



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 Leadership Group in conjunction with the Examinations Officer and the Senior Invigilator, and by Governors' Education Committee.

1. Examination responsibilities

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

Deputy Head (Academic)

Overall responsibility for 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*.
- manages the administration of internal examinations.
- prepares reports showing results achieved in relation to expected grades and comparable data for previous years.
- organisation of results days.

Examinations Officer

Manages the administration of public examinations:

- advises the Leadership Group, Heads of Department, subject teachers and Heads of Year, 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 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 and other relevant examination bodies' guidelines;
- provides and confirms detailed data on estimated entries;
- receives, checks and stores securely all examination papers and completed scripts;
- assists the SENCO in the administration of Access Arrangements and makes applications for special consideration relating to candidates who are eligible for adjustments in examinations;
- identifies and manages examination timetable clashes;
- accounts for income and expenditure relating to all examination costs/charges;

- line manages the person responsible for 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, despatches and returns coursework and any other material required by the appropriate awarding bodies correctly and on schedule. Arranges for the office staff to disseminate examination results and certificates to students and organises any appeals/re-mark requests;
- maintains systems and processes to support the timely entry of candidates for their examinations.

Heads of Department/Year

- 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;

SENCO

- Arrangements for Access Arrangements, including notifying Exams Officer and subject staff;
- Submission of these candidates' names to HoDs;
- Identification and testing of candidates, and 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

Job specification for invigilators can be found in Appendix 3. In addition there are two other roles:

Senior invigilator – the Senior Invigilator is responsible for the distribution of invigilators across different exam rooms and also leads on invigilator training and advice.

Lead invigilator – the Lead Invigilator is the invigilator with overall responsibility for the conduct of an exam in the exam room.

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;
- Signing of a data protection notice to confirm agreement for access arrangements.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Leadership Group and the Heads of Department.

The statutory tests and qualifications offered are GCSE, the Free Standing Maths Qualification, 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 specification from the previous year, the examinations office must be informed as soon as possible.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, subject teachers, Head of Year and Head of Department. 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 (some occasional GCSE retakes) but mainly May and June, subject to the arrangements made by the examination boards.

All internal examinations for Years 9, 10, 11, 12 and 13 are held under external examination conditions.

The examination series used in the Centre is decided by the Leadership Group, Heads of Department and the Examinations Officer.

3.2 Timetables

Once confirmed, the Examinations Officer will circulate the examination timetables for external examinations.

4. Entries, entry details and late entries

4.1 Entries

Candidates are selected for their examination entries by HoDs and 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 HoDs via email and in the Staff Briefing.

Late entries are authorised by the Deputy Head (Academic), HoDs and Examinations Officer.

5. Exam fees

The Centre will pay all normal first time exam fees on behalf of candidates. Candidates pay for any retakes.

Late entry or amendment fees are paid by the candidate unless otherwise agreed by the school.

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 Equalities Act, special needs and access arrangements

6.1 DDA

The Equalities Act extends the application of the Disability Discrimination Act 2005 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 SENCO, along with the candidate's doctor and educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination.

The SENCO and/or Examinations Officer will inform individual staff of any special arrangements that individual candidates can be granted during an examination.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examinations Officer.

The SENCO will arrange for appropriately qualified staff to assess the examination requirements and complete Access Arrangements Forms.

The SENCO 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 SENCO.

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, in conjunction with the SENCO and the Senior Invigilator. They will also be responsible for training invigilators as required on how to provide Access Arrangements, eg. how to act as a reader/scribe.

7. Estimated grades

Heads of Department will submit estimated grades to the Examinations Officer when requested.

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 Examinations Officer and Senior Invigilator, in conjunction with the Headmaster.

Securing the necessary debarring service (DBS) clearance for new invigilators is the responsibility of the Senior Invigilator and the School Office.

DBS fees for securing such clearance are paid by the school.

Invigilators are briefed by the Examinations Officer and Senior Invigilator in an annual training session and are allocated to exams by the Senior Invigilator.

Invigilators' rates of pay are set by the school.

8.2 Examination days

The Examinations Officer will book all examination rooms after liaison with the Second Master and with other users and make the question papers, other examination stationery and materials available for the invigilator.

The Caretakers are responsible for setting up the allocated rooms under direction of the Exams Officer.

The Examinations Officer or 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 are returned to the Examinations Office and held for 24 hours before distribution to Heads of Department (ie. when it is clear that all candidates have sat that paper).

A relevant subject teacher may be available when there are subject specific needs such as the checking of correct set, but must not advise on which questions are to be attempted. No other member of staff may enter the examination room without the permission of the Examinations Officer or Headmaster.

