



EXAMINATION POLICY

Approved

March 2017

Achieving excellence together

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.

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 Key Stage 4, with the exception of selected students who may take one or more GCSE examinations in the Summer series at the end of Year 10.
- 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 31st January 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 make a decision 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.

Forecast Grades

- The Exams Officer will request forecast grades from Heads of Subject at the end of March each year.
- It is the responsibility of the Exams Officer to ensure forecast grades are sent to the exam board by the deadline date, where required.

Access Arrangements

- The Head of Learning Support and Exams Officer will work closely 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

- All Year 11 candidates will be provided with the following prior to study leave in May:
 - 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.
- Papers will only be removed from secure storage by, or on instruction from, the Exams Officer.
- Papers will remain unopened until candidates are seated unless specific instruction has been given by the Exams Officer.
- Papers will be double checked for date and time by an invigilator before being opened by the Exams Officer.

Venue

- All examinations will take place in the Hall where possible.
- The Exams Officer will organise all other venues necessary in liaison with the Head of Learning Support 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 DAB check.
- The Exams Officer will start and finish all exams where possible.
- Subject teachers are not required to be present at the start or during examinations unless prior arrangement has been made with the Exams Officer.
- Spare question papers will be available to Heads of Subject by the Exams Officer only when candidate responses 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/Re-Marks

- Heads of Subject may request Enquiries About Results (EARs) and resulting fees from Exam Boards will be charged to faculty accounts.
- 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 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.

Appendix 1

Subject	Exam Board
Art & Design	Edexcel
Business Studies	OCR
Drama	Edexcel
D&T:Food Technology	AQA
D&T:Graphic Design	AQA
D&T:Resistant Materials	AQA
English Language	AQA
English Literature	AQA
French	Edexcel
Further Mathematics	AQA
German	Edexcel
Geography	Edexcel
HE:Child Development	AQA
History	AQA
ICT	Edexcel
Mathematics	Edexcel
Media Studies	WJEC
Music	Edexcel
Philosophy & Ethics	OCR
Physical Education	Edexcel
Science	Edexcel
Science (Entry Level)	OCR
Sociology	AQA

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.
- Once inside the exam room there must be no communication between candidates.
- Mobile phones, MP3/4 Players, I-WATCHES, notes and any other prohibited material to be placed in envelopes and handed into the invigilation team.
- 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!