



# Examinations Policy

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## EBN Trust

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<b>Created:</b>	<b>June 2015</b>	
<b>Reviewed:</b>	<b>June 2016</b>	
<b>Ratified:</b>		<b>Signed:</b> <i>J. B. Tanell</i>

## **Rationale**

Public examinations provide vital summative assessment, generally at the end of a Key Stage. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the Academy Trust participates willingly in the administration of these examinations in the best interests of the students and the Academies as a whole. In addition, other internally set and marked examinations may take place at other times in order both to prepare students for public examinations and check their learning.

## **Purpose**

To ensure that:

- students are given the opportunity to demonstrate the highest achievement of which they are capable; administration helps them to achieve their best;
- students undertake examinations knowing what is expected of them in terms of preparation and behaviour;
- staff understand fully their obligations and responsibilities with relation to examinations;
- the Academies meet the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service.

## **Examination Entry Policy**

It is the Academy Trust's policy to enter all students who have followed an examination course at the discretion of the Principal. If parents wish their child to be entered for an examination against the Academies' advice, they may pay for the entry themselves. Should a student be excluded from an Academy following their entry into the examinations, they will still be required to sit their exams in a place to be determined by the Academy.

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body to levy no charge for examination entries, except where:

- the Academy has not prepared for the examination in the year for which the entry is made, or
- a pupil has failed, for no good reason, to complete the requirements of the examination or to attend for it.

At the Academies, students start their examination courses in Year 9 and may be entered for the final examination or part of their final examination during this period depending on their ability and other determining circumstances. A regime of internal examinations, including mock examinations, will be organised throughout the year. Parents and students will be informed of key dates through the Academy's annual calendar.

Public examinations are the appropriate method for assessing students' level of achievement. Results awarded by external Examining Bodies will provide students with

qualifications that will enable them to progress to the next level in education or to employment. It is Academy policy to enter all students for examinations in all subjects in which they have completed all the necessary coursework and have at least a fighting chance of achieving a pass.

It is important to note that the Academy Trust maintains the right of all students, regardless of academic ability, to enter GCSE examinations. The Academy Trust does not support the practice of denying access to public examinations to any pupils with Statements of Educational Needs.

Statements of entry are circulated to students before entries are submitted. If parents wish to amend an entry they are asked to discuss the matter with the appropriate member of staff, usually the Head of Department of the examination in question or, the Principal, but the final decision rests with the Academy Trust.

Students re-sitting an examination will be asked to pay the appropriate entry fee.

### **Access Arrangements**

Some students may be eligible for extra support such as a reader, a scribe or extra time.

Making special arrangements for candidates to take exams and invigilating and supporting access arrangements for candidates is the responsibility of the SENCO.

Submitting completed access arrangement applications to the awarding bodies and arranging rooming for access arrangement candidates is the responsibility of the Examinations Officer.

### **Charges**

The Academy Trust may impose a charge at least equal to the financial charges levied by examination boards on:

- students whose entries are withdrawn because of lack of coursework;
- students who make a decision to sit or not to sit an examination after the late entry / withdrawal deadline;
- students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances;
- students who arrive late;
- students who re-sit any of their exams or their modules.

### **Procedures**

#### a) Preparation

Examinations are an integral part of the Academy Trust's assessment programme. The mock examination period will give students the opportunity to practise organising an effective revision programme and experience a timetable of continuous testing. This is a learning situation for students and will help them to perform successfully in the end of key stage public examinations.

In order to prepare effectively for these examinations, departments will need to undertake careful planning of their written papers; it is highly recommended that past papers or sample assessment materials available from the relevant examination board are used. Clear marking criteria should be identified; often these will be the published mark schemes for the relevant mock examination paper.

The Heads of Department are responsible for ensuring consistency of marking and reporting for their subjects.

Staff need to report results as directed by the Examinations Officer. For all types of examination:

- Staff to check the examination schedule.
- Brief students of the rules of the examination process.
- Meet deadlines for the examinations.
- Be aware of the expectations and standards of the examination process.
- Ensure students have been prepared adequately for their examinations.

#### b) Examination Entries

It is imperative that Heads of Department (HoD) communicate with the Examinations Officer in good time about all matters concerned with examination entries. Specification requirements are changing so frequently that everyone involved in the examination process needs to be kept informed. Heads of Department will have a more detailed knowledge of the requirements for their subject than anyone else. It is their responsibility to inform The Examinations Officer of any changes to the requirements of their subject.

