



**The Hurlingham Academy**

The best in everyone™

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## **EXAMINATIONS POLICY**

**2017 - 2018**

**CENTRE NUMBER 10134**

## CONTENTS

|    |  |
|----|--|
| 1  | <a href="#">Examination Responsibilities</a>   |
| 2  | <a href="#">Quality Assurance</a>  |
| 3  | <a href="#">Examinations and Qualifications Offered</a>  |
| 4  | <a href="#">Exam Seasons and Qualifications Offer</a>  |
| 5  | <a href="#">Entries, Entry Details and Late Entries</a>  |
| 6  | <a href="#">Exam Fees</a>  |
| 7  | <a href="#">The Equality Act (2010), Special Needs, Access Arrangements and Contingency Plan</a> |
| 8  | <a href="#">Estimated Grades</a>   |
| 9  | <a href="#">Managing Invigilators and Exam Days</a>  |
| 10 | <a href="#">Candidates, Clash Candidates and Special Considerations</a>                          |
| 11 | <a href="#">Coursework Appeals against Internal Assessments</a>                                  |
| 12 | <a href="#">Appeals against Internal Assessments of Work for External Qualifications</a>         |
| 13 | <a href="#">Results, Enquiries about Results (EARs) and Access to Scripts (ATS)</a>              |
| 14 | <a href="#">Procedure for Catch Up Exams (Internal)</a>  |
| 15 | <a href="#">Certificates</a>   |

## OTHER ASSOCIATED POLICIES AND PROCEDURES

The Examinations Policy should be considered in conjunction with the following Policies and Procedures. There is also an Exams Booklet which gives an overview of how to be fully prepared for exams.

1. Controlled Assessment Policy
2. Risk Management Policy
3. On-screen Test Policy
4. Internal Appeals Procedures
5. Contingency Plan
6. Emergency Evacuation Procedures
7. JCQ MFL Listening Exams Advice
8. Invigilators Checklist
9. Examination Room Incident Log
10. Malpractice and Maladministration Policy

Where this policy does not comply with JCQ Policies and Procedures, the JCQ Policies and Procedures will take precedence.

## **The purpose of this Policy is:-**

- To ensure the planning and management of examinations is conducted efficiently and in the best interests of the 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.

## **1. EXAMINATION RESPONSIBILITIES**

Responsibilities for aspects of examinations are as follows:

### **Head of Centre**

- has overall responsibility for the school as an exam centre
- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice.

### **Examinations Officer**

- manages the administration of public and internal exams and analysis of exam results
- advises the senior leadership team, subject and class 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, governors 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 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 and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts and ensures that completed scripts are dispatched as per the guidelines
- 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
- submits candidates' coursework marks, tracks despatch and 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
- maintains systems and processes to support the timely entry of candidates for their examinations.

### **Heads of Department of Key Stages**

- provide guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- accurately complete all estimated grades and marksheets and adherence to deadlines as set by the Examinations Officer
- set out the organisation and administrative procedures for controlled assessments and practical moderations together with the Examinations Officer and SENDCO
- accurately complete coursework/controlled assessment marksheets and declaration sheets

- be involved in post-results procedures

### **Teachers**

- submit candidates' names to Heads of Department
- supply information on entries, coursework and controlled assessments as required by the Head of Department
- be aware of and discuss access arrangements with SENDCO and Examinations Officer where appropriate

### **SENDCO**

- administer access arrangements prior to and during examinations
- identify and test candidates' requirements for access arrangements
- inform subject teachers of candidates with special educational needs who are embarking on a course leading to an 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
- provide additional support; this includes the provision of a reader, scribe, prompter, practical assistant, support for candidates with a hearing or sight impairment, bilingual dictionaries (where permitted) for speakers of other languages and provision of IT equipment

### **Lead Invigilator/Invigilators**

- work as instructed by the Examinations Officer prior to, during and after exams
- collect examination papers and other material from the Examinations Officer before the start of the examination
- complete any required paperwork including (but not limited to) seating plans, registers, cover sheets and incident logs
- assist the Examinations Officer in the efficient running of examinations according to the JCQ regulations
- collect all examination papers in the correct order at the end of the exam and return them to the Examinations Officer

### **Candidates**

- understand and comply with coursework, controlled assessment and examination regulations and sign a declaration that authenticates the coursework as their own
- must make themselves aware of the JCQ guidelines for behaviour during exams and abide by the rules as set out by the JCQ and The Hurlingham Academy

## **2. QUALITY ASSURANCE**

THA is committed to Quality Assurance and believes it is an integral part of its processes.

The focus of THA is on learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.

The provision is regularly monitored and reviewed by the Senior Leadership Team.

All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role.

All new invigilators will undergo JCQ approved training and, where used for the BCS invigilation, they will also undergo appropriate, board approved training. BCS invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.

Existing BCS invigilators will be observed conducting an assessment at least once a year. Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.

THA's policy for Equal Opportunities is followed and monitored.

### 3. [EXAMINATIONS AND QUALIFICATIONS OFFERED AT THE HURLINGHAM ACADEMY](#)

The qualifications for which students are entered are GCSEs and BTECs

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parents/carers, SENDCO, Subject Teachers, Head of Key Stage, Heads of Subject and the Head.

### 4. [EXAMINATION SEASONS](#)

Internal examinations may be scheduled at any time through the Academic Year. External exams are scheduled in November and May/June. All internal examinations are held under external examination conditions.

#### **Timetables**

Once confirmed, the Examinations Officer will circulate the examination timetables for internal examinations and external examinations.

