



# KINGSTONE ACADEMY TRUST

## APPROVED DOCUMENT

Examinations Policy	
<b>Relevant School/s:</b>	KHS
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<b>Approved By:</b>	Mr M Morris (Head of School)
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### **1. Introduction and Context**

This policy aims to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates, and to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

The school is committed to active inclusion, where the teaching, learning, achievement, attitudes and well-being of all children matter. This policy seeks to lay out how all students are managed in the process of undertaking examinations to ensure fair outcomes for all.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy. The examinations policy will be reviewed annually by the Senior Leadership Team and the Examinations Officer.

### **2. Qualifications offered**

The qualifications offered at this school are decided by the Head of centre and Heads of Department. The qualifications currently offered are GCSE, BTEC Awards, Cambridge Nationals, Unit Awards and Entry Level Certificates. The subjects offered for these qualifications in any academic year may be found in the school's published online information for that year

Informing the Examinations Officer of changes to a syllabus is the responsibility of the Head of Department. Decisions on whether a candidate should be entered for a

particular subject will be taken in consultation with the Subject teachers, Deputy Head Teacher, Students, Parents/Carers and Head of year.

### **3. Examination Series and Timetables**

- Internal examinations and assessments are scheduled ‘On Demand’. Internal examinations are held under external examination conditions.
- External examinations and assessments are scheduled in January, May and June.
- On-demand tests are to be scheduled in agreement with the EO and Senior Leadership Team.
- Once confirmed, the Examinations Officer will circulate the examination timetable for External examinations.

### **4. Entries, entry details and late entries**

Students are entered for public examinations by the relevant Head of Department for each subject. There is a presumption that students will normally be entered for an examination on one occasion only, at a point when they are deemed appropriately prepared.

Examination entry deadlines are communicated to Heads of Department by the Examinations Officer via email.

Late examination entries must be authorised by the Head of Centre. GCSE examination entry fees are met by the Centre. However, where a student fails to attend an examination without valid reason, the Centre reserves the right to recover the associated costs from parents/carers.

Any late entry or amendment fees incurred are the responsibility of the relevant department.

Candidates and departments will not be charged for changes of tier, withdrawals completed in accordance with published procedures, or amendments arising from administrative processes, provided these actions are taken within the deadlines set by the awarding bodies.

Requests for examination entry, changes of level, or withdrawal may be made by students or parents/carers; however, the final decision rests with the Head of Centre. Such requests may result in cost implications for parents/carers.

The Centre accepts examination entries from external candidates but does not act as an examination centre on behalf of other organisations.

## **5. Examination Fees**

In ordinary circumstances, the school will pay the entry fees for an examination only once. It is therefore the responsibility of the student to ensure that they have prepared thoroughly for the examination and that they attend at the given time. In some cases, however, this cost will be recharged to the candidate, and it is important that they read the guidelines provided to understand their responsibilities in this respect.

There are several circumstances in which fees will be recharged to candidates:

- **Absence:** if a student misses an examination or controlled assessment due to avoidable circumstances the cost of the missed examination and any eventual re-sit will be recharged fully to the candidate. If a candidate fails to meet the necessary coursework requirement the school may, at its discretion, recharge the fee for the course to the candidate.
- **Re-sits:** where a Head of Department makes a case for a student to re-sit an examination and this is allowed under the regulations of the examination, subject to approval by SLT, the school will fund the re-sit examination fee. In all other circumstances the student will be required to pay the entry fee for the re-sit in advance of the examination entry deadline.
- **Disqualifications:** where a student breaches the code of conduct of the examination and is disqualified as a result, the school will recharge the cost of the examination to the candidate.

External candidates will be charged for their own fees plus any extra invigilation charges.

## **6. Examination Access Arrangements**

All examination centre staff must ensure they meet the requirements of the Equality Act 2010. The Equality Act covers all the types of discrimination that are unlawful.

Schools cannot unlawfully discriminate against pupils because of their sex, race, disability, religion or belief and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment.

The school will meet the requirements of the Equality Act 2010 by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Headteacher and SENDCo.

The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENDCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

A candidate's access arrangements requirement is determined by the SENDCo. Making access arrangements for candidates to take examinations is the responsibility of both

the SENDCo and Examinations Officer. This is facilitated by the SENDCo ensuring that the Examinations Officer has an up-to-date list of all candidates requiring Access Arrangements.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo. All necessary documentation must be stored securely by the SENDCo department and be available for JCQ inspections upon request. Ensuring all documentation is in date and correctly completed is the responsibility of the SENDCo.