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 in accordance with JCQ guidelines, in which case an invigilator must accompany them.

In the event of a candidate not being present at the start of an examination, the Examinations Officer will inform the School Office who will attempt to contact him. The candidate will then be dealt with 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 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 (online) to the relevant awarding body within the timeframe set out by the boards.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare coursework should do so by the deadlines set by their HoD. 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.

Heads of Department 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 Head of Department

10.2 Internal Assessments for Qualifications with the following Awarding Bodies: AQA, EDEXCEL, OCR, EDUQAS, CIE

In accordance with the Code of Practice for the conduct of external qualifications produced by the JCQ and CIE, 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 standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training.

10.3 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 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 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 school within three weeks after the deadline of the assessment.

Appeals should be made in writing to the Examinations Officer who will decide whether the process used conformed to the necessary requirements.

On receipt of a written appeal, an enquiry into internal assessment will be conducted by the Examinations Officer and relevant Heads of Department. 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 Heads of Department and recorded for Awarding Body inspection.

11. Results, enquiries about results (EARs), access to scripts (ATS) and appeals against non-examined assessments (NEAs)

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.

Arrangements for the school to be open on results days are made by the Deputy Head (Academic).

It is the responsibility of the Deputy Head (Academic) in liaison with the Examinations Officer to provide the results analysis required by the DfE and other bodies in timely fashion to meet required deadlines immediately after the results days.

It is the responsibility of the Deputy Head (Academic) 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

Candidates may request a review of marking from the Examinations Officer. This will be at the candidates' own expense.

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Where the school requests a review of marking, there must be written agreement by the candidate(s), and the cost will be met by the school.

11.3 ATS (see Appendix 4)

After the release of results, candidates may ask for a return of scripts according to the deadlines set by the school for that year. Requests must be in writing. A charge of £10 to return and review the script will be applied.

Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained in writing. Reviews of marking cannot be applied for once an original script has been returned.

GCE (A level) reviews of marking and some remarks can be applied for after a photocopied script has been returned.

11.4 NEAs (see Non-Examined Assessment Policy)

Internally assessed marks will be reported to students in good time to allow them to consider a request for a review of the marking.

Such requests must relate to queries over the accurate application of mark schemes.

A charge of £35 will be applied to the process of reviewing marks.

12. Certificates

Certificates are presented in person and must be signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been written authorisation by the candidate/candidate's parents to do so. Certificates can be collected from the School Office by leavers (certificates for current students must be collected from the Examinations Officer).

Replacement certificates or requests for certificated results must be applied for by the student, directly to the relevant exam board.

The Centre retains certificates for a minimum of four years after which time the school reserves the right to destroy them. A list of destroyed certificates will be kept.

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Appendix 1

A) Emergency evacuation procedures, such as fire

The lead invigilator **must** take the following action in an emergency:

- Stop the candidates from writing.
- Collect the exam attendance register and evacuate the examination room in line with the instructions in this document.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Assemble the group in the Knox Courtyard.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption time and how long it lasted.
- Upon resumption of exam candidates will be allowed the full working time set for the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

B) Moving examination rooms

In some emergency situations (probably not fire), the invigilator can consider moving rooms, by taking the candidates (with question papers and scripts) to another place to finish the examination. This will probably only work if there are a relatively small number of candidates (30 or fewer). In any event invigilators should contact the Senior Invigilator and/or Examinations Officer before moving the group.

C) Lockdown Procedures

In the event of the school going into Lockdown, the lead invigilator should stop the exam, ensure entrances to the exam room are locked, note the time that the exam has been stopped and await further instruction.

A full report of the incident and the action taken will need to be sent to the relevant awarding bodies.

Appendix 2

Exam Contingency Plan

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at The Skinners' School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

Causes of potential disruption to the exam process

1. Examinations Officer extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

- Planning
 - o annual data collection exercise not undertaken to collate information on qualifications and awarding bodies specifications being delivered
 - o annual exams plan not produced identifying essential key tasks, key dates and deadlines
 - o sufficient invigilators not recruited and trained
- Entries
 - o awarding bodies not being informed of early/estimated entries which prompts release of early information/material required by teaching staff
 - o candidates not being entered with awarding bodies for external exams/assessment
 - o awarding bodies entry deadlines missed or late or other penalty fees being incurred
- Pre-exams
 - o exam timetabling, rooming allocation; and invigilation schedules not prepared
 - o candidates not briefed on exam timetables and awarding bodies information for candidates
 - o exam/assessment materials and candidates' work not stored under required secure conditions
 - o internal assessment marks and samples of candidates' work not submitted to awarding body/external moderators
- Exam time
 - o exams/assessments not taken under the conditions prescribed by awarding body
 - o required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
 - o candidates' scripts not dispatched as required to awarding bodies.
- Results and post-results
 - o access to examination results affecting the distribution of results to candidates
 - o the facilitation of the post-results services

Centre actions:

- Deputy Head (Academic) to take over responsibilities should absence of EO have the potential to affect the meeting of deadlines.
- Deputy Head (Academic) to work closely with EO to ensure they are up to date with the exam cycle and responsibilities at each point in time.

