



Tasker Milward VC School Examinations Policy

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1	J. Stamp	Jan 08	March 08	
2	M Treiber-Johnson	Oct 12	Nov 2012	
3	M Treiber-Johnson	Jan 15	Feb 2015	

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1. Aim

To provide an examination system which shows where responsibilities lie across the school ensuring all the requirements of the Joint Council for Qualifications procedures are carried out in an efficient manner.

2. Departmental Responsibilities

Entries – All candidates will be entered for external exams by the due date set by the exam boards. Information regarding entries will be requested from departments by the exams officer. It is the responsibility of the department to ensure all entries, levels and teaching groups are correct, and they are returned to the exams office within the deadline date.

Amendments/withdrawals – Withdrawals and amendments to entries received from departments, including change of tier, will be accepted in writing by the Exams Officer up to the date agreed by the exam board. Any late entry/amendment/withdrawal fees will be charged to the department.

Controlled Assessments – see separate policy

Coursework – It is the responsibility of each department to ensure all coursework is dispatched at the correct time and the correct paperwork has been completed, including Centre Declaration Sheets and individual Candidate Declaration/Record Sheets. **Failure to complete Candidate Declarations sheets will result in a mark of nil for that unit.**

It is important that each department makes students aware of the issues around coursework malpractice. If malpractice is suspected the following procedure should be followed:-

School Policy if malpractice is identified before submission of marks to Awarding Body:-

1. Teacher identifying malpractice refers work to Head of Department.
2. If Head of Department agrees that there is evidence, the Exams Officer must be consulted.

3. Student(s) interviewed by Head of Department and Exams Officer.
4. Decision decided on what action is to be taken
5. SLT and other appropriate personnel informed of outcome.

Exam Board Policy if Malpractice is identified after the submission of marks to Awarding Body:-

1. Teacher identifying malpractice refers work to Head of Department.
2. If Head of Department agrees that there is evidence, the Exams Officer must be consulted.
3. Student(s) and parent(s) interviewed by Head of Department and Exams Officer.
4. Exams Officer notifies Awarding Body of findings.
5. Awarding Body to make decision on final outcome based on facts reported.
6. SLT and other appropriate personnel informed of outcome.

Each department is responsible for ensuring the exams officer has the correct number of 'clean scripts or texts' if these are permissible in written exams. Departments also need to ensure that any annotated notes that are permissible are in accordance with the examining bodies' regulations.

3. External Examinations

The Examination Officer is responsible for the organisation, conduct and invigilation of all external exams:-

1. Final confirmation of entries and levels to be made by each department.
2. All exam papers will be counted by the exams office and, on receipt, will be locked away in a secure environment in line with awarding body regulations.
3. All exam papers will be checked by the Exams Officer before the exam date.
4. All notices and information to candidates are displayed in the exam rooms.
5. A member of the examination team or a member of SLT will be responsible for starting all exams.
6. No exam papers will be removed from the exam room before the end of each session.
7. All exams will be conducted in accordance to the rules and regulations laid down by the exam boards.
8. Any misconduct or irregularity in the exam room must be reported to the exams officer as soon as possible, the Awarding Body concerned will be notified immediately.
9. At the end of any external written exam all papers will be collected and taken to the exams office immediately.
10. Students will not be allowed to leave the exam room until the official exam time has been met.
11. No member of staff is permitted to enter the examination room unless they are specifically requested to do so due to a problem regarding the examination paper.
12. The school will dispatch exam papers by the most appropriate method within 24 hours of completion of the exam.

4. Exam Invigilation

1. The Exam Officer will ensure that each exam session will have the appropriate number of invigilators for each exam session. A designated invigilator will be in charge and will oversee each exam session.
2. Invigilators must give full attention to the conduct of the examination.
3. Invigilators will be made aware of the rules and regulations that students must adhere to in accordance with the Invigilators Handbook.
4. Invigilators must report any irregularities or misconduct immediately to the Exams Officer, and then make a note and record the time of these events on the Reports Sheet within the exam room
5. At the end of each exam session Invigilators will collect papers in register order and return them to the security of the exams officer in the exam office.

