**OLDHAM HULME GRAMMAR SCHOOL**

**EXAMINATIONS POLICY**

**Contents**

Policy purpose

Examination responsibilities

Examination manager

Head of Departments

Teachers

Invigilators

Qualifications

Examination series

Examination timetable

Entries

Examination fees

Equality legislation

Access arrangements

Overseas students

Contingency planning

Private candidates

Managing invigilators

Malpractice

Examination days

Candidates

Clash candidates

Special consideration

Internal assessments and appeals

Appeals against internal assessments

Results

ROR’s (Review of Results)

ATS (access to scripts)

Certificates

**The purpose of this examination policy is:**

* To ensure that the planning and management of examinations is conducted efficiently and in the best interest of the candidates.
* To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
* It is the responsibility of everyone involved in the centre’s examination processes to read, understand and Implement this policy.
* The examination policy will be reviewed every two years.
* The examination policy will be reviewed by the head of centre, deputy principal pastoral and the examinations manager.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

**Examination responsibilities**

**Having overall responsibility for the school as an examination centre, the Head of Centre:**

* Advises on appeals and review of marking.
* Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document – ***Suspected malpractice in examinations and assessments.***
* Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications.
* Ensures the National Centre Number Annual Update is responded to by the end of October and approves the Head of Centre formal declaration.

**The Examinations Manager manages the administration of public and internal examinations. He/she:**

* Advises the Senior Management Team (SMT), subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies.
* Produces and distributes to staff, governors and candidates an annual calendar for all examinations 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 examination 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.
* Receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are despatched as per the guidelines.
* Identifies and manages examination timetables clashes.
* Accounts for income and expenditures relating to all examination costs/charges.
* Line manages and organises the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.
* Provides an annual training event for new invigilators and an update event for existing invigilators. Retains a record of the training provided to invigilators for the required period.
* Line manages and trains the examinations assistant.
* Submits candidates’ NEA/coursework/controlled assessment marks, tracks despatch and stores returned NEA/coursework/controlled assessment and any other material required by the appropriate awarding bodies correctly and on schedule.
* Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with SMT, any post result service requests.
* Maintains systems and processes to support the timely entry of candidates for their examinations.

**Heads of department are responsible for:**

* Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
* Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations manager.
* Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
* Informing the examinations manager of any changes to the specification.

**Teachers are responsible for:**

* The notification of requirements for access arrangements.
* The Head of Learning Support is responsible for the provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment (in conjunction with the IT manager) to help candidates achieve their aims.
* The Head of Learning Support is responsible for working with the examinations manager to provide the access arrangements required by candidates in the examination rooms.
* Heads of Department are responsible for ensuring candidates are informed of their centre assessed marks as they may request a review of the centre’s marking before marks are submitted to the awarding body.

**The invigilator(s) are responsible for:**

* The collection of examination papers and other material from the examinations office before the start of the examination.
* The collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
* Assisting the examinations manager in the efficient running of examinations according to JCQ regulations.

**Reception staff**

* Support the EM in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

**Qualifications**

* The qualifications offered at this centre are decided by the Head of Centre and the Deputy Principal - Academic.
* The qualifications offered are GCE, GCSE, IGCSE and EPQ.
* The subjects offered for these qualifications in any academic year may be found in the centre’s published curriculum information for that year. If there has been a change of specification from the previous year, the examinations office must be informed.
* Informing the examinations office of changes to a specification is the responsibility of the head of the department.
* Decision on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers and subject teachers.

**Examination series**

* Internal examinations and assessments are scheduled in January and June.
* External examinations and assessments are scheduled in November, May and June (private candidates can sit IGCSE examinations in January).
* Internal examinations are held under external examination conditions.
* The head of centre, head of department and deputy principal - academic decide which examination series are used in the centre.
* Tests are not offered on an on-demand basis.

**Examination Timetable**

* Once these are confirmed the examinations manager will circulate the timetable for internal/external examinations to staff and pupils.

