



# EXAMS POLICY

### **The Purpose of this Exam Policy is:**

- to ensure the planning and management of exams is conducted efficiently and in the best interest of Candidates.
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy which will be reviewed annually by the Exams Officer and Assistant Headteacher in charge of the Exams Office.

### **Exam Responsibilities**

#### **Head of Centre/Headmaster**

Overall responsibility for the School as an Exam Centre:

- advises on appeals and re-marks.
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document 'Suspected Malpractice in Examinations and Assessments'.

#### **Exams Officer**

- Manages the administration of public exams
- Advises the Senior Team, Subject and Class Tutors and other relevant Support Staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution to Staff, Governors and Candidates of an annual calendar for all exams 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 exam timetable that will affect them
- Consults with teaching staff to ensure that necessary Coursework is completed on time and in accordance with JCQ guidelines
- Oversees the dates for the completion and submission of Controlled Assessments
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Line manages the Exam Invigilators, organises the recruitment, training and monitoring of a team of Exam Invigilators responsible for the conduct of exams
- Submits Candidates' Coursework marks/Controlled Assessment marks, tracks secure despatch and stores Coursework/Controlled Assessments and any other material required by the appropriate Awarding Bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to Candidates and forwards, in consultation with the Senior Team, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of Candidates for their exams
- Notifies access arrangements
- Administers access arrangements
- Administers all exam materials to and from the exam venues

### **Assistant Heads – Curriculum Support Team**

- Organisation of teaching and learning
- External validation of courses followed at Key Stage 4/Post-16
- Analysis of exam results

### **Heads of Department**

- Guidance and pastoral oversight of Candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of Coursework/Controlled Assessment/IAA mark sheets and declaration sheets
- Accurate submission of entry and all other mark sheets within deadlines as set by the Exams Officer, to the Exams Office

### **Head of Careers**

- Guidance and careers information

### **SENCO/SEN Manager**

- 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

### **Candidates**

- Confirmation and signing of entries
- Understanding Coursework/Controlled Assessment regulations and signing a declaration that authenticates the Coursework/Controlled Assessment as their own

### **The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre and the Senior Team.

The statutory tests and qualifications offered are GCSE, A levels, Pre-U and BTEC.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year.

- **Key Stage 4**  
All Candidates will be entitled, and enabled, to achieve an entry for qualifications from an external Awarding Body.
- **Post-16**  
Following the final running of 'legacy' AS examinations in the academic year 2016-17, it is expected that all Post-16 examinations will be taken in Year 13. An exception will be made for boys who wish to take the BTEC Extended Certificate at the end of Year 12.

## Exam Seasons and Timetables

### Exam Seasons

- Internal exams are scheduled in June, December, January and February
- Public exams are scheduled in May and June
- All internal exams are held under external exam conditions
- The exam series used in the Centre are decided by the Head of Centre, Assistant Head and the Senior Team

### Timetables

- The Exams Officer will circulate the exam timetables for external exams once confirmed

## Entries, Entry Details, Late Entries and Retakes

### Entries

- Candidates are selected for their exam entries by the Heads of Department and the subject teachers
- Candidates or parents can only request a change of exam level or withdrawal after consultation with the Head of Year
- The Centre does accept entries from external Candidates

### Late Entries

- Entry deadlines are circulated to Heads of Department via the Exams notice board
- Late entries are authorised by Exams Officer and Assistant Head

### Additional Entries

- Candidates can only take examinations at RGS if they have been prepared for those exams by teachers at the school as part of the normal curriculum.
- Candidates who wish to take additional examinations at RGS – for example, an exam for which they have received tuition outside normal lessons – must apply to the Exams Officer at the earliest opportunity and no later than the last day of the Autumn Term.
- The decision on whether to allow a candidate to take an additional exam at RGS will be made by the Exams Officer in consultation with teachers and Subject Leaders.

### Retakes

- Candidates are not allowed retakes in GCSE (exceptional circumstances will be considered in Maths and English – for example, if a certain grade in Maths is required for entry to a candidate's chosen university course)
- Candidates are allowed to retake A and AS units but only after consultation with the Subject Leader
- Retake decisions will be made in consultation with the Candidates, subject teachers and the Subject Leaders. (See also 'Exam Fees'.)

## Exam Fees

- GCSE initial registration and entry exam fees are paid by the Centre.
- AS initial registration and entry exam fees are paid by the Centre.
- A2, Pre-U and BTEC initial registration and entry exam fees are paid by the Centre.
- Late entry or amendment fees are paid by the Candidates.
- 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.
- Candidates who fail to sit an exam or meet the necessary Coursework/Controlled Assessment requirements may be required to reimburse the School for the costs.
- The fees reimbursement policy will be communicated in writing to Candidates and parents/carers at the start of GCSE and Post-16 courses.
- Retake fees for first and any subsequent retakes are paid by the Candidates. (See also 'Retakes')
- Candidates must pay the fee for an enquiry about a result.

