



LEE Hurst SWAN EXAMINATION POLICY

Reviewed in November 2017 by the Examinations Officer

Overall Responsibility

The Head of Centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies.

Objective

To operate an efficient examination system with clear guidelines for all users.

In September the Examinations Officer will circulate to all Heads of Department information about the Board and syllabus information last used by that Department for examination entries. Any amendments must be notified to the Examinations Officer immediately.

Internal Exams

Are organised by the Head of Teaching and Learning and do not form part of Examinations Officer responsibilities, although the Examination Officer sets the timetable for the Y10 Summer Mock Examinations and the Y11 January Mock Examinations. Invigilation for the Internal exams is organised by the timetable.

Accountability of Departments

The Head of Department to take responsibility for exam entries/withdrawals etc.

Entries

The Examinations Officer will inform all Heads of Department of the examination office deadlines – this must be before Board deadlines to allow for administration and part-time working. All candidates will be entered by the due date set by the board. The information will be posted on the examinations notice board in the corridor, for pupils to check. It is the responsibility of the Heads of Department to provide the information requested by the Examinations Officer's deadline.

Heads of Departments will:

- Submit lists of the pupils to be entered with the examination paper number and tier of entry clearly indicated
- Check the completed lists posted on notice boards for accuracy, especially for tier of entry
- Return printed lists of entries to the examination officer signed off as complete and correct.
- Inform the pupils of the need to check their entries both on their printed statements and on posted lists
- Notify the examination officer immediately of any errors or omissions
- Ensure that any changes made after the board deadlines are made in writing and the cost is passed on to the parents – see notes below.

Amendments

The Examinations Officer, upon written confirmation from the Head of Department, will accept amendments up to the Board deadline for amendments without charge. Any amendments after that date will need to be approved by the Headmaster, with confirmation from the parents that they will pay the amendment fee. The Head of Department must obtain this confirmation.

Withdrawals

Any application to withdraw from a subject must be made by the parents/carer of the pupil and sent to the Headmaster in writing. The School will refund any entry fees that are repaid by the Boards.

External Exams

The Examinations Officer is responsible for the organisation and conduct of all external exams.

1. Final confirmation of entry numbers and levels will be made by the Head of Department.
2. All exam papers will be recorded on the Examination Delivery Log held in Reception. For Cambridge Assessment International Examinations, papers will be checked with another member of staff when opened by the Examinations Officer or Headmaster and their details will be provided on the delivery note. The papers will be counted in by the Examinations Officer or the Headmaster and locked away. If papers arrive in the absence of the Examinations Officer or the Headmaster, they should be locked in a secure cupboard or safe immediately.
3. The Examinations Officer or Headmaster will photocopy papers that require coloured or enlarged paper, opening the paper within the window of time specified by the examination board. A second person will be present during the opening and photocopying of this paper, until the papers have been sealed again.
4. No exam papers can be removed from the exam room before the end of a session.
5. All exams will be conducted according to the rules laid down by Exam Boards and within the start and finish times determined by the Board.
6. Any misconduct or irregularity must be reported to the Examinations Officer as soon as possible, who will then liaise with the Head of Centre and, if necessary, inform the Exam Board concerned.
7. In the absence of the Examinations Officer at the end of any exam, papers will be collected and given to the Headmaster.
8. Pupils will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.

Coursework, Non-Examination Assessment and Estimated Grades

The Examinations Officer will distribute the Estimated Grades forms, Coursework Record forms, Non-Examination Assessment paperwork and Marksheets and will then post coursework and controlled assessments and non-examination assessments to assessors. It is the responsibility of the Head of Department to ensure all coursework, controlled assessments, non-examination assessments and paperwork are given to the Examinations Officer at the correct time. Coursework, and Non-Examination Assessments will be despatched using Royal Mail.

All staff accepting coursework from students must supply a receipt signed by teacher and student and it is the responsibility of the teacher to ensure the secure storage of the coursework. All controlled assessment work must be carried out according to the Controlled Assessment Policy.