**Entries, entry details and late entries**

* Candidates are selected for their examination entries by heads of department and subject teachers.
* Candidates or parents/carers can request a subject entry, change of level or withdrawal.
* The centre accepts entries from external candidates.
* The centre acts as an examination centre for other organisations.
* Entry deadlines are circulated to heads of department via the notice board, briefing meetings and internal post/pigeon holes and by email.
* Late entries are authorised by heads of department and the examination manager.
* GCSE, IGCSE, AS and A level resits are allowed.
* Resit decisions will be made in consultation with candidates, the examinations manager and heads of department.
* Heads of department will provide estimated entry information to the examinations manager to meet JCQ and awarding body deadlines.

**Examination fees**

* 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.
* GCSE, AS and A level entry examination fees are paid by the centre.
* Late entry or amendment fees are paid by the departments or the centre.
* Fee reimbursements are not sought from candidates who decide to sit an examination after the late entry/withdrawal deadline, fail to sit an examination, or do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
* Re-sit fees are paid by the centre or by the candidates as agreed prior to an entry being made.

**Equality legislation**

* All examination centre staff must ensure they meet the requirements as set out in the invigilators’ training
* The centre will comply with the relevant legislation, including making reasonable adjustments to the service that they provide candidates in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the head of centre.

**Access arrangements**

* The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.
* A candidate’s requirement for access arrangements is determined by the SENCO.
* Implementing access arrangements for candidates to take examinations is the responsibility of the examinations manager.
* Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
* Rooming for access arrangement candidates will be arranged by the SENCO with the examinations manager.
* Invigilation and support for access arrangement candidates will be organised by the SENCO with the examinations manager.

**Access Arrangements for Private Candidates**

Oldham Hulme Grammar School will comply with the Equality Act 2010 and aim to support candidates with disabilities. We follow the regulations set out in the JCQ document “Adjustments for candidates with disabilities and learning difficulties. Access Arrangements and Reasonable Adjustments”

Private candidates with learning difficulties or disabilities should contact the exams office as soon as possible to discuss their needs. The evidence of need required by the exam boards must be in place in order to apply for access arrangements before the Access Arrangement deadline. Our school deadline for applications for access arrangements is three full working weeks before the JCQ deadline in February.

If candidates have previously had access arrangements approved by JCQ, they should provide to the Examinations Manager:-

* A copy of a JCQ approval for Access Arrangements
* A completed Form 8, signed by a SENCO or Specialist Assessor
* Additional evidence from their current or previous school or college to show evidence of need and normal way of working. This can include:

- Psychologist or Specialist Assessor report

- An EHC plan

- Individual Education Plans / Learning Plans

- Teacher Statements

- Test Results

- Copies of unfinished exam papers or papers showing extra time has been used

- A hand signed and dated note on headed paper from SENCO or Exams Officer

at previous school or college

- School Reports

Candidates applying for access arrangements will usually be required to complete a short access arrangements assessment with the school SENCO. The purpose of this assessment is to provide results to include in the Form 8 section of the JCQ application for access arrangements. No additional charge will be made for this assessment.

If candidates have not previously had access arrangements approved by JCQ but have learning difficulties or a disability, they should contact the school to discuss their needs. Evidence of need will be required. (See list above) There will be an additional fee of £25 for an access arrangements assessment.This will not be a full diagnostic assessment and no written report will be produced, but results will be discussed with the candidate and if appropriate, results will be used to apply for access arrangements.

**Candidates with a long term disability or medical condition**

Candidates who require access arrangements for a long term disability or medical condition should provide to the Examinations Manager a report or letter from a doctor, consultant or medical professional explaining why additional time (or other access arrangement) is needed as a direct consequence of their disability or medical condition.

In addition, evidence is required from your current or previous school or college that this is your normal way of working for examinations. This could be a hand signed, dated letter on headed paper from the SENCO.

**Candidates requiring an individual room**

If a student has been allocated a scribe they must be given an individual room.

Other students may be allocated an individual room if they have a mental health or medical need that means they are unable to take an examination in the main exam room. This decision will be taken by the SENCO based on:

* Whether the candidate has a substantial and long term impairment which has an adverse effect; and
* The candidate’s normal way of working in the centre.

Candidates are only entitled to an individual room if they are disabled within the meaning of the Equality Act. The candidate is at a substantial disadvantage when compared to other non-disabled candidates undertaking the assessment and it would be reasonable in all the circumstances to provide the arrangement. The only exception to this would be a temporary illness, a temporary injury or other temporary indisposition which is clearly evidenced.