Rooming for access arrangement candidates will be arranged by the SENDCo Department and the Examinations Officer. Invigilation will be organised by the Exams Officer and support for access arrangement candidates will be organised by the SENDCo and the Exams Officer.

Any arrangements made must reflect the students' normal way of working within the centre.\* See Criteria for the award and allocation of Word Processors for exams below:

### **Use of a Word Processor**

This policy is reviewed annually in accordance with the Joint Council for Qualifications (JCQ) *Access Arrangements and Reasonable Adjustments* (AA) and *Instructions for Conducting Examinations* (ICE).

The use of a word processor is a permitted access arrangement (AA 4.2.1). Access arrangements are designed to remove barriers to assessment for disabled candidates who would otherwise be placed at a substantial disadvantage, while maintaining the integrity of the assessment (AA 4.2.2). Arrangements must not compromise assessment objectives and are considered on a subject-by-subject basis (AA 4.2.3).

The SENCo/ALS Lead is responsible for determining and approving access arrangements, ensuring they neither advantage nor disadvantage a candidate (AA 4.2.7). Candidates must have appropriate opportunities to practise using the arrangement prior to examinations.

### **Purpose**

This policy explains how the Centre awards and manages the use of a word processor in examinations and non-examination assessments in compliance with JCQ regulations (AA Chapter 4, AA 5.8, ICE 14.20–14.25).

A *word processor* refers to a computer, laptop or tablet.

### **Awarding the Use of a Word Processor**

The Centre will award the use of a word processor where it reflects the candidate's normal way of working and is supported by appropriate evidence. This may include candidates with:

- a learning difficulty that substantially affects the ability to write legibly;
- a medical condition;
- a physical or sensory impairment;
- significant planning or organisational difficulties when writing by hand (AA 5.8.4).

Decisions are made on a subject-by-subject basis and confirmed before the examination series. A word processor will not be granted solely due to candidate preference, faster typing speed, or use of a laptop at home (AA 5.8.4).

Exceptions may be considered in cases of temporary injury, newly diagnosed disability arising after the start of the course, or where a subject is delivered electronically to all candidates (AA 4.2.4, AA 5.8.4).

### **Examination Arrangements**

Candidates may be seated in the main examination room or an alternative venue, as appropriate.

In accordance with ICE regulations, the Centre will ensure that:

- spelling, grammar check and predictive text are disabled unless permitted by the specification (ICE 14.20);
- word processors are secure, in good working order, and not connected to the internet, intranet or other applications (ICE 14.25);
- candidate and centre details and page numbers appear on each page of the script (ICE 14.22–14.23);
- candidates save their work regularly;
- scripts are printed immediately after the examination, verified by the candidate, and securely attached to any answer booklets (ICE 14.25).

Any portable storage media used will be provided by the Centre and cleared of data prior to use (ICE 14.25).

## **7. Examination Responsibilities**

### **7.1 Examinations Officer:**

- Manages the administration of public examinations
- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with Joint Council for Qualifications (JCQ) guidelines
- Consults with teaching staff to ensure that necessary controlled assessments are completed on time and in accordance with JCQ guidelines
- After liaison with teachers, provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all examination papers and completed scripts
- Administers and makes applications for special consideration using the JCQ publications, reasonable adjustments and special consideration

- Identifies and manages examination timetable clashes
- Line manages a team of examination invigilators including recruitment, annual training and bookings.
- Submits candidates' coursework marks, tracks despatched and returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/review requests

**7.2 Teachers are responsible for:**

- Notification of students requiring access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department.
- Informing the Heads of Departments of any new or withdrawn candidates.

**7.3 Heads of Departments are responsible for:**

- Providing the Examinations Officer with lists of candidates and specification codes for entry by the deadlines set for the examination season.
- Checking entry lists and informing the Examinations Officer of any amendments.
- Confirming if any new or leaving candidates are to be added or withdrawn from any entry lists already submitted.
- Submitting estimated grades to the examinations officer.

**7.4 The SEND Coordinator (SENDCo) is responsible for:**

- Identification and testing of candidates and determining requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to put in place examination day arrangements.
- Process any necessary applications in order to gain approval.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

**7.5 Lead invigilator/invigilators are responsible for:**

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Checking all required equipment for the examination is provided and ready for use by the candidates.
- To ensure all JCQ procedures are followed when starting and finishing the examination.
- Check scripts against the examination register
- Inform the Examinations Officer of any missing/ late candidates
- Inform and log any suspected malpractice for the Examinations Officer to investigate and follow up.