Entry dates vary with each level of entry. The internal process for examination entries is as follows:

- The Examinations Officer will issue to HoDs at the appropriate time, a timetable showing the dates for the various stages.
- At the appropriate time, The Examinations Officer will circulate a request for entries, which must be returned promptly.
- Entries for individual candidates will then be studied in order to identify trends, and analyse entries for individual students.
- Statements showing the recommended entries will be distributed to parents who will be able to query the recommendations. It is Academy Trust policy that the final decision concerning entries rests with the Academy.
- After candidates have returned their statement of entries, The Examinations Officer will provide a final list for HoDs to check GCSE entries before they are submitted to the Examination Boards.
- During the Summer Entries procedure, Statements of Entry and final check lists for HoDs will be issued to GCE (AS/A2) candidates after the results of the January examinations have been issued to take into account the re-sit entries.
- Amendments to Entries will be decided in consultation between candidates / parents / carers with HoDs. The Examination Officer will make clear the deadline for amendments to entries when these are free or result in a refund.
- Avoidable late entries will be charged to departments.
- Decisions regarding withdrawals must be made in consultation between the Examinations Officer, Assistant Vice-Principal responsible for student development, Head of House and Vice-Principal responsible for the curriculum. The final decision

regarding withdrawals rests with the Principal.

c) Entry Procedure for Years 9 and 10

It is the responsibility of the HoD to inform The Examinations Officer of the need for these entries and to agree a timetable for the various stages.

d) Submitting Estimated Grades and Coursework Marks

Each examination board has different requirements. The Examinations Officer will circulate forms to collect the relevant information and give HoDs a date by which information needs to be returned to the Examinations Office.

e) Despatch of Coursework

All coursework must be despatched through the Examinations Office so that a record can be kept of details of the despatch. This is to safeguard staff against any future queries.

f) Specification Check Lists

Each summer term a list will be circulated to HoDs asking them to list details of the Specifications being used in their subject area for the next academic year.

g) Exam Seasons

Internal exams are scheduled at appropriate times throughout the academic year.

External exams are scheduled in November, January, March and May/June. Additional specific exams, e.g. ALAN tests as and when required.

All internal exams are held under external exam conditions.

Examination timetables are posted on the VLE and the Academies' websites and paper copies are shared with students and their families.

h) Evacuation Procedure during Exams

Should the fire alarm go off during an examination, candidates will be asked to put their pens down and wait for instruction from the Examinations Officer. Should students need to vacate the building, they will be guided to the designated area.

Procedures will be carried out in accordance with JCQ guidelines and the Academies' evacuation policy.

i) Results

- Results received in school will be subject to the regulations in force at the time.
- Results received by EDI will not be released to candidates unless specifically stated by the Awarding Bodies.

- Results obtained by EDI will be communicated only to Principal and specific other members of the Leadership Team.
- Results are made available to candidates on the date published by the awarding bodies.

## **Responsibilities**

### **The Examinations Officer –**

- Is responsible for the administration of both internal and external examinations.
- Is responsible for liaison with the various examination boards.
- Is in charge of enforcement of examination regulations.
- Advises staff on annual exam timetables and application procedures as set by the various exam boards.
- Draws up the examination timetables for internal and is responsible for all communications to students concerning the arrangements.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Manages any examinations clashes in consultation with the Vice-Principal in charge of Curriculum or the Head of Sixth Form.
- Provides and confirms detailed data on estimated entries.
- Will discuss the invigilation timetable with the teacher responsible for cover in the Academy.
- Liaises with Heads of Department:  
to ascertain specific subject examination requirements for internal examinations and entries for external examinations.  
to ensure that necessary internal assessment/coursework is completed on time and in accordance with JCQ guidelines.  
about the despatch of coursework marks and coursework – all despatched work to moderators/examiners MUST have a receipt of postage.
- Receives, checks and stores securely all exam papers and completed scripts. Administers access arrangements and makes applications for special consideration where appropriate.
- To ensure student group tutors display the examination timetable and instruct their year group about the 'Instructions to Candidates.
- To liaise with senior colleagues to ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Head of Department –**

- To ensure all examination requests are passed on to the Exams Officer - this may include rooming, seating arrangements, student lists, equipment needs, organisation of papers.
- To ensure accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- To ensure the accurate completion of internal assessment/coursework mark sheets and declaration sheets.
- To be available in setting out the examination paper and to start off your exam.
- To ensure all relevant materials are in the room for the exam.
- To collect all materials (not scripts) at the end of the exam so as to leave the room clear for the next exam.
- To assist with organisation of students prior to entry into the examination.