## The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

### DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All Exam Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### Special Needs

A Candidate's special needs requirements are determined by the SENCo, Doctor, Educational Psychologist/specialist Teacher and the Exams Officer.

The SENCo will inform subject teachers of Candidates with Special Educational Needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual Candidates may be granted during the course and in the exam.

### Access Arrangements

The Exams Officer is responsible for:

- Making special arrangements for Candidates to take exams
- Submitting completed access arrangement applications to the Awarding Bodies
- Rooming for access arrangement Candidates
- Invigilation and support for access arrangement Candidates

## Managing Invigilators and Exam Days

### Managing Invigilators

- External invigilators will be used for exam supervision.
- They will be used for external exams and internal mock examinations.
- The recruitment of invigilators is the responsibility of the Exams Officer.
- Securing the necessary DBS clearance for new invigilators is the responsibility of the Headmaster's Personal Assistant.
- DBS fees for securing such clearance are paid by the Centre.
- Invigilators are timetabled and briefed by the Exams Officer.
- Invigilators' rates of pay are set by the Centre Administration.

### Exam Days

- The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Estates Manager is responsible for setting up the exam venues i.e. Queens Hall and Upper Library
- The Exams Officer and/or appointed person will start and finish all exams.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department/faculty at the end of the exam session.

## **Candidates, Clash Candidates and Special Consideration**

### **Candidates**

- The Centre's published rules on acceptable dress, behaviour and Candidates' use of mobile phones and all electronic devices apply at all times.
- 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- The Exams Officer will attempt to contact any Candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### **Clash Candidates**

The Exams Officer will be responsible as necessary for identifying these Candidates and notifying parents or carers of the procedures and regulations governing exam clashes.

### **Special Consideration**

- Should a Candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the Candidate's responsibility to alert the Exams Officer to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the Candidate's doctor.
- The Exams Officer will then forward a completed special consideration form to the relevant Awarding Body within seven days of the exam.

## **Coursework/Controlled Assessments and Appeals against Internal Assessments**

### **Coursework/Controlled Assessments**

- Candidates who have to prepare portfolios should do so by the end of the course or Centre-defined date.
- Heads of Department will ensure all Coursework/Controlled Assessment samples are ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent when and to whom.
- Marks for all Coursework/Internally Assessed Work/Controlled Assessments are provided to the Exams Office by the Heads of Department.

### **Appeals Against Internal Assessments/Controlled Assessments**

An appeal against the result of internal marking of a non-examination unit such as coursework or controlled assessment can be made by requesting a review of marking. The Centre is obliged to publish a separate procedure on this subject (see Appendix 1).

## Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

### Results

- Candidates will receive individual results slips on results days in person at the Centre
- Arrangements for the School to be open on results days are made by the Head of Centre
- The provision of staff on results days is the responsibility of the Head of Centre
- The Centre aggregates AS Level at the end of Year 12 and A2 Level at the end of Year 13

### EARs

- EARs may be requested by Centre staff or Candidates if there are reasonable grounds for believing there has been an error in marking
- Candidates can request a review of marking in consultation with Head of Department and Exams Officer. They will be made aware of the fact that marks can and do go down as well as up, they will also be responsible for the cost

### ATS

- After the release of results, A and AS Candidates may request the return of papers. They will be responsible for the costs
- If a cohort result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the Centre's expense
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of Candidates must be obtained by the Subject Leader. Departments will be responsible for the costs of these scripts

### Appeals against Centre Decision not to Support an Enquiry About Results

- Following the issue of results, Awarding Bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer.
- The service Enquiries About Results (EARs) may be requested by Centre Staff, Candidates, or their parents/carers. (A request for a review of marking of externally moderated coursework is not available to individual Candidates). If a query is raised about a particular examination result, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry.
- When the Centre advises against requesting a review of marking, the Candidate must pay the appropriate fee, and a request will be made to the Awarding Body on the Candidate's behalf.

### Appeals Procedure Following the Outcome of an Enquiry about Results

- Where the Head of Centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the Awarding Body, following the guidance in the JCQ publications Post-results services <http://www.jcq.org.uk/exams-office/post-results-services> and A guide to the Awarding Bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>
- Where the Head of Centre is satisfied after receiving the outcome of an EAR, but the Candidate and/or their parent/carer is not satisfied, they may make a further representation to the Head of Centre. Following this, the Head of Centre's decision as to

whether to proceed with an appeal will be based upon the Centre's internal appeals arrangements and the Exam Board regulations governing the appeals process. Candidates or parents/carers are not permitted to make direct representations to an Awarding Body.