Training of invigilators

The Examinations Officer will run an update session for all staff expected to invigilate pupils. This will be carried out following the Easter holidays. All staff responsible for invigilation must attend this update or confirm by email that they have read and noted the contents of the powerpoint training.

Verification of candidates

Invigilators at Leehurst Swan are teaching staff and candidates are known to them. The identity of private candidates is verified by the Examinations Officer or Head of Centre before an entry is made and again on the morning of the examination by checking a photo-identification such as a passport or driving licence.

Despatch of exam scripts

The School will despatch exam papers to examiners by a traceable system. This will be agreed between the Examinations Officer and the collecting company.

Communication

It is the responsibility of the Examinations Officer to send out to parents/carers of GCSE pupils information relevant to the examinations. This will include:

- GCSE statements of entries
- examination timetables
- appeals and complaints procedure
- coursework deadlines
- results of August GCSE exams

This information may be sent via pupils but should be seen by the Headmaster in advance.

Organisation of invigilators

The Cover Supervisor will be responsible for the organisation of invigilation for all external exams. The Examinations Officer will be responsible for advising the member of staff responsible for cover of the time and length of exams and the number of pupils involved.

Conduct of invigilators

1. The Examination Officer will inform the staff of any changes in regulations and access arrangement details in a Staff Briefing before the GCSE period.
2. The invigilators will check attendance according to the seating plan, complete the attendance record and the invigilation record.
3. Invigilators must not take any work into the exam room but give full attention to the conduct of the examination and are to operate according to the regulations laid down by the examination board.
4. An invigilation pack including 'The Instructions for the Conduct of Examinations' will be placed in the Exam Room.

Results

1. Results will be available for collection between 9 am and 12 midday on the day specified by the Exam Boards.
2. Heads of Department should check for the possibility of a re-mark/re-grade within three days of scrutiny of the results.
3. If a result is queried the Examinations Officer will investigate the feasibility of asking for a re-mark.

Disability Policy for Examinations

Leehurst Swan School assesses candidates for access arrangements for examinations in accordance with the JCQ publication Access Arrangements and Reasonable Adjustments 2017-18, adopting their definition of disability (p. 4) according to the Equalities Act 2010.

We adopt examples of reasonable adjustments for disabled candidates. We recognise that for a person to have a disability they need to have persistent and significant difficulties, be at a substantial disadvantage and it is a substantial and long-term impairment.

Leehurst Swan School also makes arrangements in accordance with this publication for candidates with temporary injuries.

Examples of some of the adjustments that are available when candidates meet the JCQ criteria are additional time, separate room, coloured paper, supervised rest breaks, use of a word processor, reader and/or scribe and accessible examination room.

Access Arrangements

It is the responsibility of the Learning Support Co-ordinator to liaise with the Examinations Officer about any Access Arrangements that are needed. The Headmaster is responsible for appointing Mrs Kate Fergusson to conduct access arrangement tests and he has checked and holds a copy of her qualifications in the personnel files. Mrs Alison Szalay has also undertaken some of the access arrangement assessments on file. Mrs Szalay is the previous Learning Support Co-ordinator at Leehurst Swan. The Learning Support Co-ordinator will conduct tests for pupils identified as requiring assessment in Year 9, 10 and 11, when identified by subject staff during their GCSE course.

The Learning Support Co-ordinator will provide a history of provision/need and normal way of working within the School. The Learning Support Co-ordinator is responsible for printing and completing Form 8 with relevant tests and signs this form in accordance with the regulations. The Learning Support Co-ordinator will ensure that Form 8 is completed correctly with the pupil name on each page and will ask the pupil to sign the Data Protection form. The Headmaster will then have the final check to ensure the procedure has been carried out and will sign the Form 8 to confirm. If the Headmaster does not agree with the recommendation of the Learning Support Co-ordinator then he will write to the parent explaining the rationale for his decision.