- To be responsible for post-results procedures, such as requests for remarks, analysis of examination performance, etc.

#### **Academy Attendance Officer –**

- To liaise with the SLT in charge for the internal/external examination to check attendance of candidates.
- To be available to telephone the student(s) concerned to check absence from the examination.

#### **SLT & Senior Staff –**

- To relay exam timetable to relevant students.
- To remind students of the 'Instructions to Candidates' procedure.
- To be available to organise student group prior to entry into the examination room ensuring an ordered and quiet entry.
- To keep the reception area clear to reduce distractions.
- To visit the examination room.
- To deal with any disruptive candidates in accordance with JCQ guidelines.

#### **Heads of House –**

- To advise and guide both students and form tutors as appropriate.
- To monitor the work of form tutors in relation to examinations.

#### **Form Tutors –**

- To ensure examinations timetable is available in your form class.
- To inform their tutor group about the 'Instructions to Candidates'.

#### **Subject Teachers –**

- To ensure that access arrangements are shared with students
- To provide to their HoD all the information needed for the accurate and prompt completion of exam related forms, documents, mark sheets, etc.
- To ensure that they adhere to all practices as shared by the Examination Officer.

#### **SENCO –**

- To identify and test candidates' requirements for access arrangements.
- To provide a list of those students eligible for assistance.
- To arrange for the provision of additional support to help candidates achieve their course aims.
- To collect examination papers from the senior invigilator.
- To liaise with the examination officer, Heads of House and Heads of Department.
- To provide assistance for those recognised as being eligible for assistance.

## **Appendix 1: Conduct of Examinations**

### **Internal / External Examinations Code of Practice**

#### **Instructions to Candidates - What You Must Do:**

- Know the dates and times of your examinations.
- Find out in advance what equipment or materials you will need for each examination and bring it with you.
- You should always have with you pens, spare cartridges if necessary, sharp pencils, a rubber, a ruler and a calculator where necessary.
- Arrive 15 minutes before so that the examination may start on time.
- Proceed in silence into the designated exam area e.g. hall.
- Sit where you are told to, settle down quickly and wait quietly for the invigilator's instructions.
- Listen carefully to any instructions the invigilator may give you and make sure you carry them out.
- Tell the invigilator at once
  - if you think that you have not been given the right paper
  - if you do not have all the materials listed on the front of the paper.
  - if the question paper is incomplete or badly printed.
- Tell the invigilator at once if you think that your work may be affected by ill health or any other reason.
- Read carefully the instructions printed on the question paper and/or on the answer booklet. Answer all questions you are instructed to and stick to the wording of the questions.
- Fill in the details on the front of your answer papers before the start of the examination. If you are answering on separate sheets of paper make sure you head each sheet with your name, form, subject and teaching group.
- Do rough work on paper provided. Any rough work done on your final answer paper should have a line drawn through it before you hand it in.
- Put your hand up if
  - you feel ill;
  - you have a problem and are in doubt about what you should do;
  - you need more paper.
- Work silently and do your best.
- At the end of the examination check that you have headed all your answer papers and put them in the correct order.
- Wait silently for the invigilator to tell you to leave.
- Remember that you are under examination conditions until you leave the examination hall.
- Leave silently; there may still be exams going on in other rooms.

#### **Instructions to Candidates - What You Must Not Do:**

- You must not take part in any unfair practice. Cheating will result in the immediate cancellation of your paper and withdrawal from the examination room.
- You must not talk or attempt to talk to, communicate with or disturb other candidates nor draw attention to yourself in any way once you are under examination conditions i.e. from the moment you enter the exam room to the moment you leave. Failure to comply will result in your disqualification from the examination and withdrawal from the examination room.



