



# **DURANTS SCHOOL – POLICY DOCUMENT**

## **Examinations Policy**

**2023**

Approved by J. Thaxton  
Assistant Head Teacher/ Exams Officer

A handwritten signature in black ink, appearing to read 'J. Thaxton', is positioned below the printed name and title.

***Reviewed and updated: September 2023***

***Next review date: September 2024***

## **Durants School Examination Policy**

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## ***The 11-19 exam policy***

### **The policy purpose**

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.

The exam policy will be reviewed every two years.

The exam policy will be reviewed by the Senior leadership team and Exams officer.

### **Exam responsibilities**

Exams officer

Manages the administration of public and internal exams:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- 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.
- 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 publications Access arrangements, reasonable adjustments and special consideration 12/13.
- identifies and manages exam timetable clashes.
- accounts for income
- and expenditures relating to all exam costs/charges.
- submits candidates' coursework marks, tracks despatch 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 SLT, any appeals/re-mark requests.

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- maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to curriculum leads and Examination Officer.

The Sen Coordinator SENCo is responsible for:

- 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.

Invigilators are responsible for:

- 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 main office to be secured in the safe.

Candidates are responsible for:

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

### **Key practice and procedures**

To be read in conjunction with JCQ publications: *Instructions for conducting Examinations* (ICE) and *General Regulations for Approved Centres* and the school Exams contingency policy.

Procedures for secure materials:

Secure materials delivered to the premises	<ul style="list-style-type: none"><li>• At reception: Log materials on exam materials receipt log</li><li>• On receipt, the question paper packets, still in their despatch packaging, must be moved immediately to the secure room for checking and transfer to the centre's secure storage facility.</li></ul> <p><b>Entry to secure storage must be logged on the form in the secure room</b></p> <ul style="list-style-type: none"><li>• When question paper packets are removed from the despatch packaging they must be checked carefully. The question paper packets</li></ul>
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	<p>must be checked against the awarding body's despatch note and the centre timetable or entries. Checking must take place as soon as possible on the day the question papers are received.</p> <ul style="list-style-type: none"><li>• Following the checking, question paper packets should be arranged in timetable order to reduce the possibility of opening a packet at the wrong time and must then be immediately locked in the secure storage facility.</li><li>• The awarding body must be informed immediately if there are any problems, e.g.<ul style="list-style-type: none"><li>a) it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;</li><li>b) there are any differences between the material received and the despatch/ delivery note;</li><li>c) the material has been significantly damaged in transit or upon opening;</li><li>d) the material appears not to meet the centre's requirements;</li><li>e) the material has been received in error.</li></ul></li></ul> <p>Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility. Question papers must always be kept in their sealed packets.</p> <p>Removal of papers: In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the papers from secure storage, e.g. SLT lead/ invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This is recorded on the 'second pair of eyes' checklist.</p> <p>Some subject qualifications have pre-release material available for issue before the day of exam. These can be accessed from the date of issue via AQA Centre Services. All pertinent information and releases will be sent out to staff by the exams officer. For any information that is stored in the secure storage, staff must liaise with the Exams officer/ SLT lead for supervised access and completion of logging in/ out of materials form.</p>
Secure Materials from Exam board extranet	Entry Level Assessments: Printed from the secure site by exam officer/ Teacher on day of assessment.

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	<p>Encrypted question papers received via e-mail or downloaded from an awarding body's secure extranet site on the day of an examination and subsequently printed, must be stored as indicated above.</p> <p>The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process. Printing must be carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials. Only authorised members of centre staff must have access to electronic question papers.</p>
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**Secure storage:** Access to the secure storage facility is by key holder only.

Named Key Holders:	Jamie Thaxton – Exams Officer/SENDSCO
	Rachel Carli- Head of Centre
	Daniela Barzanti- Deputy Head/ Exams SLT Lead
	Kevin Durbin- Site Manager

**Administration staff** as first point of access for delivery and recording of secure materials:  
Shimul Aziz and Gill Antrobus

Authorised personnel for movement of secure materials: named Key holders only

### ***Qualifications***

#### **Qualifications offered**

The qualifications offered at this centre are decided by the Senior leadership team.

The qualifications currently offered are Entry Level, Level 1/ 2 awards and certificates, GCSE and ASDAN.

If there has been a change of specification from the previous year, the exams office must be informed by 01/07/2023.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates/parents/carers and Subject teachers.

#### ***Exam series and timetables***

##### **Exam seasons**

Internal exams and assessments are scheduled in December, March and May.

External exams and assessments are scheduled in May and June.

Internal exams held under external exam conditions.

The Head of centre will decide which exam series are used in the centre.

On-demand assessments are to be scheduled in agreement with the exams officer is the policy for offering on-demand testing.

### **Timetable**

Once confirmed, the exams officer will circulate the exam timetable for Internal exams and External exams.

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

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

Candidates are selected for their exam entries by the Curriculum Leads / Subject Teachers.

Entry deadlines are circulated to heads of department via Email, Internal post/pigeon hole and Intranet.

Late entries are authorised by Exam Officer and School Business Manager.

Re-sit decisions will always be offered to candidates if the SLT feel it will improve their life after Durants School.

### ***Exam fees***

#### **Exam 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 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates who decide to not attend the exam or not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

### ***Disability Discrimination Act***

#### **Disability Discrimination Act**

All exam centre staff must ensure that meet the requirements of the Equalities Act 2010.

The centre will meet the disability provisions under the Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and SENCo.

### **Access arrangements**

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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of the Exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams officer.

Rooming for access arrangement candidates will be arranged by the SENCo with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the exams officer.

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the exams officer.

### ***Managing invigilators***

#### **Managing invigilators**

Support staff are used to invigilate all examinations, as they know the pupils best and can reduce anxiety.

Invigilators are timetabled and briefed by the Exams office.

### **Malpractice**

The Exams office is responsible for investigating suspected malpractice.

### **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.

Caretaker is responsible for setting up the allocated rooms.

Either, the Examinations Officer or Quality Nominee will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

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 curriculum leads / subject teachers at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

### **Candidates**

#### **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings are handed in at the start of every day, regardless of any examinations occurring.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer or Quality Nominee.

Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams officer is responsible for handling late or absent candidates on exam day or subsequently.

#### **Clash candidates**

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

#### **Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing 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.

### ***Internal assessments and appeals***

#### **Internal assessment**

It is the duty of curriculum leads / subject teachers to ensure that all internal assessment is ready for despatch at the correct time. The Quality Nominee 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 exams office by the curriculum leads / subject teachers.

Appeals against internal assessments must be made by April of the certifying year.

#### **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office and on our webpage.

#### **Results**

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

Candidates will receive individual letters by post to their home addresses.

The centre will not be open on results day but a contact e-mail is provided for parents / carers to contact the Exam's Officer if required.

#### **EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, 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**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

### ***Certificates***

Certificates are posted (recorded delivery), securing permission of receipt.

The centre retains certificates for a period of no more than two years.

A copy of certificates are also provided to the candidates Post 16 provider as part of their transition.