



the *Kind's* school

# Examinations Policy

## EXAMINATIONS POLICY

### 1 Policy Statement and Purpose

The overarching Aims of this Examinations policy are:

- To ensure that students are entered for examinations which suit their abilities and educational potential;
- 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 examinations system with clear guidelines for all relevant staff.

### 2 Scope

The policy includes issues relating to preparation for examinations and assessments, entries, access arrangements for students with Special Needs, internally moderated coursework, written and practical examinations, results and appeals and evacuation procedures in the event of fire.

### 3 Responsibility

**ALL STAFF** It is the responsibility of everyone involved in the Centre's examinations processes to read, understand and implement this policy.

**GOVERNORS** Should ensure that the School has and follows the relevant and functioning Examinations Policy.

**HEAD OF CENTRE** Overall responsibility for the school as an Examination Centre.

#### **SUBJECT TEAM LEADERS & SUBJECT TEACHERS**

- To ensure that students are prepared and entered for the appropriate examinations;
- To accurately complete entry and all other mark sheets and adhere to deadlines as set by the exams boards;
- To ensure that internally assessed work is accurately marked and moderated;
- To accurately complete controlled assessment mark sheets and declaration sheets;
- Guide candidates who are unsure about examinations entries or amendments to entries;
- To contribute to post-results procedures.

#### **YEAR ACHIEVEMENT LEADERS, FORM TUTORS, MENTORS & CARERS**

- To promote student awareness of Examination policies, procedures, dates etc.

#### **EXAMINATIONS OFFICER**

- To advise the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination timetables and entry procedures as set by the various examination boards;
- To present an annual Examinations budget spreadsheet to SLT for consideration, enabling them to plan strategically, cost and make curriculum and entry decisions, during the second half of the Autumn Term;

- To ensure that candidates and their parents are informed of and understand those aspects of the examination timetable and regulations that will affect them;
- To submit candidates' Controlled Assessment marks, track, despatch and store returned Controlled Assessment and any other material required by the appropriate awarding bodies, correctly and on schedule;
- To oversee the production and distribution to staff, Governors and candidates of the dates for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events;
- To identify and manage any Exam timetable clashes;
- To consult with teaching staff to ensure that necessary entries, estimated grades & controlled assessment marks are correct, completed on time and in accordance with Joint Council for Qualifications (JCQ) guidelines;
- To receive, check and store securely all Exam papers and completed scripts.
- To administer access arrangements and make applications for special consideration for candidates who are eligible for adjustments in examinations;
- To advise the Head of Centre of all suspicious or actual incidents of malpractice;
- To account for income and expenses relating to all Examination costs/charges, including arranging invoicing for re-sits or re-marks where appropriate;
- To manage and organise the team of Examination Invigilators responsible for the conduct of examinations;
- To arrange for dissemination of Examination results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests;
- To ensure compliance of the Examinations Policy within the School's Race Equality Policy;
- To raise awareness of staff, invigilators and students about the fire evacuation procedures and nominate a staff member of invigilator as Fire Officer (see Appendix).

#### SENCos

- To identify and test candidates who may require special access arrangements;
- To inform subject teachers of candidates with Special Educational Needs who are engaged on a course leading to an exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination;
- To manage access arrangements and the provision of additional support to help learners achieve their course aims.

#### CANDIDATES

- To complete courses to the best of their ability;
- To check and confirm Examination entries;
- To understand the demands of the Examination timetable;
- To understand Examination and coursework regulations and to sign a declaration that authenticates the coursework as their own.

### **4 Examination Entry & Charging Policy**

The School will enter all eligible students for assessment/examination in all relevant courses followed as determined by the yearly review of the curriculum model. Withdrawal of entry will only be made in exceptional circumstances and must be negotiated with the Subject Team Leader and appropriate member of SLT.

In cases where tier of entry is disputed by student/parent then it is expected that discussion with the Subject Team Leader will resolve any issues, however the professional judgement of the Subject Team Leader with support from SLT would determine the tier entered.

The School will pay for Examination entries for the courses followed on the timetabled curriculum. Entry costs will be re-claimed from parents in the event of non-attendance at exams (i.e. without a Medical Certificate) or in the case of re-sits. In exceptional individual circumstances these charges may be waived by a member of SLT.

Parents will be expected to pay for Examination Appeal costs unless these are requested by the Subject Team Leader and appropriate rationale given.

## **5 Publicity**

A statement regarding the Examination Policy will be made on key publicity materials. All new staff and students recruited to the School will be made aware of the Policy.

The Policy will be posted on the Shared (G) drive of the School's IT Network and the School's website.

## **Fire Evacuations - Examinations.**

### **Policy**

As with any activity within school, if the alarm sounds staff and students should evacuate the building immediately following procedures outlined in the Fire Safety Policy.

The following special conditions will apply to examinations being undertaken in the School Hall.

### **Guidance**

1. When examinations are taking place, a nominated staff member/invigilator shall be the Fire Officer for the examination.  
They should be supplied with an emergency phone and be in contact with the main reception in school.  
Training will be given in the use of the emergency phone.
2. Before the examination, students will be made aware of the evacuation procedures through a clear set of instructions to be read out before the examination commences.
3. On the sounding of the alarm, students undertaking the examination will come under the control of the Designated Fire Officer. That person will issue the instruction to evacuate the building.
4. Students should be asked to close their papers and immediately leave the examination through the fire doors to the rear of the Hall in a quiet orderly manner. They will be asked to congregate on the alternative assembly point on the grassed area in the far corner of the Mill Hill entrance point.
5. The nominated staff member/invigilator will then complete the attendance register of the candidates and invigilating staff and when all have been accounted for use the emergency phone to report this to the fire coordinator at the main assembly point. The staff member/invigilator should note the time of the interruption.
6. During the emergency examination conditions will continue to apply. The students will be separated into groups and monitored by invigilation staff. Under regulations students will not be permitted to speak to each other or be allowed the use of mobile phones or other communication devices.
7. If staff and students are unable to return they should await instructions which will be communicated via the staff member/invigilator.
8. On receiving the all clear the staff and students should quietly return to the Hall and follow instructions of the staff member/invigilator to carry on the examination, in accordance with exam board regulations.

### **Invigilator statement to students.**

Should the fire alarm sound, unless you are informed about anything different, you should assume it is a real emergency.

I/staff member/invigilator will give instructions on how to proceed.

When the alarm sounds you should close your paper and wait for instructions on when and where to leave the room. You should quickly and without any noise leave the Hall and assemble on the grass in the corner of the grounds away from the building.

You will be checked on the register and asked to remain in smaller groups. Examination conditions will remain in place during the emergency and there should be no communication between students or the use of any form of electronic communication.

If it is safe to return you will be told by me/staff member/ invigilator and asked to resume the examination. If it is not safe, I/staff member/invigilator will inform you of what to do next.