When the Form 8 has been approved, the Learning Support Co-ordinator will ensure the Examinations Officer has all the information needed on each candidate with Access Arrangements before the Examination Board deadlines. The Examinations Officer will ensure requests for Access Arrangements and Special Consideration are applied for using the online arrangements and process the replies. A folder containing a copy of all the evidence and copies of online approvals will be kept in the filing cabinet in the Exams Office as JCQ Inspectors will want to check this on their visit.

Private Candidates

The School is prepared in principle to accept Private Candidates for subjects where there is no coursework or non-examination assessment requirement and where our own candidates follow the same Examination and Board. This is subject to the agreement of the Head of Centre, the satisfactory identification of the candidate and the agreement of the candidate to meet our charges, these are:

The cost of entry per subject (paid to the Boards) plus £40.00 per hour administration fee (calculated on time in the exam room). In the event of withdrawal of a Private Candidate a refund of payment will be made as follows:

1. refund of all entry fees that are returned by the Boards.
2. retention of £100.00 per subject administration charge. Refund of balance of administration charges.

As a small examination centre, the School reserves the right to refuse to accept any private candidate if we do not have the ability to accommodate an additional private candidate. Places are allocated in order of application.

In accordance with the Equalities Act 2010 the School will undertake the necessary and appropriate steps to gather an appropriate picture of need and demonstrate normal way of working for a private candidate. This includes distance learners and home educated students. The School will lead on the assessment process and the candidate must be assessed by the Head of Learning Support.

The School will comply with the obligation to identify the need for, request and implement access arrangements. The School will make a charge to cover the cost of the assessment. In some instances, depending on his/her needs, the candidate may have to be assessed away from the centre, for example at home. Access arrangements will only be granted when candidates meet the criteria in the JCQ Access Arrangements and Reasonable Adjustments publication. In order to meet this criteria the School will need the candidate to supply a statement on their History of Need for access arrangements. This can be a copy or a school report from the current or previous School, a copy of a previous access arrangement approval, or a statement from an existing qualified tutor.

In accordance with their obligations to provide a History of Provision, the School will offer private candidates a Mock Examination with the use of the access arrangements that have been recommended by the Head of Learning Support. If candidates do not attend this mock examination, or do not use the access arrangements, then the School will not be able to apply for the access arrangements with JCQ. The cost of the Mock Examination is charged at the rates above.

The School will treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals.

Examination Contingency Plan

To be implemented in the unexpected absence of the Examinations Officer at any time, or in the event of severe weather, pandemic or other exceptional event, on or approaching the day of an examination. See Appendix A for Emergency evacuation procedure in the event of a fire alarm during an exam.

Objective

To ensure that the process is clear for the Senior Management Team to implement emergency measures in the above circumstances.

Unexpected absence of the Examinations Officer

In the event of the serious illness or absence of the Examinations Officer, the Examinations Officer (or a member of her family) will contact a member of the Senior Management Team at the earliest opportunity. The Headmaster will be responsible for the examination administration. The Headmaster will refer to the Leehurst Swan Examination Contingency – The Exam Year Ahead list to see what essential tasks are required. This is held in the Examination Contingency Plan file in the Examinations Office. This file contains the user names and passwords to all of the secure examination board websites and the instructions on how to use the Schoolbase examination administration system. The School is a member of the Examination Officers Association and as such can contact them to provide support and assistance during the absence of the Examinations Officer if required.

At the beginning of each examination series, the Examinations Officer will show the Headmaster where the papers and emergency instructions are located. In the event that the Examinations Officer is absent on the day of an examination then a member of the SMT will be responsible for ensuring that the examinations are carried out in accordance with the JCQ regulations; adhering to the General Regulations, Instructions for Conducting Examinations and Access Arrangements and Reasonable Adjustments booklet (the Headmaster has a copy of these regulations).

Spare examination room keys are held in the key safe in the Bursars Office. The code to this key safe is held by the Headmaster and the Examinations Officer only.

