

EXAMINATIONS POLICY

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1. THE PURPOSE OF THIS POLICY

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates;
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff;
- to be read in conjunction with the Federation's Equality, Diversity and Inclusion Policy.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

2. EXAMINATION RESPONSIBILITIES

2.1 HEAD OF CENTRE

- has overall responsibility for the conducting of the examinations at the examination centre;
- advises on appeals and reviews of marking;
- is responsible for reporting all suspicions or actual incidents of malpractice, making reference to the JCQ document Suspected Malpractice in Examinations and Assessments.

- is responsible for ensuring that all suspected or actual incidents of malpractice including the use of AI, are reported, in line with the JCQ guidance on understanding and avoiding malpractice guidance.
<https://www.jcq.org.uk/exams-office/blogs/understanding-and-avoiding-malpractice/>
- has responsibility for ensuring that staff delivering non-examined assessments, coursework and internal assessments are aware of how to identify, report and investigate the misuse of AI.

2.2 EXAMINATIONS OFFICER

- manages the administration of public and internal examinations and analysis of examination results;
- advises the Senior Leadership Team (SLT), subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies;
- oversees the production and distribution of 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 the aspects of the examination timetable that will affect them;
- consults with teaching staff to ensure that necessary controlled assessment 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;
- administers and makes applications for special consideration using the JCQ guidelines. Manages Federation resources to support these arrangements whilst balancing the needs of all learners;
- identifies and manages examination timetable clashes, issues relating to absence during the examination period;
- accounts for income and expenditures relating to all examination costs/charges;
- organises the recruitment, training, monitoring and line management of a team of Examination Invigilators responsible for the conduct of examinations.
- submits candidates' controlled assessment marks, tracks dispatches and stores returned work 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 the SLT, any appeals/re-mark requests;
- maintains systems and processes to support the timely entry of candidates for their examinations.

2.3 TEACHERS PROVIDE

- notification of access arrangements to the delegated member of staff/SENCO;
- accurate information regarding awarding bodies and entry codes;
- where required, accurate marks for controlled assessment, samples of work for moderation in a timely manner, information for any students who may be absent during the examination period;
- guidance and a pastoral overview of candidates who are unsure about examination entries or amendments to entries;
- guidance regarding appeals for the students and requests for examination scripts;
- accurate completion of coursework mark sheets and declaration sheets;
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

2.4 DELEGATED MEMBERS OF STAFF PROVIDE

- Administration of access arrangements;
- identification and testing of candidates, requirements for access arrangements;
- provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims;
- administration and applications for access arrangements online using access arrangements online in accordance with the JCQ guidelines.

2.5 INVIGILATORS PROVIDE

- collection of examination papers and other materials from the examinations office before the start of the examination;
- collection of all examination papers in the correct order at the end of the examination and their return to the examinations officer.

2.6 CANDIDATES

- confirm and sign entries and coursework.
- place ID cards on examination desks to ensure invigilators are able to confirm identity.

This guidance also applies to any candidates sitting examinations within the Centre as an external person.

3 EQUALITY LEGISLATION

- 3.1 All exam centre staff will ensure that they meet the requirements of any equality legislation, including Equality Act 2010. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ.

4. ACCESS ARRANGEMENTS

- 4.1 The Access Arrangement Lead will work with students, parents and subject teachers to establish the appropriateness of applying for access arrangements. Ensuring there is appropriate evidence for a candidate's access arrangements is the responsibility of the Access Arrangement Lead, working in partnership with the Deputy Head of School responsible for Assessment and Reporting. Submitting completed access applications to the awarding body is the responsibility of the Access Arrangement Lead.
- 4.2 Implementation of access arrangements, including rooming or additional resources is the responsibility of the Examinations Officer.
- 4.3 Invigilation and support for access arrangements candidates, as defined by JCQ access arrangement regulations, will be organised by the Examination Officer.

5. CONTROLLED ASSESSMENT

- 5.1 It is the responsibility of teaching staff to ensure that assessments tasks provided are in line with the awarding body specification and control requirements are contextualised as appropriate to meet local needs.
- 5.2 Teachers will work in partnership with the Examination Officer to ensure that all confidential materials together with the final work submitted by students are held securely at all times, in accordance with subject instructions for 'conducting controlled assessment'.
- 5.3 The Examination Officer will liaise with teachers to ensure that students have been entered for the correct individual units of controlled assessment by the deadline set by the relevant awarding bodies.

- 5.4 The Examination Officer will distribute mark sheets for completion by teaching staff and collect these and return to the examination body before the deadline set.
- 5.5 The teacher will ensure that moderation of work and signatures of authenticity are collected and submitted for external validation by the deadlines set by the examination boards.
- 5.6 Students will be informed of their Centre assessment marks and given a chance to request a review of their marks.

