



The Skinners' School  
Examinations Policy

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# The Skinners' School

## Examinations Policy

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.

This exam policy will be reviewed every two years (or earlier if appropriate).

This exam policy will be reviewed by the Governing Body, Senior Leadership Group, Lead Practitioners, and the Exams Officer.

### **1. Examination responsibilities**

**Please note that the ultimate responsibility lies with the Headmaster, acting for and on behalf of the Governing Body.**

#### **Director of Studies**

Overall responsibility for the Skinners' School as an examination centre:

- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
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#### **Examinations Officer**

Manages the administration of public and internal examinations:

- advises the senior leadership team, subject teachers and house tutors and other relevant support staff on annual exam timetables and application procedures as set by the various examination boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations 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 examination 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 examination papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages examination timetable clashes
- accounts for income and expenditures relating to all examination costs/charges
- line manages the senior examination invigilator in organising the recruitment, training and monitoring of a team of examinations' invigilators responsible for the conduct of examinations

- ensures that relevant information is available to prepare reports showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- submits candidates' coursework marks, tracks despatch and returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the VP Student Progress and Learning, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their examinations.

### **Lead Practitioners**

- 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 examinations officer.

### **Information, Advice and Guidance Coordinator**

- Guidance and careers information.

### **SENCO**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to Lead Practitioners.
- 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**

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Starting/Finishing examinations (when necessary) and invigilating during examinations.
- Assist examinations officer in safe dispatch of examinations papers.

### **Candidates**

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

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the Senior Leadership team and the Lead Practitioners.

The statutory tests and qualifications offered are GCSE and A Level.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the examinations office must be informed a.s.a.p.

Decisions on whether a candidate should not take an individual subject will be taken in

consultation with the candidates, parents/carers, AVP SEN and Learning Support (if appropriate), subject teachers, Head of House and Lead Practitioners. At key stage 4 all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### **3. Examination seasons and timetables**

#### **3.1 Examination seasons**

External examinations are scheduled in November, January, March and June, subject to the arrangements made by the examination boards.

All internal examinations are held under external examination conditions.

The examination series used in the Centre is decided by the Senior Leadership team, Lead Practitioners and the Examinations Officer.

#### **3.2 Timetables**

Once confirmed, the examinations officer will circulate the examination timetables for internal examinations and external examinations.

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

#### **4.1 Entries**

Candidates are selected for their examination entries by Lead Practitioners and the subject teachers.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.

#### **4.2 Late entries**

Entry deadlines are circulated to Lead Practitioners via email and in the staff weekly bulletin.

Late entries are authorised by the VP Student Progress and Learning AVP Curriculum, Examinations and Timetable, Lead Practitioners and Examinations Officer.

### **5. Exam fees**

The Centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by Centre.

Candidates or subject areas 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.

### **6. The Disability Discrimination Act (DDA), special needs and access arrangements**

#### **6.1 DDA**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

#### **6.2 Special needs**

A candidate's special needs requirements are determined by the AVP SEN and Learning Support doctor and educational psychologist / specialist teacher.

The AVP SEN and Learning Support will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination.

The examinations officer can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination and the date of that examination

### 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the AVP SEN and Learning Support, AVP Curriculum, Examinations and Timetable and the examinations officer.

The AVP SEN and Learning Support will arrange for appropriately qualified staff to assess the examination requirements and complete the Access Arrangements Forms.

The AVP SEN and Learning Support will inform parents of SEN students of the Access Arrangements for their child.

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

Rooming for access arrangement candidates will be arranged by the examinations officer.

Invigilation and support for access arrangement candidates will be organised by the examinations officer.

The examinations officer will train all invigilators on how to provide Access Arrangements, i.e. how to act as a reader/scribe.

## 7. Estimated grades

Lead Practitioners will submit estimated grades to the examinations officer when requested by the examinations officer.

## 8. Managing invigilators and examination days

### 8.1 Managing invigilators

External invigilators will be used for internal examinations (where appropriate) and external examinations.

The recruitment of invigilators is the responsibility of the AVP Curriculum, Examinations and Timetable and examinations officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

CRB fees for securing such clearance are paid by the Skinners' School.

Invigilators are timetabled and briefed by the AVP Curriculum, Examinations and Timetable and examinations officer.

Invigilators' rates of pay are set by the Skinners' School.

### 8.2 Examination days

The examinations officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

The Premises Management Team is responsible for setting up the allocated rooms.

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

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Lead Practitioners at the end of the examination session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required, but must not advise on which questions are to be attempted.

## **9. Candidates, clash candidates and special consideration**

### **9.1 Candidates**

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

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The examinations officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### **9.2 Clash candidates**

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

### **9.3 Special consideration**

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

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor. The examinations officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **10. Coursework and appeals against internal assessments**

### **10.1 Coursework**

Candidates who have to prepare coursework should do so by the deadlines set by the Subject area. All candidates should fill in a Candidate Authentication Sheet. These sheets should be signed by the candidate and attached to the front of EACH piece of coursework.

Coursework will NOT be accepted by the subject teacher without the authentication sheet attached.

Lead Practitioners will ensure all coursework is ready for despatch at the correct time and hand it to the examinations officer.

The examinations officer will send off all coursework and keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the examinations office by the subject teachers and the Lead Practitioner.

## 10.2 Internal Assessments

### **Policy on internal Assessments for Qualifications with the following Awarding Bodies: AQA, EDEXCEL, OCR, WJEC**

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, The Skinners' Kent Skinners' School 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 authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessments is assured through internal standardization as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training.

### **Written Appeals Procedure**

Each Awarding Body publishes procedures for appeals against its decisions and the Examinations Officer will be able to advise students and parents on these procedures.

Appeals may be made to the Skinners' School if they apply to the process leading to an assessment and regarding the procedures used in internal assessments, but NOT the actual marks or grades submitted by the Skinners' School for moderation by the Awarding Body.

Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.

A student and/or parent wishing to appeal should contact the Examinations Officer as soon as possible to discuss the appeal. An appeal must be received by the Skinners' School within three weeks after the deadline of the assessment.

Appeals should be made in writing to the Headmaster and the Exams Officer who will decide whether the process used conformed to the necessary requirements

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Lead Practitioners. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The student/parents will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and if deemed appropriate, of any steps taken to further protect the interests of the candidate(s). The findings will also be notified in writing to the Lead Practitioners and recorded for awarding body inspection.

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

### 11.1 Results

Candidates will receive individual results slips on results days either in person at the Centre or by post to their home addresses (candidates to provide sae).

Arrangements for the Skinners' School to be open on results days are made by the Director of Studies and Examinations Officer.

It is the responsibility of the Director of Studies in liaison with the Examinations Officer to provide the results analysis required by the DCSF and other bodies in timely fashion to meet required deadlines immediately after the results days.

It is the responsibility of the Director of Studies in liaison with the Examinations Officer to provide the in depth results analysis required by the Headmaster, Governors and SLT for the beginning of the Academic year in the format agreed.

#### 11.2 EARs

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

If a result is queried, the Headmaster, Director of Studies, Lead Practitioners and Examinations Officer will investigate the feasibility of asking for a re-mark at the Skinners' School's expense.

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 staff, they will be charged for the cost of the enquiry.

#### 11.3 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.

(See also section 5: Exam fees)

### **12. Certificates**

Certificates are presented in person or posted (first class and proof of postage). Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised by the candidate/candidate's parents to do so.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The Centre retains certificates for six years.

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