

Meadow High School



1.0 EXAMS - MEADOW HIGH SCHOOL EXAMINATIONS POLICY 2023-2024

This policy is reviewed annually to ensure compliance with current JCQ (Joint Council for Qualifications) requirements.

Last Review: February 2024
Next Review: February 2025

This policy identifies the key processes and responsibilities, which will help the **Examinations Officer** to work effectively with colleagues in school and with the relevant awarding bodies. The purpose of the policy is to ensure the planning and management of exams is conducted efficiently and in the best interests of the candidates. It will also ensure an efficient exam system with clear guidelines for all relevant staff.

RESPONSIBILITIES

Head of Centre:

Mrs J Rigby (Headteacher)

Examinations Officer Line Manager

Miss M Taylor (Assistant Headteacher, KS5)

Mrs A Fabisch (Deputy Assistant Headteacher, KS5)

Examinations Officer:

Mrs A Norris

Assistant Heads:

Miss M Taylor (Head of Sixth Form)

Mrs A Fabisch (Deputy Assistant Headteacher, KS5)

Head of Year 9-11

Deputy Headteacher (Curriculum)

Ms C Caddell

Team Leader (KS5)

Miss L Carter

The **Examinations Officer** should take responsibility for exam entries, withdrawals, tier changes and any communication between him/herself and Senior Leadership, Faculty Leaders and subject teachers.

In October each year, the **Examinations Officer** will consult each Faculty Leader and obtain estimated entries. The **Examinations Officer** will then submit estimated entries to each exam board, where required, use this information to draw up a provisional exams timetable, key dates and deadlines document and ongoing planning and preparation documentation and administration for all exams series in that year.

The **Examinations Officer** will award candidate numbers, unique candidate identifiers (UCI) and Unique Learning Numbers (ULN) to each pupil and make these available to subject teachers when required.

EXTERNAL EXAMS

GENERAL: The **Examinations Officer** will be responsible for the organisation and conduct of all external exams and tests. **Exams will normally be held in the summer (May / June) season unless a modular course requires exams in November, January or March.**

AWARDING BODIES: Each **Faculty Leader** will decide which awarding body and specification to use in their subject. They will inform the **Examinations Officer** of these details and relevant entry codes. The **Examinations Officer** will be responsible for registering with each awarding body.

ENTRIES: The **Examinations Officer** will formally request entries for examinations by the middle of January each year. It is the responsibility of each **Faculty Leader** to give accurate **entry details** to avoid costly late entries or amendments. **The Examinations Officer will then take responsibility for informing pupils of their exam arrangements and preparing the Exams Timetable.**

It is the responsibility of the **subject Faculty Lead** to ensure that the correct information about exams entries, is supplied to the **Examinations Officer** within agreed deadlines, and on the agreed Exams Entry form, signed by the **subject Faculty Leader**. It is also the responsibility of the subject **Faculty Leader** to supply the **Examinations Officer**, within the correct timescales, with written information about exams entry withdrawals.

COURSEWORK/CONTROLLED ASSESSMENT:

The completion of coursework will be the responsibility of each **Faculty Leader** in liaison with subject teachers. They will ensure that all coursework is completed on time and in accordance with the rules and regulations set by the JCQ (Joint Council for Qualifications). They will then pass the work and completed documentation to the **Examinations Officer** who will then check it for administrative errors.

Marks of all internally assessed work, and required forms are provided to the awarding body by the Faculty Leader in liaison with the subject teacher.

ACCESS ARRANGEMENTS

Access Arrangements are when a pupil needs, for example, extra time, a reader or scribe, to be able to access and complete an examination.

The Assistant Head for the appropriate year group will be responsible for assessing the needs of each pupil, in liaison with Faculty Leaders and Form Tutors and determining which access arrangements, if any, are required. This process must be started in November, as soon as the estimated entries have been submitted.

The **Assistant Head** will be responsible for collating evidence documentation and writing a "Picture of Need" for each pupil. The "Picture of Need" document will be on school headed paper, printed and signed by hand by the Assistant Head. The Picture of Need, and all supporting evidence, will be submitted to the **Examinations Officer** by the **Assistant Head by the end of January, and prior to the application being made, and well before the Access Arrangements Application deadline.**

The **Examinations Officer** will ensure a "Permission to Use Personal Data" form has been generated and signed by each candidate prior to any application.