6. NON EXAMINATION ASSESSMENTS

- 6.1 It is the responsibility of teaching staff to ensure that assessments tasks provided are in line with the awarding body specification and control requirements are contextualised as appropriate to meet local needs.
- 6.2 Teachers will assess students against Common Practical Assessment Criteria (CPAC) issued by the awarding organisations. The CPAC are based on the subject content requirements published by the Department for Education, and define the minimum standard required for the achievement of a pass.
- 6.3 Each student will keep an appropriate record of their practical work, including their assessed practical activities. Students may work in groups but teachers who award a pass to their students need to be confident of individual students' competence.
- 6.4 The teacher will ensure that moderation of work and signatures of authenticity are collected and submitted for external validation by the deadlines set by the examination boards.

7. EXAMINATION RESULTS

- 7.1 A level results are received by the School on the day before official publication. Results remain embargoed until the following day and should only be shared with the senior leadership team for purposes of identifying any issues.
- 7.2 A summary of results is made available in electronic form for students on results day.
- 7.3 Subject breakdowns will be provided to teaching staff on results day in order that they may provide additional support to students including guidance regarding any appeals.
- 7.4 The Head of School will provide a summary of accumulated performance for publication in the press, prospectus, governors, and reports to parents.

8. APPEALS AGAINST INTERNALLY MARKED WORK

- 8.1 Harington School is committed to ensuring that whenever staff mark controlled assessment / coursework that it is done fairly, consistently and in accordance with the awarding body's specification and associated documents.
- 8.2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills to complete the marking. The School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of staff are involved in marking candidate's work, internal moderation and standardisation will ensure consistency of marking.
- 8.3 If a candidate believes that work has not been marked in accordance with 7.1 and 7.2 they may make use of this appeals procedure.

NB An appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

- a) An appeal should be made as early as is possible and no later than 1 April that academic year.
- b) An appeal should be made to the Examination Officer.
- c) The Head of School or a nominated senior leader will conduct the investigation. The senior member of staff will not have any involvement in the internal assessment process for that subject.
- d) The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific documents.
- e) The person appealing will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes to future procedures.
- f) The outcome of the appeal will be made known to the Head of School. A written record will be kept and made available to the exam body on request. Should the appeal bring any irregularity to light, the awarding body will be informed.

8.4 After the candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency between centres. The moderation process may lead to mark changes. This process is outside the control of the School.

9. ENQUIRIES ABOUT RESULTS (EaRs)

- 9.1 Enquiries about results can be requested by centre staff following the release of results. A request for a review of marking or clerical check, requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.
- 9.2 Students and parents are made aware of the procedures to follow for EaRs prior to the publication of results. A pro-forma is available for completion which is signed by the student and Head of School.
- 9.3 Centre staff will provide their guidance over the appropriateness of a student reviewing their marks. If a student still wishes to have scripts remarked despite guidance to the contrary this is permitted but will incur an additional charge.

ANNEXE 1 WRITTEN EXAMINATION CONTINGENCY PLAN



To be read in conjunction with the Federation Emergency Closure Policy.

This plan aims to examine potential risks and issues that could cause disruption to the management and administration of the examination process at the School. By outlining actions to be followed in case of disruption, it is intended to mitigate the impact these disruptions have on our examination process. Alongside internal processes, this plan is informed by guidance from the joint contingency plan for the examination series in England, Wales and Northern Island.

CAUSES OF POTENTIAL DISRUPTION AND ASSOCIATED RISK

POTENTIAL RISK	MANAGEMENT OF RISK
Examinations Officer extended absence at key points during the examination process cycle.	Federation to train a member of staff so they understand all aspects of the role and can deputise if required.
Candidates not entered with awarding body.	21 February deadline SLT to liaise with deputy and publish to class teachers.
Financial implication to the Federation caused by late entries.	Publishing deadlines well in advance.
Examination plan not produced including key dates (deadlines missed, results may be delayed).	Deputy to liaise with SLT link to produce.
Insufficient training and recruitment of Examination Invigilators. Failure to recruit sufficient Invigilators to conduct examinations/Invigilator absence on day of examination. Lack of appropriately trained Invigilators or Invigilator absence.	Recruitment cycle to begin promptly (March). Additional staff deployed to provide cover (teaching staff, trained STA/TAs). Annual training session with Examination Officer and Invigilators, including access arrangements and safeguarding.
Controlled assessment (or equivalent) marks not submitted by published deadlines. Deadlines missed.	1 May deadline to be published well in advance. Deputy/Link Vice Principal for examinations aware of deadlines. Examinations Officer to seek advice from the awarding body.
Rooming, scheduling, timetables not completed including for those students with access arrangements.	Examinations Officer to liaise with the Premises Officer to ensure that all examination rooms meet the requirements of JCQ Guidelines within an appropriate timescale for any issues to be addressed. In case of absence of Examination Officer, deputy to liaise with Access Arrangements Lead.
Examination scripts not dispatched as required.	Examinations Officer to liaise with awarding bodies to receive scripts in line with entries. Seek guidance from awarding bodies

Disruption to the transportation of completed examination scripts.	Ensure scripts are retained in secure storage until collection
Delay in collection arrangements for completed examination scripts.	Examination Officer to liaise with couriers as to reasons for delay and clarify plans for rectifying.