### **7.6 Candidates are responsible for:**

- Confirming personal details are correct and informing office staff of any necessary alterations.
- Checking all entries are as expected and discuss with subject teachers any tier changes etc.
- Understanding coursework/ controlled assessment regulations and sign a declaration that authenticates the coursework/controlled assessment as their own.
- Ensuring they conduct themselves in all examinations according to JCQ regulations.

### **7.7 Reception staff are responsible for:**

- Receiving scripts via postal service, recording each delivery on the Reception Log, ensuring that they are stored securely until arrival of EO or secure in Examinations storage room if EO absent for whole day.
- Meeting and greeting invigilators upon their arrival for examinations.

### **7.8 Contingency planning**

Contingency planning for examinations administration is the responsibility of the Examinations Officer and Head of Centre (please see section 14 of this document)

### **7.9 Private candidates**

Managing private candidates is the responsibility of the Heads of Department.

### **7.10 Malpractice**

The Examinations Officer and Head of Centre are responsible for investigating suspected malpractice.

Malpractice doesn't necessarily involve an intention to cheat or gain an unfair advantage. Examples of malpractice include, but are not limited to:

- Unauthorised use of a mobile phone or internet-enabled device in examinations
- Copying or allowing work to be copied
- Posting work on social media prior to an exam
- Collusion or working collaboratively

Candidates and invigilators will receive written guidance that will also be shared at the beginning of each examination.

If malpractice is suspected or reported, it will be investigated by the Exams Officer and Deputy Head, then escalated to the relevant awarding body.

## **8. Examination Invigilation**

External staff and internal support staff are used to invigilate examinations. These invigilators will be used for External Examinations. Recruitment of invigilators is the responsibility of the Admin Manager and Examinations Officer. Securing the necessary

Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Finance Assistant. DBS fees for securing such clearance are paid by the school.

Invigilators are timetabled and briefed by the Examinations Officer. Invigilators rates of pay are set by the LA. Training is provided and delivered by the Examinations Officer in accordance with the JCQ Rules and Regulations.

## **9. Examination days**

- The Examinations Officer will book all examination rooms after liaison with SLT and make the question papers, other examination stationery and materials available for the invigilators.
- The Site Management team is responsible for setting up the allocated rooms.
- The lead invigilator will start all examinations in accordance with JCQ guidelines.
- SLT staff will be present at the start of an examination to help identify candidates.
- Subject staff may be present before students enter the examination room to assist with any tier queries but must not advise on which questions or sections are to be attempted.
- During practical examinations, subject teachers are on hand in case of any technical difficulties.
- Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be available to Heads of Department 24 hours after examination has finished.

### **9.1 Candidates**

- The school's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer or senior invigilator.
- All candidates must remain in the examination until the end of the specified examination time. This is subject to minimum disturbance to other candidates.
- The Examinations Officer is responsible for handling late or absent candidates on examination day. For clash candidates, the supervision of escorts, identifying a

secure venue and arranging overnight supervision is the responsibility of the Examination Officer.

- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the school, the Examinations Officer, or the examination invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **10. Controlled and Internal assessments and appeals**

*Internal assessment replaces the largely discontinued term: coursework*

It is the duty of Heads of Department to ensure that all internal assessments are ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

See separate Non Exam Assessment Policy for full details of:

- procedures for planning and managing non-examination assessments
- staff roles and responsibilities with respect to non-examination assessments
- managed risks associated with non-examination assessments

## **11. Results, Reviews Of Results (RORs) and Access To Scripts (ATS)**

Candidates will receive individual result slips on results days, in person at the centre.

Arrangements for the centre to be open on results days are made by the Head of Centre and Exams Officer.

The provision of staff on results days is the responsibility of the Head of Centre.

Results can only be given to students in person, not over the phone or via email unless this has been arranged in advance and the email address or phone number have been verified.

A letter or email, signed by the student giving someone else permission to collect the results on their behalf is, however, acceptable.

### **11.1 RORs (Reviews of Results)**

RORs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any ROR is requested. If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review at the centre's expense.

When the centre does not support a candidate's or parent's request for an ROR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged the current fee.

### **11.2 ATS (Access To Scripts)**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE reviews cannot be applied for once a script has been returned.

