



## LEICESTER GRAMMAR SCHOOL TRUST

### LGS STONEYGATE

## EXTERNAL EXAMINATIONS POLICY

*This is one of the policies concerned with the curriculum. It should be read in conjunction with the following documents: the Curriculum policy; the Marking policy; the Non-Examination Assessment (NEA) policy; and the Special Educational Needs and Disability (SEND) policy.*

The purpose of this exam policy is:

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 exam processes to read, understand and implement this policy.

This exam policy will be reviewed every two years by the Headteacher, Deputy Head and the Exams Officer and updated more frequently in the event of significant changes to exam procedures imposed by JCQ and/or Ofqual.

### Examination responsibilities

#### Headteacher

Overall responsibility for the school/college as an exam centre:

- Is responsible to the awarding bodies for making sure all examinations/assessments are conducted to instructions, and the qualification specifications issued by the awarding bodies. Refer to the JCQ document '*Instructions for conducting examinations*'.
- Is responsible for reporting all suspicions about, or actual incidents of, malpractice to the awarding bodies. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'.
- Advises on appeals and re-marks.

#### Exams Officer

Manages the administration of public exams and analysis of exam results:

- Advises the SLT, subject and form tutors and other relevant support staff on annual exam timetables and entry procedures as set by the various exam boards.
- Oversees the production and distribution to staff and candidates of an annual calendar for all public exams 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 exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries when required.
- Receives, checks and stores securely all exam papers and completed scripts.
- Submits access arrangement applications (in consultation with the Head of Learning Support) and makes applications for special consideration in accordance with the JCQ document '*Access arrangements and reasonable adjustments regulations and Adjustments for candidates with disabilities and learning difficulties*'.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges in consultation with the Director of Finance and Operations.
- Along with subject teachers, submits candidates' coursework marks and samples where necessary, and tracks the despatch of both.
- Stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Administers training for all new invigilators, and re-training - when necessary - of existing staff, in accordance with the JCQ document '*Instructions for Conducting Examinations*'.
- Maintains systems and processes to support the timely entry of candidates for their exams.

#### Deputy Head

- Oversees the invigilation timetable and rooming arrangements for exams (in consultation with the Exams Officer and Head of Learning Support).
- Recruitment, training and monitoring of external exams invigilators as required (in consultation with the Exams Officer).
- Organisation of teaching and learning.
- External validation of courses followed at Key Stage 4.

#### Subject Teachers

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.

- Accurate completion of coursework mark sheets and declaration sheets.
- Along with the Exams Officer, submits candidates' coursework marks and samples where necessary, and tracks the despatch of both.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- State notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to the Exams Officer.

#### Careers Leader (of LGST)

- Guidance and careers information.

#### Head of Learning Support

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- 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.

#### Lead invigilator/invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office or other designated secure area.
- Ensure that the exam is conducted in accordance with the JCQ document '*Instructions for conducting examinations*'.

#### Candidates

- Confirmation of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Candidates are informed of exam protocol and guidelines via a letter issued to parents and pupils at the commencement of the exam period.

#### Administrative staff

- Support for the input of data.
- Posting of exam papers.
- Assists with the dissemination of exam results and certificates to candidates.

#### The statutory tests and qualifications offered

The statutory tests and qualifications offered are decided by the Headteacher and subject teachers.

The statutory tests and qualifications offered are GCSE/IGCSE/BTEC and VCert at KS4.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed as soon as possible.

At Key Stage 4 all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

#### Exam seasons and timetables

Internal exams are January for Year 11 and June for other year groups. External exams are scheduled in May/June (although there may be exams in October/November and in January in exceptional circumstances).

All Year 11 Trial Exams are held under supervised exam conditions.

The Headteacher and the subject teachers decide which exam series are used for internal exams.

#### Entries, entry details, late entries and retakes

Candidates are selected for their exam entries by the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre accepts all entries for externally examined components from former students and external entries from other candidates at the Headteacher's discretion.

Candidates will not be entered for exams prior to Year 11 (for GCSE) except for in exceptional cases, such as native language speakers in Modern Foreign Language subjects.

#### Late entries

Entry deadlines are circulated to subject teachers via email and hard copy.

Late entries are authorised by subject teachers and Exams Officer.

(See also, 'Exam fees')

#### Exam fees

GCSE initial registration and entry exam fees in taught subjects are paid by the centre.

Exam entry fees for subjects/awards that are not part of the LGS Stoneygate curriculum are paid for by the candidate. Any additional administrative fees payable to external parties will also be paid for by the candidate.

Late entry or amendment fees are paid by the candidates concerned, except where administrative errors have been made by centre staff.

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 time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements except under exceptional circumstances for which an application for Special Consideration might be made.