### 5. [EXAMINATION ENTRIES](#)

Candidates are selected for their exam entries by the Heads of Department

Candidates, or parents/carers, can request a subject entry or change of level. However, ultimately the decision must be made by the Head of Department

The decision to withdraw a candidate from an examination must be made in consultation with the Head of Key Stage. The final decision on the withdrawal of the student lies with the Head

The centre does not accept entries from external candidates

#### **Late Entries**

Entry deadlines are circulated to Heads of Department via email and notice board. Internal entry deadlines will be set to ensure external deadlines are met

Late entries are authorised by the Head

### 6. [EXAMINATION FEES](#)

Where students fail to attend one or more examinations, their deposit will be used as a contribution to the cost of their examination

The centre will pay all normal examination fees on behalf of candidates.

Late entry or amendment fees are paid for by departments. In order for this to happen an amendment form must be signed and returned to the Examinations Officer

## 7. [THE EQUALITY ACT 2010](#)

All examination centre staff must ensure that the information for invigilators, candidates, seating arrangements, evacuation procedures and special consideration regulations and guidance are consistent with the law

### **Access arrangements**

Making special arrangements for candidates to take examinations is the responsibility of the SENDCO  
Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer

Rooming for access arrangement candidates will be arranged by the SENDCO with the Examinations Officer

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the Examinations Officer

### **Contingency Planning**

Contingency Planning for examinations administration is the responsibility of the Examinations Officer together with the delegated Assistant Vice Principal and Head of Centre

## 8. [ESTIMATED GRADES](#)

The Heads of Department will submit estimated grades to the Examinations Officer when requested by the Examinations Officer.

## 9. [MANAGING INVIGILATORS](#)

External invigilators will be used for all external examinations

The recruitment of invigilators is the responsibility of the Examinations Officer in liaison with the Business Manager and Principal

Invigilators are timetabled and briefed by the Examinations Officer

### **Examination Days**

The Examinations Officer will book all examination rooms after liaison with other users. Room availability for exams will take precedence over other non-exam use. The Examinations Officer will make the question papers available for the invigilators no more than 30 minutes prior to the commencement of the exam. Other materials and examination stationery will be available in each exam room prior to commencement

The Site Management Team is responsible for setting up the allocated rooms

The named Assistant Vice Principal/Examinations Officer will start all examinations in accordance with JCQ guidelines

Subject staff may be present at the start of the exam to assist with identification of candidates, papers/tiers of entry and check for necessary equipment

In practical examinations, subject teachers may be 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 distributed to Heads of Department 24 hours after the end of the examination session

## 10. [CANDIDATES](#)

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times

Disruptive candidates are dealt with in accordance with JCQ guidelines

Candidates may only leave the exam room for a genuine purpose which will be decided by the invigilators at the time. All candidates who need to leave the room will be accompanied at all times by an invigilator. They will remain under exam conditions at all times

Key Stage 4 Co-Ordinator and Assistant Vice Principal are responsible for dealing with candidates who are late for their examinations, or do not turn up at all.

### **Clash candidates**

The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **Special consideration**

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 centre, 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 exam, for example 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 exam.

## **11. INTERNAL ASSESSMENTS/COURSEWORK/CONTROLLED ASSESSMENTS**

Heads of Department will ensure all coursework/assessments are ready for despatch in order to reach the destinations by the external deadlines. The Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the Examinations Officer by the Heads of Department.

## **12. APPEALS AGAINST INTERNAL ASSESSMENTS OF WORK FOR EXTERNAL QUALIFICATIONS**

THA is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments which are conducted on screen or through automated software, such as the ECDL, should read the Internal Appeals Procedures and be aware that any such complaint must be raised within 20 days of conducting the test.

Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The academy is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure. Please note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

- Appeals should be made as early as possible and no later than June 1st.
- The candidate's parent/guardian must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
- The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This request must be made within two working days of receipt of the written reply to the original appeal.
- The appeals panel will consist of a senior member of staff, the Head of Curriculum and a school governor. The candidate will be given at least two days' notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
- The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
- After work has been assessed internally, it is moderated by the awarding the body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the academy and is not covered by this procedure. The awarding bodies have their own appeal procedures which are available from the Examinations Officer.

### 13. RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

#### **Results**

Candidates will receive individual results notifications on results days in person at the centre. Any notifications not collected at that time will be posted to the candidates' home address

Arrangements for the school to be open on results days are made by the Head of Centre

#### **Enquiries about Results (EARS)**

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

If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, the associated cost will be charged to the candidate

#### **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of papers within seven 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 and GCE re-marks cannot be applied for once a script has been returned.



#### 14. PROCEDURE FOR CATCH UP EXAMINATIONS (INTERNAL EXAMINATIONS ONLY)

- during examinations, a register of students is taken
- the Examinations Officer will inform the Head of Department and Key Stage 4 Co-Ordinator of students absent from the examinations
- the Head of Department will provide the Examinations Officer with 'catch up packs' including examination papers and any other additional materials
- the Key Stage 4 Co-Ordinator will inform the students of the 'catch up' session
- the Examinations Officer will organise the examination and arrange for invigilation
- completed examination papers will be distributed to departments by the Examination Officer

#### 15. CERTIFICATES

- Certificates are collected and signed for by the candidate
- Certificates may not be collected on behalf of a candidate by a third party unless there is agreed written permission (preferably an adult family member)
- Replacement certificates are only issued by the awarding body if a candidate agrees to pay the costs incurred. The candidate will need to contact the appropriate awarding body directly
- The centre retains certificates for at no more than three years