The **Examinations Officer** will be responsible for applying for access arrangements, using Access Arrangements Online within the deadlines (as published each year).

A hard copy, signed and dated by the **Assistant Head**, of the "Picture of Need" document, all supporting evidence, the Access Arrangement Approval document and the "Permission to Use Data" document will be stored securely by the **Examinations Officer** and be available for inspection.

The **Assistant Head** will be responsible for familiarising themselves with and adhering to the "Adjustments for Candidates with Disabilities and Learning Difficulties" booklet issued by JCQ.

ADDITIONAL EXAMS POLICIES:

1.1 EQUALITIES POLICY - EXAMS

Please see separate policy document. This document is provided as an exams-specific supplement to the centre-wide equalities/accessibility policy/plan.

This policy details how the centre facilitates access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as 'access arrangements') requesting access arrangements implementing access arrangements and the conduct of exams good practice in relation to the Equality Act 2010

1.2 INTERNAL APPEALS (EXAMS) POLICY

Please see separate document. Senior Leadership will produce a policy which outlines procedures and process should a candidate wish to appeal / complain about the exams administration process, or the process of allocating access arrangements and special considerations.

1.3 NON EXAMINATION ASSESSMENT POLICY

Please see separate policy document. This policy aims to cover procedures for planning and managing non-examination assessments, define staff roles and responsibilities with respect to non-examination assessments and manage risks associated with non-examination assessments.

1.4 USE OF WORD PROCESSOR POLICY

Senior Leadership will write, and review annually a policy to set out when a candidate can use a word processor to complete an examination. Please see separate policy.

1.5 EMERGENCY EVACUATION OF AN EXAM ROOM POLICY

Please see separate document. This policy sets out the process and procedures of evacuating an exam room during an exam.

1.6 EXAMS CONTINGENCY POLICY:

Please see separate document. The production of a Contingency Policy is the responsibility of the **Examinations Officer** and the **Senior Leadership Team**. Relevant staff should be aware of the processes and contingencies that have been put into place to mitigate disruption to the process and administration of public examinations.

1.7 ESCALATION PROCEDURE

See separate document. The **Head of Centre** is responsible for ensuring there is a written escalation procedure, which should be followed in the absence of the **Head of Centre** or the Senior Leader overseeing exams.

1.8 COMPLAINTS (EXAMS) (NEW POLICY - now in DRAFT awaiting SLT approval)

Please see separate document which lays out the procedure and timelines should a candidate or parent have a concern or a complaint about an exam or accreditation qualification.

1.9 CONFLICT OF INTEREST POLICY (EXAMS) (NEW POLICY - in DRAFT awaiting AF feedback)

Please see separate document which sets out how the school actively manages all possible instances of conflict of interests relating to the integrity and security of exams at the Centre.

Any concerns regarding possible conflict of interest should be raised with the **Head of Centre**.

The school does not usually permit staff to take exams at the centre. This would only be the case if all other avenues had been exhausted and at the discretion of the **Head of Centre**. The **Head of Centre** will ensure that any conflicts of interest are managed and inform the Exam Board by the deadline date of this arrangement.

The **Head of Centre** will inform the awarding body of any member of staff who is teaching or preparing members of their family or close friends which includes internally assessed components. If the qualification does not contain internally assessed components then the **Head of Centre** will keep a clear record of the qualifications taken.

The **Head of Centre** will maintain clear records of:

- Any exams being taken by the family of the **Examinations Officer** at other centres.
- Any member of staff who is taking an exam at another exams centre.

1.10 MALPRACTICE POLICY (EXAMS)

Please refer to separate policy regarding Malpractice and Maladministration. This policy outlines the different types of Malpractice and how Meadow High School seeks to advise candidates about avoiding malpractice.

Any concerns about **Malpractice of Examinations** should be brought to the immediate attention of the **Head of Centre, Mrs J Rigby**.

RECEIPT AND STORAGE OF PAPERS:

Examination papers will be received by the school Reception staff who will then immediately inform the **Examinations Officer** of their arrival. The Reception staff will record the arrival of each consignment of papers on the appropriate form. The **Examinations Officer** will then check the papers in and store them in a locked safe in the **Examinations Officer** store room. The **Examinations Officer** will be the only person with access to the exam papers – however, a second key is available via the Head Teacher's PA, at the express permission of the Head of Centre.