The candidate’s difficulties would be established in the centre and an individual room would be the candidate’s normal way of working in school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs.

Appropriate evidence would be a letter from CAMHs, a HCPC registered psychologist, a hospital consultant, a psychiatrist or a current Education, Health and Care Plan, which confirms the need.

**Overseas students**

Managing overseas students is the responsibility of the examinations manager.

**Contingency planning**

Contingency planning for examinations administration is the responsibility of the deputy principal-Pastoral

**Private candidates**

Managing private candidates is the responsibility of the examinations office.

**Managing invigilators**

* External staff and Teaching staff are used to invigilate examinations.
* These invigilators will be used for internal and external examinations.
* Recruitment of invigilators is the responsibility of the examinations manager in conjunction with the HR department.
* Securing the necessary DBS (Disclosure and Barring) clearance for new invigilators is the responsibility of the HR department.
* DBS fees for securing such clearance are paid by the centre.
* Invigilators’ rates of pay are set by the HR department.
* Invigilators are recruited, timetabled, trained and briefed by the examinations manager.

**Malpractice**

The head of centre in consultation with SMT is responsible for investigating suspected malpractice. Any member of staff who suspects malpractice must report their observations/suspicions to the head of centre immediately.

**Examination days**

* The examinations manager will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilators.
* The caretakers will be responsible for setting up the allocated rooms.
* The invigilator or designated trained member of staff will start all examinations in accordance with JCQ guidelines.
* A senior member of staff will usually be present at the start of the examination to assist with identification of candidates but must not advise on which questions or sections are to be attempted.
* After an examination, the examinations manager will arrange for the safe dispatch of completed examination scripts to awarding bodies.

**Candidates**

* The centre’s published rules (issued to all candidates) on acceptable dress, behaviour and candidates’ use of mobile phones and other electronic devices apply at all times.
* The examinations manager will provide written information to candidates in advance of each examination series. A formal briefing session for candidates will be given by the examinations manager.
* 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. Candidates are expected to stay for the full examination time at the discretion of the examinations manager or the Invigilator.
* Candidates may only leave the examination room for a legitimate purpose and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times.
* The SMT is responsible for handling late or absent candidates on the examination day or subsequently.

**Clash Candidates**

The examination manager will be responsible as necessary for supervising those appointed to escort candidates, 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 be otherwise disadvantaged or disturbed during an examination, it is the candidate’s responsibility to alert the centre, the examinations manager, or the examination invigilator, to that effect.
* The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate’s doctor.
* The examination manager will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

**Internal assessments and appeals**

* It is the duty of heads of department to ensure that all internal assessments are ready for despatch at the correct time. The examinations manager will assist by keeping a record of each despatch, including the recipient details and the date and time sent.
* Marks for all internally assessed work and estimated grades are provided to the examinations office by the subject teachers and heads of department.

**Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the examinations office.

**Results**

* Candidates will receive individual result slips on result days, either in person at the centre or by post to their home addresses (candidates to provide self-addressed envelope).
* arrangements for the centre to be open on results days are made by SMT.
* the provision of staff on results days is the responsibility of the SMT.

**ROR (Review of results)**

* RORs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate’s consent is required before any ROR is requested.
* It **should be made clear to candidates that marks can also go down. This is made clear in writing on the ROR request form.**
* If a result is queried, the examinations manager, teaching staff and head of centre will investigate the feasibility of asking for a review of marking at the centre’s expense.
* When the centre does not support a candidate’s or parent/ carer’s request for an ROR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

**ATS (Access to scripts)**

* After the release of results, candidates may ask subject staff to request the return of papers.
* Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Candidates may request that their name be deleted from the script before use.
* Review of marking cannot be applied for once a script has been returned.
* Processing of requests for ATS will be the responsibility of the examinations manager.

**Certificates**

* Certificates are presented in person.
* Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so by the candidate.
* Certificates are not withheld from candidates who owe fees.
* The centre retains certificates for an indefinite period.
* A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Mr Craig J D Mairs Mrs Christine Whitworth

**Head of Centre Examinations Manager**

**Examinations policy reviewed: December 2018**

Signed: Principal Date:

Signed: Chair of Governors Date:

**Next Review Due: December 2020**