- You must not take to your seat any unauthorised materials or equipment e.g.:-
  - Calculators (except when specified)
  - Calculator cases
  - Pencil cases – unless the pencil case is transparent
  - Bags
  - Erasing fluid e.g. 'Tippex'
  - TV/personal stereos
  - Mobile phones
  - Dictionaries (except when specified)
  - Any devices which emit light/sound/ information
  - Food
  - Drinks
  - Books or written resource material (except where specified)
- You may not borrow anything from another candidate during the course of the examination.
- If you do need to leave the examination room through illness or a desperate need to go to the toilet you will have to be accompanied at all times by a member of staff.
- You are not allowed to leave the examination room until the official end of the examination. If you do finish early you must remain in silence in your seat and do nothing to distract those around you.

### **External Examinations**

- Whenever you come into Academy you must wear full Academy uniform. Failure to comply will result in being sent home to change. It is your responsibility to ensure that you arrive on time for all examinations, should you are send home to change.
- If you are ill on the day of an examination, inform the Academy as soon as possible. If cannot attend the exam as a result of illness, you must obtain a doctor's note.
- If you are late for an examination you must report immediately to the senior invigilator in the examination hall. You may have to do your exam at a later date but in any case you will not be allowed any extra time.
- Arrive at least 15 minutes before the scheduled start of the examination.
- Assemble in main hall and wait for a member of staff to direct you to the examination hall.

## Appendix 2: Invigilation

### Instructions to Invigilators –

- Examinations will normally take place in the gyms and/or the library unless otherwise stated and in candidate order.
- Examinations will usually last no longer than a double period.
- Please refer to the invigilation timetable. It is the responsibility of each member of staff to know when he/she is required for invigilation and to arrive promptly at the examination room in order that the examination may start on time and in an orderly manner.
- The invigilator should write the examination start and finish times clearly on the board and notify students when there are 10 minutes left to the end.
- The invigilators should ensure that students are sitting apart, unable to see the answer papers of other candidates. Ensure all bags and jackets are left outside the room.
- The invigilator should read out and explain any instructions to the candidates.
- It is the job of the invigilator to familiarise him/herself with the 'Internal/External Examination Code of Practice - Instructions to Candidates' (posted in form rooms) to ensure that they are adhered to.
- Any infractions of the 'Instructions to Candidates' must be reported to a member of the SLT at the earliest opportunity.
- Invigilation must be active. Spread around the examination rooms and patrol regularly.
- Remain in the room for the duration of the invigilation. Conversations should be kept to a minimum.
- Drinking, eating or chewing whilst invigilating is not good practice. No other tasks should be undertaken while invigilating e.g. marking, working on lap tops.
- Should a student need to leave the room – check with the senior invigilator and accompany that student from the room.
- At the end of the examination the invigilator is responsible for collecting in all examination papers and returning them to the appropriate person. Candidates should be reminded that they remain under examination conditions until they have left the examination room and been dismissed in a quiet and orderly manner.

### **Suggested Wording for the Invigilators' Announcement at the Beginning of an Examination**

"You are now subject to the regulations of the examination".

Only materials listed on the question paper may be permitted in the examination room. You may not have on or near you any other materials.

If you are found to have any material with you which is not allowed, even if you have no intention of referring to it, this will be reported to the awarding body. The normal practice in such circumstances is to disqualify the candidate from the paper or the subject.

Check now in your pockets that you do not have on you unauthorised material such as notes, books, paper, calculator case or lid, calculator instructions leaflet, electronic device or mobile telephone. (For examinations with permitted books add, "Check that no notes or papers have accidentally been left inside any book, including annotations to the

text, which you are permitted to have in the examination room.”)

Hand in now to an invigilator any of the above items. Any mobile telephones must be turned off as a ringing telephone is an infringement of the Regulations.

Check that you have the right question paper for your subject, unit and level or tier. You may turn your question paper over NOW.

Check that you have everything you need to complete the examination, including all the items listed on the question paper.

You must write only in blue or black ink or ball-point pen, except for drawings and rough notes.

Now, fill in all details on the front of your answer book or question paper.

All rough work must be written in your answer book and neatly crossed through with a single line. Any mistakes should also be crossed through neatly with a single line. Correcting fluid or correcting pens must not be used.

(For computer marked multiple-choice papers add “Rough work should be written on the question paper.”)