EXAM VENUE / ROOM ORGANISATION:

All examinations will be held in the 6th Form assembly hall unless numbers are too large, in which case they will take place in the hall or another suitable room. The **Examinations Officer** is responsible for ensuring that the room is booked, set up with tables, chairs, whiteboard, pens, pencils and other necessary equipment and in accordance with the Joint Council for Qualifications (JCQ) regulations. The **Examinations Officer** will liaise with the **Assistant Head** for KS5 or KS4 in relation to any pupils who may need a separate room / separate invigilation, according to their access arrangements (reader, scribe, etc) or reasonable adjustments. The **Examinations Officer** will ensure that any additional examination rooms are set up in accordance with JCQ regulations.

CANDIDATE IDENTITY

At Meadow High School all exams are invigilated by Teaching Assistants (TAs) who are permanently employed by the school. The TAs are familiar with the pupils and are able to confirm the identity of each candidate. The exam is overseen by a member of SLT (Senior Leadership Team) who is also familiar with the identity of each candidate.

ADDITIONAL NEEDS OF CANDIDATES

Meadow High School is a school for pupils with moderate and complex learning difficulties and autism and we endeavour to give our candidates a supportive experience with exams, which takes into account collective and individual needs, whilst remaining within the requirements of JCQ, the 'Information for Conducting Exams' document and awarding organisation requirements.

At Meadow High School all exams are invigilated by Teaching Assistants who are permanently employed by the school and work directly with the candidates. The **Examinations Officer** will liaise with the Assistant Head and the Invigilators to accommodate any additional needs of candidates. For example, a pupil with a hearing impairment will be seated in the front so he/she can hear the invigilator's instructions. Any additional seating requirements or needs are also noted in the Exams File which is situated on the Invigilators Desk.

Candidates may also have Access Arrangements granted and these will be noted in the front of the Exams File and communicated to the invigilator prior to the start of the exam. If the access arrangement granted is extra time, this will be clearly displayed on the whiteboard at the front of the exams room.

CONDUCT OF EXAMINATIONS / INVIGILATION:

Checking Candidate Identity

All invigilators are fully employed Teaching Assistants at Meadow High School and are familiar with the pupils taking exams. Invigilators are therefore able to confirm the correct identity of each exam candidate at the start of the exam. They are also aware of any additional needs or support the candidates may have in accessing the exam room, during the exam, or in leaving the exam room in the case of an emergency.

Conduct of Exams

Invigilation

All exams will be invigilated by Meadow High School Teaching Assistants who will be arranged through the **Team Leaders** and **Examinations Officer**. They must not take any work into the exam room but give full attention to the conduct of the exam. For GCSEs, Functional Skills and Entry Level exams each main invigilator will have received Invigilator Training (currently via certificated online training modules provided through **The Exams Office** website which the school subscribes to). Meadow High School keeps a list of Teaching Assistants who are experienced and trained to Invigilate exams. The School always aims to maintain best practise of two invigilators in each exam room. The **Examinations Officer** has also received invigilator training in order to further support and advise invigilators and for contingency purposes. To further support invigilators, there is also an Invigilation Guidelines booklet (produced in school) and the JCQ 'Information for Conducting Exams' (ICE) document, available in the Exams File which is on the invigilator's desk during each exam. The main **Invigilator** may take a mobile phone into the exam room for the purposes of contacting the **Examinations Officer** in an emergency. The phone will remain on silent throughout the exam.

Whenever possible, a senior member of staff will preside over the start of an exam, to support the behaviour and conduct of pupils and ensure that exam rules and procedures are relayed to the pupils, and a calm and silent exam room is maintained.

At the beginning of each exam the **Invigilator** or the **Examinations Officer** will write the start and finish time on the whiteboard.

At the end of each exam it is the responsibility of **the Invigilator** to collect in the exam papers and ensure they are handed to the **Examinations Officer** in the exam room. The **Examinations Officer** will then ensure the exam papers are correctly collated and prepared for despatch and keep them securely locked until they are despatched.

Invigilators must be familiar with the **Emergency Evacuation Procedures and Contingency Procedures** for Exams.

In the event of any difficulty arising, the **Examinations Officer** and/or **Invigilation staff** can use the **Assistance Alarm to summon back-up from senior staff**.