The same approach would apply for absence of SENCO during key periods. The Deputy would ensure all testing and online applications for access arrangements are completed and submitted within the deadlines.

CONTINGENCY PLAN FOR UNFORESEEN CIRCUMSTANCES RELATING TO SITE

POTENTIAL RISK	MANAGEMENT OF RISK
Examination venue unavailable at short notice.	Use of alternative venues depending on size of cohort. This includes: main sports hall, rooms within the Federation including Catmose College.
Centre unable to open as normal during the examination period	<p>Group split into smaller groups and individual classrooms used</p> <p>Use of 1:30 ratio of Invigilators/Federation staff within JCQ guidance.</p> <p>Relevant awarding bodies made aware where appropriate and guidance taken regarding alternative venues.</p> <p>Examinations Officer to apply for special consideration for candidates where they have met minimum requirements to achieve the qualification.</p> <p>Alternative local venue sought after consultation with awarding bodies.</p>
Disruption to examination due to unforeseen circumstances.	Contingency plan activated Special consideration applied for.
Excessive noise.	Examination Officer and Head of School contacted at the earliest opportunity.
Disruption from external visitors outside of the examination	Examination stopped until resolution of problem.
Fire Alarm	<p>The emergency evacuation plan will be activated.</p> <p>The examination will be stopped, all students and staff will be evacuated in accordance with the examination evacuation procedure until authorized to re-enter the building.</p> <p>The awarding bodies will be contacted to seek advice.</p>
Bomb Threat	<p>The emergency evacuation plan will be activated.</p> <p>The examination will be stopped, all students and staff will be evacuated in accordance with the examination evacuation procedure until authorised to re-enter the building.</p>

	The awarding bodies will be contacted to seek advice.
Malfunction of subject specific/technical equipment during examination.	<p>Invigilators to alert Examinations Officer/SLT immediately.</p> <p>Federation to rectify the faulty equipment as soon as possible.</p> <p>Examinations Officer to contact awarding body and submit special consideration.</p>

CONTINGENCY PLAN FOR UNFORESEEN CIRCUMSTANCES RELATING TO THE CANDIDATES

POTENTIAL RISK	MANAGEMENT OF RISK
<p>Candidate unable to take examination because of crisis.</p> <p>Stressed/anxiety caused to candidates due to unforeseen circumstances (needing to move and examination at short notice).</p>	<p>Candidate must inform Examinations Officer and Head of Centre as soon as crisis is known.</p> <p>Guidance regarding this given in student briefing.</p>
<p>Candidate unable to attend the examination centre to take examination.</p> <p>Candidate taken ill during an examination.</p>	<p>Liaise with candidate if examination can be taken at alternative venue in agreement with awarding body.</p> <p>Examinations Officer to liaise with invigilator to attend alternative venue.</p> <p>Examinations Officer to apply to awarding bodies for special consideration.</p> <p>Medical certificate or other evidence required to submission.</p> <p>Invigilators to alert Examinations Officer/SLT.</p> <p>Examinations Officer to contact awarding body and submit special consideration.</p>

CONTINGENCY PLAN AS A DIRECT RESULT OF COVID-19

POTENTIAL RISK	MANAGEMENT OF RISK
Exams officer or other key members of staff self-isolating.	Federation to train a member of staff so they understand all aspects of the role and can deputise if required.
Venue facing complete or partial lockdown	<p>Guidance sought from JCQ and examination board.</p> <p>Intent is for site to be made COVID-19 safe for the purpose of examinations being able to continue. This includes:</p> <ul style="list-style-type: none"> - Clear guidance to candidates on agreed school procedures. - Exam room wiped before and after examinations. - Candidates sanitise before entry to the examination room.

	<ul style="list-style-type: none"> - Invigilators permitted to wear face coverings. <p>If required, the school would continue use of an alternative venue. This could include the Sports Hall, rooms at Catmose College.</p>
Candidate is self-isolating	<p>Notify examination board at the earliest opportunity to seek guidance. Guidance given to student and evidence of self-isolation collected if required.</p>