5. Special Needs / Access Arrangements

1. It is the responsibility of the SENCO to liaise with the Exams Officer about the arrangements for Candidates with access arrangements, and that all information has been supplied within the deadline date set down by the examining body.
2. The SENCO will provide all necessary evidence required for each appropriate arrangement request. The Exams Officer will then ensure all necessary access applications are completed on-line within the dates stipulated by the exam boards, and process all replies.
3. The SENCO must ensure that the rules and timetables for the ordering of modified/enlarged scripts are met.
4. It is the responsibility of the SENCO to provide all pupils who require Special Arrangements e.g.: -
Prompter
Reader
Scribe
Practical Helper, etc
with an appropriate and experienced member of staff during all external examinations, these include practical examinations, coursework elements and controlled assessments if appropriate.
5. It is the responsibility of the SENCO to ensure that it is the Candidate's own original work, and that no unauthorized help is given to any pupil who receives extra help during an external exam.

6. Special Consideration

1. Candidates will be informed of the criteria for requesting special considerations prior to the exams and when circumstances arise.
2. Application for special considerations will be made on the basis of need, with the required evidence, by the exams officer.

7. Candidates

1. It is the Candidate's responsibility to ensure all Statement of Entry forms are signed correctly and returned to the Examinations Office at the requested time (to include any resits). Failure

to do so may result in non-entry or a further charge as levied by the exam boards as appropriate.

2. It is the Candidate's responsibility to ensure all coursework is handed in at the time and date stipulated by the subject teacher and a Student Declaration Sheet is signed for each unit of coursework submitted. **Failure to sign this sheet will result in a refusal from the Awarding Body to mark that unit.**
3. Any Candidate wishing to resit any examination (or certain modules of an examination) will be charged the appropriate fee at time of entry. It is School Policy that all resits are charged to the candidate.
4. It is the candidate's responsibility to check their own timetable and inform the Exams Officer immediately if there are any amendments.
5. It is the candidate's responsibility to check their timetable for clashes and see the Exams Officer to make appropriate arrangements for sitting the exams within the regulations.
6. All candidates receive information sheets throughout Years 10-13 informing them of Coursework and Written examination regulations as stipulated by the exam boards. It is the responsibility of Candidates to familiarise themselves with all relevant exam information.
7. It is the Candidate's responsibility to ensure they arrive at each exam at the correct venue, on the correct date and at the correct time.
8. Candidates will be made aware that failure to comply with the Exam Board regulations will be reported to the appropriate Examining Body and may result in loss of marks/grades for that subject.

8. External Results

Results will be issued on the days stipulated by the Examining Bodies.

1. It is the Exams Officer's responsibility to ensure that all exam results are collated and appropriately given out to Candidates and Departments on designated days.
2. A team of teaching staff will be available to support candidates on main GCE/GCSE results days in August of each year.
3. If a result is queried the Examinations Officer will investigate the feasibility of asking for a remark.
4. The Examinations Office will provide all relevant information in regard to the Post Results service including advice in re-marking and access to scripts etc, also the appropriate charges and deadline dates.

9. Appeals/Procedures

Procedures relating to internally assessed coursework –

1. Internal assessments are conducted by staff who have appropriate knowledge, understanding and skills
2. Assessment evidence provided by candidates has been produced and authenticated according to the requirements of each subject specification
3. Where the assessment of work is divided among staff, consistency will be maintained by internal moderation and standardization.

Appeals relating to internally assessed coursework –

APPEALS MAY BE MADE TO THE SCHOOL REGARDING THE PROCEDURE USED IN INTERNAL ASSESSMENT, BUT NOT THE ACTUAL MARKS OR GRADES SUBMITTED BY THE SCHOOL FOR MODERATION TO THE EXAMINING BODIES.

1. The Centre should not issue any candidate with their marks for internally assessed work until the moderation process by the Awarding Body has been completed.
2. If a candidate wishes to appeal against these procedures they must:-
 - a. Speak to the subject teacher who will ask an experienced member of the department to review the work and confirm marks.
 - b. If there are still outstanding concerns Parent/Carers of the Candidate must appeal in writing to the Examinations Office before the 19 May.
 - c. An Appeals Panel consisting of two persons not previously involved, *normally* a member of the Senior Management Team and a member of the Governing body will consider the procedures used for internal assessment and if they have met the requirements of the Awarding Body.
 - d. The outcome of the appeal will be reported in writing to the parents/guardian of the candidate before the end of the summer term. Any changes made to the assessment of the work, or changes made to improve the schools procedures will also be reported to the Awarding Body.
 - e. The candidate, supported by parent/carer may wish to receive the outcome of the appeal through a personal hearing with the Appeals Panel. An appointed time will be set convenient to both parties before the end of the summer term.