## **12. Certificates**

Certificates are collected and signed for during the Leavers' Celebration Evening. Certificates can be collected on behalf of a candidate by a third party, provided they have been authorised to do so. The centre retains certificates for nine years, after which time they will be destroyed.

## **Contingency Plan**

### **Purpose of the plan**

This plan examines potential risks and issues that could cause disruption to the exam process.

By outlining actions/ procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process at Kingston High School.

## Alternative site(s)

If examinations/assessments cannot be conducted at the centre's registered address, the alternative site is: Kingstone Primary School.

Situation	Adverse Occurrence	Outcome	Control Measures	Person responsible
Exams officer is absent on exam day.	Exam officer aware of all roomings, access arrangements. Exam officer has access to secure papers and digital material to download.	Exam papers delayed Access arrangement students not having the correct support.	Head of centre is aware of code for the secure cupboard. Seating plans prepared in advance and are available in the EO's office. Passwords given to Head of Centre in sealed envelope. Deputy head teacher/ HOC to run exams with support from Lead Invigilator.	Exams Officer Head of Centre Deputy Head
SENCO absent during critical stage of the examination cycle	Access arrangements not in place for students		SENCO admin assistant aware of procedures.	
Wrong entry made or incorrect paper		Affects grade of student	Head of departments to check	Exams Officer HOD's

			<p>entries before deadline.</p> <p>Student to check entries via their personal timetable.</p> <p>Second pair of eyes to watch over when entries are being made.</p>	Student
Entry information received late	Deadline not met	<p>Late entry fees</p> <p>Extra admin for Exams Officer.</p>	<p>HOD's made aware of all exam deadlines.</p> <p>HOD's to check entry sheets before deadline</p>	Exams Officer HOD's
Internet down or computer issues	Entries/amendments cannot be made	<p>Late fees</p> <p>Exam board deadline not met</p>	<p>Contact John Finch.</p> <p>Inform exam boards via telephone.</p> <p>Make entries before the deadline to allow enough time.</p>	Exams Officer Head of Centre
Adverse weather conditions		Delay to start of exam day	<p>Check weather reports</p> <p>Inform exam board</p> <p>Special consideration</p>	Exams Officer Head of Centre

Fire or Flooding		Access to centre unavailable	Inform exam board Relocate to Primary School	Exams Officer Deputy Head Head of Centre
Non receipt of exam papers	Unable to start exam or delayed	Disruptive to students	Exam officer confirms receipt of papers via log.  Exam officer has copy of exam timetable in secure room and checks for any papers that haven't arrived in good time before the start of exams.	Exams Officer
Student missing/absent from exam		Student does not sit exam	SLT to take register printed in advance from Bromcom as students enter exam room.  Registers taken down to the office straight away, who then call home.  Head of centre made aware.	Exams Officer  SLT (Taking register)  Reception

Student arrives late for exam			Reception to inform Exams Officer of late arrival.  Invigilators made aware of late arrival.  Centre's discretion as to whether student can sit exam. Very late student reported to exam board by EO.	Exams Officer Deputy Head Reception Invigilators
Student becomes ill during exam		Possible disruption in exams room	Invigilators to call for Exams officer. Exams officer to call for first aid/ SLT. Exam board informed. Special consideration req.	Exams Officer Invigilators SLT First aiders

Student caught cheating or being disruptive during an exam		Disruption to other students	Students reminded of malpractice for start of exam  SLT called to remove student  Exams officer and SLT to deal with malpractice  Malpractice form completed and exam board informed.	Exams officer Invigilators SLT
Medical emergency or closure of the school (eg. Viral outbreak)	Unable to conduct exam in school	Students unable to sit exam	Advise exam boards of closure, length of isolation and exams involved.	Exams Officer  Head of Centre  Deputy Head
Isolation of students suspected of having a virus to prevent contamination	Some students unable to come in for exam	Students unable to sit exam	Advise exam boards	Exams Officer  Head of Centre  Deputy Head
Lack of invigilators	Insufficient invigilators to meet Ofqual requirements	Exams being unable to take place/ access arrangements unable to be conducted.	Use of staff members who have been trained to invigilate exams.	Exams Officer Head of Centre Dep Head

			Use of local agency to provide temp invigilators.	
Fire at centre during an exam	Evacuation of exam rooms	Lives endangered, spoiled exam scripts	Invigilators and SLT aware of exam room fire procedures. Students briefed on fire procedure before start of exam. Adequate fire alarms in good working order. Security of exam maintained.	Site Team Invigilators Exams Officer SLT Head of Centre