



# ST. JOHN THE BAPTIST'S COLLEGE

EXAMINATIONS POLICY

# **St John the Baptist's College**

## **Examination Policy**

### **General**

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the candidate.
- 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 College's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually.

### **1 Exam Responsibilities**

#### **Principal**

As Head of Centre, the Principal has overall responsibility for the College as an exam centre and:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualifications (JCQ) document suspected malpractice in examinations and assessments.

#### **Exams Officer**

Manages the administration of public and internal exams and analysis of exam results:

- Advises the SLT, subject and class teachers 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 of candidates' exam timetables. The EO will be involved and communicate 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.
- 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

Consideration 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 senior exams invigilator in organising the recruitment, training and monitoring of exam invigilators responsible for the conduct of exams.
- Provides results analysis for Principal, SLT and Board of Governors.
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years.
- Submits candidates' coursework marks, tracks dispatch and stores returned coursework 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 Principal, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

### **Subject Teachers**

- 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 mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to EO.

### **SENCO**

- Advice on access arrangements and provide key information.
- 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.

### **Lead Invigilator/invigilators**

- Collection of exam papers and other material from the exams office before the start of the exam.

- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office to be placed in the secure safe.

### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

### **Administrative Staff**

- Support for the input of data.
- Posting of exam papers.

## **2 The Statutory tests and qualifications offered**

The statutory tests and qualifications offered at this College are decided by the Principal in consultation with SLT and subject teachers.

The statutory tests and qualifications offered are GCSE, Level 2 qualifications and Essential Skills.

## **3 Entries, entry details, late entries and retakes**

### **Entries**

Candidates are selected for their exam entries by the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal. The College however, reserves the right to enter students for the exam or tier of entry they consider most suitable for the candidate.

The College does accept entries from external candidates except in exceptional circumstances.

### **Retakes**

Candidates are allowed 1 retake unit per subject in GCSE.

## **4 Exam fees**

GCSE initial registration and entry exam fees are paid by the College. Repeats must be paid for by the candidate.

Candidates must pay the fee for an enquiry about a result.

## **5 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 and the educational psychologist/specialist teacher.

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 SENCO and EO oversee the provision of special arrangements for candidates to take exams by submitting completed access arrangement applications to the relevant awarding bodies.

Staffing and rooming for access arrangement candidates will be organised by the SENCO with the exams officer.

## **6 Estimated Grades**

### **Estimated Grades**

The Subject teachers submit estimated grades to the exams officer/SLT when requested.

## **Z Managing invigilators and exam days**

### **Managing invigilators**

External invigilators will be used for exam supervision of all external examinations and have completed JCQ training. Invigilators are paid the rated pay set by examination boards.

### **Exam days**

The exams officer will book all exam rooms. She will make the question papers, other exam stationery and materials available for the invigilator.

The caretaker is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

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 Subject teachers at the end of the exam session.

## **8 Candidates, clash candidates and special consideration**

### **Candidates**

The College's published rules on uniform, behaviour and candidates' use of mobile phones and all electronic devices apply at all times and all displayed in all examination rooms.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates will not be allowed to leave the exam room before the end of an examination.

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 supervisors, identifying a secure venue and arranging overnight stays where necessary.

### **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 College, or the exam invigilator. The exams officer will discuss all special consideration with the Principal on the day of the exam.

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.

## **9 Coursework and appeals against internal assessments**

### **Coursework**

Candidates who have to prepare portfolios should do so by the set date.

Subject teachers will ensure all coursework is ready for dispatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

### **Appeals against internal assessments**

The College is obliged to publish a separate procedure on this subject, which is available from the exams officer.

The main points are:

- Appeals will only be sought if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30 June to the Principal (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Principal's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## **10 Results, enquiries about results (EARs) and access to scripts (ATS)**

### **Results**

Candidates will receive individual results slips on results day in person at the College.

### **EARs**

EARs may be requested by the College staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject teachers, they will be charged.