Examination rooms unavailable at Leehurst Swan School

In the unlikely event that Leehurst Swan is unable to use its own examination rooms (unforeseen emergency) the school has an agreement with the Head of Godolphin School that she will provide examination accommodation to our candidates. The Headmaster will contact the Head of Godolphin to instigate this arrangement and Leehurst Swan staff will be expected to invigilate. There is a reciprocal arrangement with Godolphin in the event of their examinations rooms being out of use.

Long-term absence of a subject teacher during a key point in the examination cycle (Controlled Assessment or Non-Examination Assessment or pre-exam period)

The Headmaster will ensure that an appropriately qualified supply teacher or the Head of Department is appointed to oversee the candidates. The Head of Department (or Head of Centre in the case of an absence of a Head of Department) will ensure that the supply teacher is aware of the Coursework and Non-Examination Assessment policy and receives any necessary training.

Severe Weather or Pandemic or other exceptional event occurring on or near the day of an examination.

The Examinations Officer will consult with the Headmaster or in his absence, the Deputy Head to make a decision about the examination taking place. The up to date examination system contingency plan published by Ofqual will be referred to when relevant (copy in Examination Contingency file). The Centre will endeavour to allow candidates to sit examinations unless there are extreme circumstances which prevent this from happening. If the School is advised by an external agency to close, e.g. Public Health England or the Environment Agency, then the School will establish if it is able to open for exams only. If this is not possible, the School will investigate the use of an alternative venue.

In the event of severe weather being forecasted or a pandemic occurring, parents of candidates should be contacted in advance of the examination (via email or text) to alert them to any change of location and timings of the examination or to confirm that the examination is continuing as planned. If pupils arrive to examinations very late (more than 30 minutes after the start time) due to severe weather and a parent is still with that pupil, then the parent should be asked to come with that pupil to Reception. We can then ensure that supervision continues without break, which may make the difference between a paper being accepted or rejected by the examination board.

If the Examinations Officer is unable to get to the Centre, a member of the Senior Management Team will be responsible for ensuring that examinations are carried out in accordance with the JCQ regulations. They should access the folder with instructions as described above.

This policy is subject to annual review according to a timetabled programme.

Last reviewed in November 2017 by the Examinations Officer.

Appendix A Emergency evacuation



LEE Hurst Swan

Emergency Evacuation on the Examination Room

Reviewed in November 2017 by the Examinations Officer

If an emergency occurs

In the event of an emergency, such as a fire alarm or serious medical emergency, the following instructions will apply:

- all examination question papers and scripts must be left in the examination room
- invigilators must evacuate the examination room in the event of a fire alarm by the nearest fire route, (or in the event of a medical emergency by the safest route assembling in the Conservatory) taking the attendance record with them
- the candidates must be escorted by the invigilators to the examination room meeting point; in the Conservatory for a medical emergency or outside the Pre-School for a fire alarm.
- candidates must remain in silence so that discussion of the examination cannot take place.
- invigilators must check that all candidates listed on the attendance sheet are present. Any missing candidates must be reported immediately to the person in charge of the evacuation
- invigilators should make a note of the time of the interruption and how long it lasted
- when allowed back into the examination room, candidates are allowed the full working time set for the examination (a few minutes of quiet time may be allowed for the candidates to gather their thoughts before restarting)
- the invigilator must liaise with the Examinations Officer after the exam so that a full report can be provided to the awarding body
- the invigilator must read the instructions overleaf to the candidates at the start of the exam.

Please read the following instructions to candidates when seated in the exam room:

If the fire alarm sounds or a serious medical emergency occurs you should leave your examination question papers and answer sheets on your desks. Your invigilator will instruct you to exit the room in silence and lead you to your meeting point (the Conservatory for a medical emergency or outside the Pre-School for a fire alarm) and you must wait in silence whilst there.

If an emergency does occur it is very important that you do not talk to anyone.

You will be allowed to complete the examination later and will be given the correct amount of time.

Emergency numbers –

Reception x 13 or 01722 333094

Headmaster's PA x 05 or 01722 820945

Exams x 24 or 01722 820944