



OLD BUCKENHAM
HIGH SCHOOL

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EXAMINATION POLICY

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Executive summary	This policy has been reviewed and amendments made in order to comply with JCQ ICE Regulations
Review Body	Exams Office
Endorsed by	Governing Body
Review frequency & next review due	Annually – January 2023
Comments	This policy will be reviewed in full by the Governing Body on an annual basis.

Examination Policy

Rationale

External examinations provide vital summative assessment, generally at the end of a Key Stage. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the school participates in administration of these examinations in the best interests of the students and the school. In addition, other internally set and marked examinations may take place at stages in a student's progress through the school in order to both prepare for external examinations and assess student learning.

Key Stage 3

It is the expectation that students will take the NFER Reading Test in Year 7 and Cognitive Abilities Tests in Year 7. End of Key Stage 3 National Curriculum Tests may be taken in English, Maths and Science at the discretion of the Department but are not statutory.

Key Stage 4

It is the expectation that all students should be enabled to achieve an entry for qualifications from an external awarding body, i.e. ELC, GCSE, Cambridge National, Btec.

Specification/Awarding Body

- The awarding body and specification will be decided by Heads of Subject.
- Any proposed major changes to the exam board, style or timing of examinations, e.g. modular courses, must be discussed and agreed with departmental staff.
- The Head of Subject must inform the Exams Officer in writing of any changes to the exam board or exam timing as soon as they are agreed.
- For courses of study provided for pupils, please see Appendix 1.

GCSE Exam Season

- GCSE examinations will take place in the Summer series (May/June) at the end of KS4.
- Modular tests will take place throughout the KS4 course where appropriate.
- A full timetable of GCSE examinations will be issued by the Exams Officer by 31st January before the Summer Series.

Entries

- Heads of Subject must provide the Exams Officer with details of all candidates to be entered for their subject, together with correct entry codes and tier of entry, by 1st February of each year.

- Any subsequent amendments to, or withdrawal of, entries must be made by Heads of Subject to the Exams Officer.
- Any late entry/amendment fees which incur a financial penalty from the exam board will be charged to subjects if they arise from that subject's error or omission.
- The school may impose a charge equal to the financial charges levied by exam boards on:
 - students whose entries are withdrawn because of lack of coursework;
 - students who decide to sit/not to sit an examination after the late entry/withdrawal deadline;
 - students who fail to attend an exam and do not produce medical evidence or evidence of other mitigating circumstances.
- Candidates will only be entered for a terminal examination:
 - when there has been good attendance (90%+) throughout the course unless there is medical evidence or reasonable mitigating circumstances;
 - where coursework has been completed sufficiently to at least obtain a grade.
- The school reserves the right not to enter students for examinations if they have failed to complete the appropriate course and to advise against entry where a pupil is perceived to be overloaded or struggling with a course.

Coursework/Controlled Assessment

- Heads of Subject are responsible for collating coursework/controlled assessment marks and completion of the Candidate Record Forms, Centre Declaration Sheet and Centre Mark Sheets.
- Completed Centre Mark Sheets (and coursework/controlled assessment where required) must be passed to the Exams Officer by 30th April each year, together with a list of any lost or damaged coursework.
- The Exams Officer is responsible for ensuring all documentation is forwarded to the exam boards by the deadline specified.
- The Exams Officer will report any lost/damaged coursework to the exam board.

Access Arrangements

- The SENDCO and Exams Officer will work closely together to ensure Access Arrangements are administered in line with the Joint Council for Qualifications (JCQ) Regulations and Guidance for all eligible candidates to ensure no student is disadvantaged.

Candidate Briefing

- A series of information assemblies will be run by the Exams Officer (either in person or recorded) to familiarise Year 11 candidates with the regulations of the JCQ.
- All Year 11 candidates will be provided with the following prior to the summer term:
 - GCSE Examination Handbook

- Candidate Code of Conduct for Examinations (Appendix 2)
- Current JCQ 'Information for Candidates'
- Personal timetable

- Subject teachers will be expected to familiarise candidates with the layout of exam papers.

Exam Clashes

- The Exams Officer will identify any examination clashes for the Summer series and indicate arrangements to be put in place when the timetable is issued.

- Papers will be rescheduled for the same day wherever possible and candidates informed of the supervision requirements of JCQ.

Storage of Papers

- All examination papers will be checked and logged on arrival and stored securely in line with JCQ Regulations by the Exams Officer.

