidates, subject teachers, exams officer and the heads of department and will be subject to fees
- Former students are classed as private candidates.

6. Exam fees

- GCSE and A Level initial exam fees are paid by the centre
- Late entry or amendment fees may be charged to the departments or the candidate.
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the deadlines set by the exams office.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements without supporting evidence.
- Retake fees are paid by the candidates (See Retakes)
- Enquiry about Results and Access to Scripts fees are paid by the candidates (See EARs and ATS)

7. Special Needs and Access Arrangements Equalities Act 2010

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

- A candidate's special needs requirements are determined by the SENDCO, educational psychologist or specialist teacher as required.
- The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENDCO will then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access Arrangements

- Making special arrangements for candidates to take exams is the responsibility of the SENDCO and the exams officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.
- Appropriate rooming for candidates with access arrangement will be arranged by the exam office, the SENDCO and the appropriate Senior Leadership Team member.
- Invigilation for additional rooms will be organised by the exam office.
- Support for access arrangement candidates (e.g. Reader, Scribe, etc.) will be organised by the SENDCO in consultation with the exam office.

8. Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect. Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor. The exams office will then complete the special consideration application for the relevant awarding body before the published deadline.

9. Managing exam days

Exam days

- The exams officer will book all exam rooms after liaising with other users and make the question papers, other exam stationery and materials available for the invigilators.
- Site management is responsible for setting up the allocated rooms.
- The lead invigilator will start all exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not enter the exam room or have access to the exam paper.
- In practical exams subject teachers may be on hand in case of any technical difficulties but they must not be the sole invigilator in the room.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department at the end of the exam session after the scripts have been packed and collected by the courier.

Invigilators

- External invigilators will be used for all public exams.
- The recruitment of invigilators is the responsibility of the Exams Officer and SLT.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are trained, timetabled and briefed by the Exam Office.
- Invigilators' rates of pay are set by the centre administration.

Candidates

- The JCQ's published rules on behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Suspected malpractice (cheating) must be reported to the relevant exam board in accordance with JCQ regulations.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.

- For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.
- Exams officer with support from the Heads of Year/ tutor will attempt to contact candidates who are late for their exams, or absent.

10. Centre Assessed Marks

Coursework / Controlled Assessment / Non-Examination Assessment

- Candidates are responsible for submitting their work to meet the centre-defined deadlines.
- Heads of department will issue coursework marks to candidates and administer the review of marking process.
- Marks for all internally assessed work are provided to the Exams Office by the heads of department.
- Heads of department will ensure all coursework and controlled assessment samples are ready for despatch at the correct time and the exams officer will keep a record of what has been sent, when and to whom.

Requests for reviews of marking of internal assessments

- Appeals can only be made if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing 3 working days from receipt of the final marks.
- Candidate will be notified of the outcome in writing and copies will be available for awarding body inspection.

See Centre Assessed Marking Policy and Procedure

11. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

Results

- Candidates will receive individual results slips on results days in person at the centre.
- Collection of results by others on behalf of a candidate must be authorised in writing by the candidate.
- Arrangements for the school to be open on results days are made by the Head of Centre.
- The provision of staff on results days is the responsibility of the Head of Centre.

EARs

- EARs may be requested by candidates or centre staff if there are reasonable grounds for believing there has been an error in marking.

- The cost of the review is payable by the candidate. Candidates in receipt of Pupil Premium funding or the sixth form bursary can request that the centre meet the fees
- Candidates will receive a refund of EARs fees if the overall subject grade improves.
- Review of marks cannot be applied for once the original script has been returned.

ATS

- After the release of results, candidates may request the return of papers within the deadlines set by Exams Office.
- Centre staff may also request scripts for investigation or for teaching purposes but prior consent of candidates must be obtained.

12. Certificates

- Certificates are collected by candidates and signed for.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so.
- Certificates are not withheld from candidates who owe fees.
- The centre retains certificates for up to six years.

13. Malpractice

The Head of Centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice.

The only exception to this is candidate malpractice discovered in controlled assessments, coursework or non-examination assessment before the authentication forms have been signed by the candidate. In this case departmental procedures such as requiring the candidate to resubmit work will be used.



19/12/2019

Head of Centre

Date



19/12/2019

Exams Officer / Exams Office Manager

Date