You may not communicate in any way with another candidate. You may not give assistance to any candidate or ask for assistance from another candidate. You should put up your hand to attract the invigilators’ attention.

### Appendix 3: Examination Appeals Procedure

In accordance with the JCQ Code of Practice for the conduct of external qualifications provided by the QCDA, EBN Academy Trust is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates is produced and authenticates according to the requirements of the relevant specification;
- the consistency of internal assessment is secured through internal standardisation as set out by the Awarding Bodies;
- staff responsible for internal standardisation attend any compulsory training sessions.

NB Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the academy's control will not be considered in the academy's Appeals Procedure.

Each Awarding Body publishes procedures for appeals against its decisions, details of which are available on their websites or from the Principal on request.

- In cases of enquiries about results, where the Academy Trust does not uphold a request for such an enquiry, the parent/carer may normally pay to have an enquiry carried out.
- Where the parent/carer wishes to challenge the decision not to hold an enquiry or subsequent appeal, a similar procedure to that mentioned below will be carried out.

Appeals may also be made to the academy regarding the procedures used in internal assessment, such as controlled assessment/coursework. NB the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself, i.e. not the mark or grade. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the parent/carer may appeal to the Principal, who will put into action the agreed appeals process set out below. It is expected that it will be used only in exceptional circumstances.

The Principal is in overall charge of managing appeals relating to internal assessments.

If a candidate (via their parent/carer) wishes to appeal about his/her internal assessment marks then the following procedures should be followed:

- The appeal should be made in writing to the Principal stating the details of the complaint and the reasons for the appeal.
- The appeal should normally be submitted by 30th April for examinations in the summer series (this deadline may be extended in exceptional circumstances where the controlled assessment/coursework marking and moderation schedule extends beyond this time).
- The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing and a copy will be sent to the parent/carer.
- If the parent/carer is not satisfied with the written response they have received then they can request a personal hearing before an appeals panel.
- The appeals panel will consist of the Principal and two of the following – the

Curriculum Vice Principal, the Head of Department, the Examinations Officer.

- The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- The parent/carer will be given at least two days' notice of the hearing date.
- A breakdown of the marks awarded will be provided in advance of the appeal.
- The teacher(s) involved will be present at the hearing.
- The Principal will convey the outcome of an appeal and the reasons for that outcome in writing to the parent/carer.
- The academy will maintain a written record of all appeals.

The academy will inform the Awarding Body (exam board) of any change to an internally assessed mark as a result of an appeal.

If the parent/carer remains unsatisfied, the case can be referred to the Examinations Appeals Board (EAB). NB This service applies where Awarding Bodies' normal enquiries and appeals procedures have been exhausted.

### **Appeals against External Assessment Mark**

Where a student is unhappy with the mark/grade awarded for a particular examination unit (e.g. written exam, coursework, practical assessment, etc) a clerical check or re-mark may be requested from the awarding body via the Examination Officer. The decision as to whether to support such an enquiry will be made by the Academy Trust on the basis of several factors, including knowledge of the exam system and professional judgement. Where the Academy Trust does not uphold a request for such an enquiry the student may normally pay to have an enquiry carried out. Payment will be returned if an appeal is upheld by the awarding body. The students will be required to acknowledge that her/his grade may be confirmed, raised or lowered.

#### **Appendix 4: Results, Certification, Enquiries about Results (EARs) and Access to Scripts (ATS)**

Candidates will receive individual results slips on results days in person at the Academy or by post to their home address (candidates to pay postage and provide suitable envelope, arrangements made prior to exams). Results are made available to the candidates on the dates published by the awarding bodies. The exams officer makes arrangements for the Academy to be open on results days. The provision of staff on results days is the responsibility of the exams officer.

Certificates should be collected and signed for by the candidate. ID will be needed on collection. 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. The Academy retains certificates for five years.

EARs may be requested by Academy staff or candidates if there are reasonable grounds for believing there has been an error in marking. When the Academy 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 staff, they will be charged.

After the release of results, candidates may ask subject staff to request the return of papers within Board listed dates of the results. If a result is queried, the exams officer, teaching staff and Principal will investigate the feasibility of asking for a re-mark at the Academy's expense. Academy 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.

The Examinations Officer and student should at all times keep the Principal informed of concerns regarding any of the above.