Reasonable administration fees will be charged to external candidates to cover the costs of invigilation and other exam administration. These fees will be waived for former students.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 'Results, enquiries about results (EARs) and access to scripts (ATS)')

### The Disability Discrimination Act (DDA), special needs and access arrangements

#### DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. 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 Head of Learning Support, a doctor and the educational psychologist / specialist teacher.

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

#### Access arrangements

Making special arrangements for candidates to take exams is the responsibility the Head of Learning Support and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement candidates will be arranged following discussions between the Head of Learning Support, the Exams Officer and the Deputy Head.

Invigilation and support for access arrangement candidates will be organised by the Head of Learning Support with the Exams Officer.

#### Estimated grades

The subject teachers will submit estimated grades to the Exams Officer if/when requested by the Exams Officer.

## Managing invigilators

External invigilators will be used for some exam supervision.

The recruitment of invigilators is the responsibility of the Deputy Head in consultation with the Examinations Officer.

Securing the necessary Disclosures and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.

Invigilators are timetabled and briefed by the centre administration.

New invigilators will be trained by the Exams Officer as required.

Invigilators' rates of pay are set by the centre administration.

## Exam days

The Exams Officer will book all exam rooms after liaison 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 only be present during the exam at the discretion of the Headmaster to be available to assist with the identification of candidates and/or field questions regarding suspected errors in the exam paper in accordance with the JCQ document '*Instructions for conducting examinations*'.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be removed from the exam room before the end of a session and must then be immediately delivered to the care of the Exams Officer. Papers will be distributed to subject teachers at the earliest opportunity as permitted by the awarding body's regulations and the JCQ document '*Instructions for conducting examinations*'.

## Candidates, clash candidates and special consideration

The School's published rules on acceptable dress, 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.

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. If they do, they will not be allowed to return. GCSE candidates will not be allowed to leave the exam room until the published end time for the exam.

The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them on arrival in accordance with JCQ guidelines.

### Clash candidates

The Exams Officer (in consultation with the Deputy Head) will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays (if required).

### 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 to that effect.

Any special consideration claim must be supported by appropriate evidence, for example a letter from the candidate's doctor, within five days of the exam and before the awarding body's published deadline.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body before the published deadline.

### Malpractice

Any instances of suspected malpractice in examinations and assessments will be dealt with in accordance with JCQ instructions.

### Non-Examination Assessment (NEA) appeals against internal decisions

#### Non-Examination Assessments

Candidates who have to prepare portfolios should do so by the end of the course or centre defined date.

Subject teachers will ensure that all NEA material is ready for despatch at the correct time and the Exams Officer will keep a copy of records of what has been sent when and to whom.

Marks for all NEA components are provided to the Exams Office by the subject teachers and the Heads of Departments.

#### Appeals against internal decisions for Non-Examination Assessments

The School is obliged to publish a separate procedure on this subject, which is available from the Exams Office and on the school's website.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment or the marking of the assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel that their NEA has been assessed unfairly, inconsistently or not in accordance with JCQ requirements and the awarding body's instructions.

- The appeals process outlined in the Non-Examination Assessment policy should be followed according to the timescale and deadlines stated in that document with the completed Notice of Appeal returned to the Exams Officer. The Exams Officer/Deputy Head (or other nominee) will carry out a review of the NEA to determine whether the process used conformed to the necessary requirements.
- In the event that an appeal is made to request a review of the centre's marking, there are three possible outcomes:
  - o The original mark is lowered.
  - o The original mark is confirmed as correct.
  - o The original mark is raised.

In each case, this revised mark is the mark that will be submitted to the awarding body.

- The candidate will be informed in writing of the outcome of the appeal and this will be recorded for awarding body inspection.
- It is at the School's discretion to charge a fee to carry out a review of the centre's marking for a NEA component.

## 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 or by email to a verified account. Alternatively they can be sent by post to their home addresses (candidates to provide sae). Please note: results cannot be posted before the published results day.

Results cannot be released to a third party without the explicit written consent of the candidate (in accordance with the Data Protection Act 1998).

Arrangements for the school to be open on results days are made by the Headteacher.

The provision of staff on results days is the responsibility of the Headteacher.

### EARs

EARs may be requested by centre staff – provided the candidate agrees to the EAR - if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. (See section, 'Exam fees')

### ATS

After the release of GCSE results, candidates may request the return of exam scripts.

If a result is queried, the Exams Officer, teaching staff and Headmaster will investigate the feasibility of asking for a review of marking at the centre's expense (see 'EARs').



Centre staff may also request scripts for teaching purposes. In this case, the written consent of candidates must be obtained.

### Certificates

Certificates must be signed for and collected in person.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for two years.