Written records of any appeal will be maintained at the school and will be available to the Awarding Body upon request.

Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to the procedures published by the Awarding Bodies.

SERVICES AVAILABLE:

1. Service 1 – Clerical Recheck – recheck of all clerical procedures leading to the issue of a result – **IF REQUESTED** a photocopy is available, fee payable upon request.
2. Service 2 – Re-mark – a remark of externally assessed components and will include a clerical recheck – **IF REQUESTED** a photocopy is available, fee payable upon request.
3. Priority 2 Service – This is offered as a priority basis for GCE/VCE units only and is aimed towards candidates whose place in further education depends on the outcome. **MUST BE SUBMITTED TO THE AWARDING BODY WITHIN 3 WORKING DAYS OF RESULTS BEING ISSUED.**
4. Service 3 – re-moderation of the original sample of centre assessed coursework – this will be carried out by a moderator experienced in moderating the specification. If centre coursework marks have been accepted by the Awarding Body this service will not be available. This service is available solely to the school and not individual candidates.

Candidates should be aware that enquiries about results may lead to marks and grades being confirmed, raised or lowered. It should also be noted the all appeals/queries must go through the Examinations Office as the Awarding Body will not accept correspondence directly from candidates.

10. Emergency Procedures during an External Examination

1. It is the responsibility of the Exams Officer to ensure all candidates & External Invigilators are aware of the emergency procedures should the fire alarm go off during an external exam.

2. It is the responsibility of Candidates and Invigilators to familiarise themselves with these procedures in the event of an emergency (Emergency procedure and Action Plan – Annex 1).

11. Internal Examinations

Any internal examination is held in the school hall, is seen as a positive step to ensure pupils are familiar with the layout of exam papers and exam conditions, thus preparing them for external exams.

1. The Exams Officer will be responsible for the overseeing, organization and accommodation of these exams, including creating the appropriate timetable.
2. Each department will be responsible for producing exam papers, which are suitable for the time slot allocated to their subject.
3. It is the departments' responsibility to ensure all papers are in the Exam Officer 24 hours before that exam.

Emergency Procedure during Exams

1. In the event of **FIRE** the nearest alarm must be sounded.
The Senior Member of Staff / Caretaker will investigate and contact the **FIRE BRIGADE** immediately if necessary.
2. Candidates will leave the room and **WALK QUIETLY** and in **SINGLE FILE** down the nearest staircase and exit to the assembly point (right hand side of yard at rear of Tasker building – next to garage). The Exam Invigilator will ensure the room is **EMPTY** before leaving and that the **WINDOWS** and **DOORS** are closed behind them.
3. All candidates to line up on the hard play area at the rear of the Tasker building as instructed by the Invigilator.
4. Candidates are to remain silent at all times and are **NOT** to speak to each other.
5. Invigilators are to check that all candidates are present and report back to the Exams Officer.
6. The Exams Officer is to report any missing candidates to the Business Manager.
7. Once it is safe to return to the building the candidates are to return in **Silence** and to be accompanied by an invigilator.

Emergency Action Plan (Displayed in each Exam Room)

ASSEMBLY POINT:-

TASKER YARD – Right Hand Side – In front of Garage

EXIT POINTS:-

TASKERS HALL & STAGE – EMERGENCY EXITS IN HALL
COMMON ROOM – EMERGENCY EXIT AT BACK OF ROOM
CLASSROOMS – NEAREST EMERGENCY EXIT

ACTION ON DISCOVERING A FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- DO NOT PUT YOURSELF AT RISK
- FOLLOW INSTRUCTIONS BELOW:

ACTION ON HEARING AN ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- LEAVE THE BUILDING IN SILENCE WITH THE EXAM INVIGILATOR/S
- REMAIN WITH THE INVIGILATOR/S AT ALL TIMES
- REPORT TO THE ASSEMBLY POINT
- DO NOT RE-ENTER THE BUILDING