- Splitting of papers, where required for separate venues, will take place in the secure storage in the presence of the Exams Officer and an additional invigilator

- Papers will only be removed from secure storage by, or on instruction from, the Exams Officer.

- Papers will be double checked for date and time by an invigilator before being opened by the Exams Officer (second pair of eyes).

Venue

- All examinations will take place in the Hall where possible.

- The Exams Officer will organise all other venues necessary in liaison with the SEND Administrator and subject teachers where appropriate.

Invigilation

- Invigilation will be organised by the Exams Officer in line with JCQ Regulations.

- The Exams Officer will recruit exam invigilators and provide all necessary training on an annual basis.

- The Exams Officer is responsible for producing an invigilation timetable for all external examinations.

- All exam invigilators will undergo a DBS check.

- The Exams Officer will start and finish all exams where possible.

- Under no circumstances may members of centre staff be present at the start or during examinations unless prior arrangement has been made with the Exams Officer or Head of Centre. This includes the time when the room is being prepared and when papers are being collated at the end of the exam.
- Spare question papers will be available to Heads of Subject by the Exams Officer only when candidate scripts have been collated, sealed and sent off.
- Invigilators must bring any concerns regarding irregular conduct or malpractice by candidates to the immediate attention of the Exams Officer.

Special Consideration

- Special Consideration, where appropriate, will be requested by the Exams Officer in line with JCQ Regulations and Guidance.
- Teaching staff are required to inform the Exams Officer immediately if they become aware of any changes in a candidate's circumstances which may qualify for special consideration.

Results

- Results will be collected and disseminated by the Exams Officer on Results Day (usually the last Thursday in August).
- Students may collect their results statements between 10am and 12noon on Results Day.

Access to Scripts/Review of Marking

- Heads of Subject may request Enquiries About Results (EARs) and resulting fees from Exam Boards will be charged to faculty accounts unless otherwise agreed by the Head of Centre.
- If an EAR is requested by a parent/carer or student, the request must be made directly to the Exams Officer and accompanied with the correct payment before the request will be processed.
- EARs must be authorised by candidates concerned (as set out in the EAR's policy) before being actioned.

Certificates

- Certificates will be collated by the Exams Officer and made available for collection at Presentation Evening in the Autumn term.
- Any certificates not collected at Presentation Evening should be collected from the Exams Officer by 31st December of that year.
- Under current GDPR certificates will be returned to the exam board after a period of 3 years, if not collected.

Appendix 1

Subject	Exam Board
Art & Design	Edexcel
Biology	AQA
Chemistry	AQA
Drama	Btec Edexcel
Design & Technology	AQA
Enterprise & Marketing	OCR
English Language	AQA
English Literature	AQA
Food Preparation & Nutrition	WJEC
French	AQA
German	AQA
Geography	AQA
Health & Social Care	OCR
History	Edexcel
Mathematics	AQA
Music	WJEC
Physical Education	Edexcel
Physics	AQA
PSD	ASDAN
Science (Combined) Trilogy	AQA
Sports Studies	OCR
Statistics	Edexcel
Russian	Edexcel
Polish	AQA
Portuguese	Edexcel



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Appendix 2

Old Buckenham High School

Candidate Code of Conduct for Examinations

- Ensure you have read and understood the 'Information for Candidates' sheet.
- Ensure you know the dates and times of all your examinations.
- Correct School uniform must be worn at all times.
- Ensure you arrive in School at least 15 minutes before the scheduled start time of your examination.
- Wait outside the examination room until you are instructed to enter.
- All coats and bags must be left outside the exam room.
- Water (only) may be brought into the exam room, but only in a clear plastic bottle with labels removed.
- Mobile phones, MP3/4 Players, watches, notes and any other prohibited material should not be brought into the exam room.
- Once inside the exam room there must be no communication between candidates.
- Any prohibited item brought into the exam room **MUST BE** handed in.
- Listen carefully to all instructions given to you by the Examinations Officer/Invigilator.
- If there are still exams in progress at the end of your examination, leave the exam room as quickly and quietly as possible and refrain from talking until you have moved well away from the exam room.
- If you fail to sit an examination for which you have been entered you must provide a medical certificate or reasonable explanation for your non-attendance to the Examinations Officer. Where a medical certificate or satisfactory explanation is not received, the School will seek all costs relating to that examination from your parents/carers.

WARNING

Examination Boards have the right to cancel your paper, and other papers already completed, if you are caught cheating, using unauthorised material/equipment or disturbing other candidates. They also have the right to disqualify you from all examinations in the series.