Water in a clear plastic bottle is permitted in the exam room but must have any labels removed. No **mobile phones** and electronic devices must not be brought into the exams room under any circumstances. School bags/ equipment must not be taken into the exam room. **Pencil cases** are not permitted unless they are made of clear plastic. **Wrist watches** must be removed and are not permitted in the exam room. Stationery for the exam will be provided, but candidates may also bring their own if they prefer a certain pen etc. Please note that exam boards usually require candidates to write in black ink. **Personal coloured overlays** which assist the candidate with reading are permitted to be used under exam conditions. **Calculators** for maths exams (where allowed) will be provided by the school. Candidates may bring their own calculator, but this will be inspected by exams staff prior to the start of the exam to ensure it complies with JCQ rules.

DESPATCH OF EXAM PAPERS:

The Examinations Officer will ensure that the exam papers are correctly and securely parcelled and despatched to examiners by the NAA sponsored Parcelforce system. Times for the collection of papers will be agreed between the Examinations Officer and Parcelforce.

SPECIAL CONSIDERATION:

The **Examinations Officer** is able to apply for special consideration after an exam in the event of illness on the part of the candidate or any other factor which adversely affects their performance. The **Examinations Officer** will decide on the best course of action but may require information from the form or subject teacher or Faculty Leaders as evidence in support of the application.

RESULTS:

GCSE, GCE, Functional Skills and Entry Level results will be processed by the **Examinations Officer** on the day before the advertised national release of results. Results will be shared only with the Head of Centre on this day.

On National Results Day, all results will be sent out by the Examinations Officer. Results will be posted out first class on the day of issue. Results will also be emailed to the pupil's school gmail account. We aim to issue results as soon as possible on Results Day. Results cannot be issued to candidates or school staff before the nationally advertised time on results day, which is currently 8.00am.

The **Examinations Officer** will email the exam results to Faculty Leaders, and copy SLT. This will be done as soon as possible after results are issued on Results Day.

POST RESULTS

APPEALS AND QUERIES ABOUT RESULTS, RE-MARKS AND INTERNALLY MARKED ASSESSMENT ENQUIRIES

If a Faculty Leader or subject teacher queries a result they should consider the possibility of a re-mark within one week of receiving the result. If a result is queried the **Examinations Officer** will investigate the feasibility of applying for a re-mark; **the application** must be submitted by 20th September.

If a parent/pupil requests a re-mark, which is not upheld by the relevant subject Faculty Leader, then the cost must be paid by the parent. On receipt of such a request, the **Examinations Officer** will write to the parent/pupil advising them of the cost of a re-mark and request payment by cheque.

It is also possible to request the return of exam papers, either for the use of the candidate or for teachers to use to assist **in teaching and learning**. The candidate must give **his / her informed consent for any of the above applications to proceed**.

INTERNAL APPEALS PROCEDURES POLICY

Please see separate Policy Document. This document lays out the procedures for:

- Appeals against internally marked exams or components of exams.
- Appeals procedure against centre decisions not to support an enquiry about results.
- Appeals procedure following the outcome of an enquiry about results.
- Appeals regarding Access Arrangements.

COMPLAINTS

In accordance with the school's **Exams - Complaints Policy** complaints about any aspect of the administration of public examinations at Meadow High School should be made in writing on a "Complaints and Appeals Form" (available via the Examinations Officer) to the **Head of Centre, Mrs J Rigby**.

Appeals or Complaints about exams will be acknowledged by return and will then be investigated and the findings shared within ten working days.

MALPRACTICE

Please refer to the separate policy - Exams - Malpractice.

Any concerns about **Malpractice of Examinations** should be brought to the immediate attention of the **Head of Centre, Mrs J Rigby**.

CERTIFICATES

Certificates will be copied upon receipt. Copies will be presented to pupils at an appropriate Assembly or at the school Achievement Evening. Unless the pupil has already left, original certificates will be kept secure in the students' Progress files and eventually used to complete their Record of Achievement, which they receive when they leave the school.

EXAMS & ACCREDITATION RECORD

A record of all exams and accreditation achieved by pupils is kept on SIMS (School Information Management System). These records are kept and maintained by the **Examinations Officer**.

CHILD PROTECTION / SAFEGUARDING

All invigilators at Meadow High School are permanently employed staff, with up to date enhanced DBS clearance. The entire process of exams is covered by the centre wide Child Protection & Safeguarding Policy.

DATA PROTECTION:

In accordance with the **General Data Protection Regulations 2018** and the **Meadow High School Data Protection Policy**, **The Examinations Officer** will ensure the security of all personal data used whilst administering and processing all aspects of the Examinations cycle.