- An appeal should be submitted to the Centre as soon as possible to allow the Centre to process and submit the appeal to the Awarding Body within the required **14 calendar days** of receipt of EAR outcome. Awarding Body fees which may be charged for the appeal must be paid by the appellant on submission. If the appeal is upheld by the Awarding Body, this fee will be refunded by the Awarding Body and repaid to the appellant by the Centre

### **Certificates**

- Certificates are presented in person and must be collected and signed for.
- Certificates may be collected on behalf of a Candidate by a third party, provided they have been authorised to do so.
- Certificates are not withheld from Candidates who owe fees.
- In accordance with the guidance of the Joint Council for Qualifications, the School retains the right to destroy any certificates that remain unclaimed after holding them for a period of 12 months.

## APPENDIX 1



### Review of Centre Assessed Marking Policy (Non-Examination Assessments for External Qualifications)

This procedure confirms Royal Grammar School's compliance with JCQ's General Regulations for Approved Centres 2017-2018, section 5.8 that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and A level qualifications (GCSE controlled assessments, A level coursework, GCSE and A level non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his marking, then he may make use of this appeals procedure to consider whether to request a review of the centre's marking.

As part of this process RGS will undertake that:

- Internal assessments are conducted by staff who have the appropriate knowledge, expertise, understanding and skills
- Assessment evidence provided by the candidate is produced and authenticated according to the requirement of the relevant specifications for each subject
- Consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions

#### Review of marking procedure

- RGS will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

- RGS will inform candidates that they may request copies of their assessed work to assist them in considering whether to request a review of the centre's marking of the assessment.
- RGS will, having received a request for copies of materials, promptly make them available to the candidate.
- RGS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Requests for reviews of marking must be made in writing by the deadline provided and by completing the Review Request form.
- RGS will allow sufficient time the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- RGS will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- RGS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Exam Board mark scheme.
- The candidate and the parents/guardians will be informed in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
- Marks may go up or down or stay the same. The mark post appeal is the final mark. The candidate cannot choose the higher mark.
- No further appeal can be requested.
- RGS will make a charge of £50 for each appeal. This charge is non-refundable irrespective of the outcome of the review.
- After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of RGS and is not covered by this procedure.

## APPENDIX 2



### Use of a Laptop in Public Examinations and Controlled Assessments Policy

“Centres are allowed to provide a word processor for a Candidate where it is their normal way of working and reflects their educational needs.” JCQ Rules

This statement covers Public Examinations and Controlled Assessments.

Candidates at RGS, who have a genuine need and would be disadvantaged by completing their Public Examinations or Controlled Assessments by any means other than using a word processor, will be allowed to use a laptop so long as this is their normal way of working.

For Public Examinations and Controlled Assessments the Candidate will use a laptop provided by the Examinations Office. Candidates may **NOT** use their own laptop.

Candidates must save all work onto a memory stick at the end of the Examination or Controlled Assessment. They will also be advised to save their work, at regular intervals throughout the Examination or Controlled Assessment, onto the hard drive.

At the end of the session:

- the laptop and memory stick will be collected by a nominated person.
- the work will be printed from the memory stick. **The candidate must be present at the time of printing.**
- The printed copy of the work will be:
  - given to the Teacher if it is a Controlled Assessment
  - sent, by the Examinations Officer, to the subject marker for a Public Examination.
- The work **must** then be deleted from the hard drive.
- If the memory stick has been used for a Public Examination, it will be cleared of work.
- If the memory stick has been used for a Controlled Assessment, it will be stored securely in the Examinations Office and used again for the next session in that subject. Once the Controlled Assessment has been completed, the memory stick will be cleared of work.

#### Basic Rules

- The laptop must be used as a typewriter
- The laptop must be cleared of any stored data eg spell-check, thesaurus, etc
- The laptop must be connected to mains electricity
- The laptop must **NOT** be connected to an intranet or any other means of communication
- Candidates must only use the memory stick provided
- All scripts must be printed under secure conditions
- Candidates **must** be present when work is being printed

Candidates using laptops must be accommodated in such a way that ensures other Candidates are not disturbed and the screen cannot be overlooked. This may result in a Candidate being accommodated in a separate room.

**NOTE:** Normal handwriting issues are NOT considered reason enough permit the use a word processor in a Public Examination or Controlled Assessment.

The SEND team offer handwriting lessons and all boys with a handwriting issue will be invited to attend regular sessions where practice and advice will improve these skills.