



**HARBORNE
ACADEMY**
ASPIRE.BELIEVE.ACHIEVE

Examinations Policy

Policy Owner: Full Governing Body

Author: Gemma Clarke

Date of Last Review: April 2018

Date of Approval: September 2019

Approved by: Full Governing Body

Date of Review: September 2020

Examinations Policy

Rationale

Public examinations provide vital summative assessment, to this end the Academy participates willingly in the administration of these examinations in the best interests of the students and the Academy. As an Academy we are committed to ensuring that all students have access to external accreditation and we do everything possible to enable our learners to achieve.

Purposes

To ensure that:

- The exams system in this Academy combines entitlement with flexibility.
- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent, as an Academy we help them to achieve their best.
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour.
- Students are guided in their decisions about whether to withdraw an examination entry and do so with full knowledge of the implications for their careers or further education.
- Staff understand fully their obligations and responsibilities with relation to examinations.
- The Academy meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service.
- Accurate examination data is available to inform target setting.
- Curriculum planning, target setting and careers links take into account up-to date information on the current examinations system.

Guidelines

Responsibilities for public examinations:

- **Head Teacher**, overall responsibility for the Academy as an examinations Centre
- **Assistant Head Teacher Curriculum**, organization of curriculum and therefore of the opportunities for external validation of courses followed at key stages 4 and key stage 5.
- **Y11 Progress Leader works with SLT link for Y11**, guidance and pastoral oversight of students who are unsure about examination entries or where alteration of the initial entry is made, involvement in post-results procedures
- **Examination Officer**, administration of entries, input of data, communication with the examination boards, relevant paperwork, organization of examination sessions and examination data, posting of examination papers and the post results procedures.

At Key Stage 4

- All students should be entitled to and enabled to achieve an entry for qualifications from an external awarding body.
- If a student's entry in any subject is to be withdrawn there must be an initial discussion between the Subject Teacher and the Subject Leader. The student, parents/carers, the Y11 Progress Leader, the Curriculum Leader, Subject

Teacher and if necessary Careers Service should be involved before a final decision is made.

- All students will be monitored carefully throughout their time at the Academy, and coursework and attitude notified to the progress leader.
- Any proposed major changes to the examination board, style or timing of examinations, e.g. BTEC on demand testing, must be discussed and approved by the senior leadership team based on information given by the relevant curriculum leader.
- Changes of tier, withdrawals should be discussed with the assistant head teacher for outcomes and then referred to the head teacher. Written approval will be given to the Examination Officer.
- Students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances may be charged. This will be communicated in writing to students and parents/carers.

External exams

The Examination Officer is responsible for the organisation and conduct of all external exams.

- Final confirmation of entry numbers and levels will be made with the Curriculum Leader.
- All sealed exam papers will be checked by the Examination Officer in good time before the exam date and placed in the safe.
- All exam papers will be counted in by the Examination Officer and exam admin assistant and locked away securely.
- The Curriculum Leader will be available at the start of each subject exam.
- No exam papers can be removed from the exam room before the end of a session.
- All exams will be conducted according to the rules laid down by exam boards and within the start and finish times determined by the board.
- Any misconduct or irregularity must be reported to the Examination Officer as soon as possible, who will then inform the exam board concerned.
- In the absence of the Examination Officer at the end of any exam, papers will be collected by the lead invigilator, taken to the main office and locked away securely.
- Students will not be allowed to leave an exam until dismissed by the invigilation team and their exam paper has been picked up and secured by an invigilator.
- The Academy will dispatch exam papers by courier as pre-arranged with the exam board.

Access arrangements

- Requests for special arrangements will be made to the examinations board by the examinations officer/AHT (SENCo).
- The identification of students with special needs for examinations and the administration and organisation of arrangements is made by the SEN department in conjunction with the Examination Officer.

Coursework

It is the responsibility of each department to ensure all coursework is dispatched at

the correct time. The Curriculum Leader will liaise with the Examination Officer and Quality Nominee for Vocational courses to ensure this takes place. All coursework being dispatched must be approved by the QN and the SLT link. The Curriculum Leader and the Examination Officer will send the approved coursework on request from the exam board.

A copy of any work dispatched via post will be retained at the academy. All coursework will be sent recorded delivery and tracked by the Exams Officer.

All coursework is completed in line with the JCQ regulations 'Instructions for Conducting Coursework' alongside the academy's Assessment and Recording Policy. A copy of both policy documents are issued to all relevant staff at the start of the academic year.

Misconduct

This should be reported to the Examination Officer in the first instance, who will decide what action to take.

Despatch of exam scripts

The Academy will dispatch exam papers to awarding bodies via DHL as prearranged via the JCQ. All cost associated with this are covered by the awarding body. A collection window is agreed ahead of every exam season.

Invigilation and Conduct of the examinations

Conduct of invigilators will be according to the instructions given at the start of the examination session.

- The Examination Officer will ensure that each exam session will have a designated invigilator in charge, whose role will be to deploy invigilators and oversee conduct of each.
- Attendance will be checked prior to student entry to the examination room and absences followed up. Examination Officer/Invigilator will check attendance according to seating plan. A senior member of staff will be available to verify identities.
- Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.
- The JCQ Warning to Candidates and the JCQ Mobile notices will be displayed in a prominent place inside and outside the Examination Room. A copy of both documents is issued to the students via an assembly and accompanied with a letter of explanation before the first series of mock examinations and again ahead of the summer series.

Calculators

The Academy issues calculators that comply with the JCQ regulations, for examinations where calculators may be used.

Examination appeals procedures

The Academy is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by

staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board and in line with the JCQ regulations.

The existence of this procedure is made known to students by reference to the coursework declaration sheet and this examinations policy, which is available for inspection on request.

- Appeals should be made as soon as possible, and, must be made at least **two weeks** before the end of the last externally assessed paper in the examinations series.
- Appeals should be made in writing to the examinations officer who will investigate the appeal. If the Examination Officer was directly involved in the assessment in question, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the examination officer is not able to conduct the investigation for any other reason.
- The person conducting the investigation will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and examination code of practice of the JCQ. This will be done in a timely fashion.
- The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body.
- A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally and verified by the quality nominee, marks are submitted to the awarding body. The awarding body will then request a random sample for moderation to ensure all rules have been complied with and that marking is consistent and fair. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the Academy and is not covered by this procedure. Details of the appeals procedure for the relevant awarding body are available from the Examination Officer. Coursework will be kept in accordance to current BTEC guidance. See Appendix 1.

GCSE Results and Remarks

- When results are published appropriate staff will distribute results, be available to give guidance to students and prepare data for publication and monitoring purposes.
- Enquiries about results (EAR's) may be made, according to JCQ regulations, using the Post Results Service procedures, within the time frame laid down by the JCQ. The Academy must be in possession of the candidates written consent before action can be taken.
- It is at the discretion of the Senior Leadership Team, in liaison with the Curriculum Leader, which students will be considered for a remark. The academy will consider a remark if the difference to the next grade boundary is a maximum of 3 marks.

- Students may request a remark if their result does not meet the Academy's criteria. However, this must be done in writing to the Examination Officer within two weeks of the publication of the results. The student will be liable for any financial costs incurred.

Equality Act 2010

In compliance with current legislation and requirements as specified in schedule 10, relating to disability, of the Equality Act 2010 and related Equality Duty 2011, which reiterates the duty outlined in the previous discrimination act 1995.

In the event of a pupil with disabilities sitting examinations, special arrangements will be undertaken, e.g. appropriate notices, desk location, procedures for medication etc. Invigilators will be briefed and if necessary chairs will be provided outside the examination room.

Emergency Evacuation Procedures

Invigilators and associated staff will be aware of the procedures before the examinations.

In the event of an emergency and necessary evacuation, pupils will be requested to stop writing, stand by their desks and the exact time noted. Evacuation will take place in accordance to our fire evacuation policy. The Examinations room will be secured by the Examination Officer by locking and the pupils escorted to the designated muster point (the remainder of the Academy assembles on the rear playground). Staff will monitor the pupils closely so that no communication about the examination takes place.

When the all clear is communicated, pupils will be escorted back to the Examination room and the necessary time adjustment made.

Private Early Entry Examinations at Other Examination Centre's

1. In accordance with DfE guidance, where an Academy pupil sits an examination at an examination Centre other than the Academy, the result of that examination still counts towards the performance measures for the Academy (as it is the school where the pupil is registered on roll).
2. If a parent(s) / carer(s) of an Academy pupil consider that private early entry is appropriate for the pupil, they must engage in constructive discussion with the Academy (via a meeting with the Head Teacher and appropriate teaching staff) prior to any registration for early entry for sitting a private examination about whether early entry is appropriate.