2. SENCO extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- . Planning
 - o candidates not tested/assessed to identify potential access arrangement requirements
 - o evidence of need and evidence to support normal way of working not collated
- . *Pre-exams*
 - o approval for access arrangements not applied for to the awarding bodies
 - o modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
 - o staff providing support to access arrangement candidates not allocated and trained
- . Exam time
 - o access arrangement candidate support not arranged for exam rooms

Centre actions:

- . Head of Centre responsible for ensuring position is filled should absence have the potential to disrupt exam preparation.
- . Head of Centre to ensure access arrangements are in place.
- . Examinations Officer to plan access arrangements for exam days in advance of the summer series, in consultation with Head of Centre/replacement SENCO.

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

- . Early/estimated entry information not provided to the Examinations Officer on time; resulting in pre-release information not being received
- . Final entry information not provided to the Examinations Officer on time; resulting in:
 - o candidates not being entered for exams/assessments or being entered late
 - o late or other penalty fees being charged by awarding bodies
- . Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- . Examinations Officer responsible for ensuring deadlines are met for estimated entries. Any omissions to be referred to Head of Centre.
- . Head of Centre responsible for ensuring the priority for teaching is the examination cohort and staff will be covered in good time, by trained professionals, in all circumstances.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- . Failure to recruit and train sufficient invigilators to conduct exams
- . Invigilator shortage on peak exam days
- . Invigilator absence on the day of an exam

Centre actions:

- . Examinations Officer and Senior Invigilator responsible for recruitment of invigilators during the spring term. Advance planning required to ensure enough are available for the sittings.
- . Head of Centre to be informed if recruitment necessary.
- . EO/Head of centre to consider training staff from within the school, such as cover supervisors, or to liaise with EOs from local schools to use their spare invigilators.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- . Examinations Officer (in conjunction with Deputy Head unable to identify sufficient/appropriate rooms during exams timetable planning
- . Insufficient rooms available on peak exam days

- Main exam venues unavailable due to an expected incident at exam time

Centre actions:

- Examinations Officer responsible for ensuring planning of rooms is completed by Easter.
- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident.
- Head of Centre to liaise with Examinations Officer to ensure no disruption due to room shortages.

6. Failure of IT systems

Criteria for implementation of the plan

- SIMS system failure at final entry deadline
- SIMS system failure during exams preparation
- SIMS system failure at results release time

Centre actions:

- Examinations Officer to contact awarding bodies directly to arrange alternative methods of information exchange.
- Head of Centre/Network Manager/SIMS manager to be informed.

7. Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

Centre actions:

- Head of Centre responsible for finding alternative venues/methods of learning.
- Priority given to exam cohort.
- Examinations Officer to contact awarding bodies for advice regarding special consideration
- Centre to communicate with parents and students.

8. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

Centre actions:

- Examinations Officer to contact Exam Boards for advice.
- Open for candidates only if possible.
- Use alternative venue, in agreement with awarding bodies.
- Offer students the opportunity to sit the next series.

9. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- Examinations Officer to liaise with student and parents to find alternative venue/advise on next opportunity to sit the examination/apply for special consideration as required.

10. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- Examinations Officer to communicate with awarding bodies for approval of alternative delivery arrangements.

11. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Loss/damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

- Examinations Officer to communicate with awarding bodies immediately.
- Student marks to be submitted based on appropriate evidence.
- Candidates offered the opportunity to retake in subsequent series.

12. Centre unable to distribute results as normal

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions:

- Examinations Officer and Head of Centre to assess alternative arrangements for issuing results with the regulators.
- Head of Centre to inform transition schools, universities, students and parents about delay as soon as possible.

Appendix 3

Invigilator job description

Specific Duties

- To assist the Lead Invigilator in setting up exam venues in advance of the exams, in strict accordance with examination board procedures including laying out stationery, equipment and examination papers;
- To assist the Lead Invigilator in managing entry into the exam venue of all candidates in strict accordance with school and exam board procedures, including directing candidates to the correct seat and advising on permitted possessions for exam venues;
- To actively invigilate so that candidates maintain strict silence at all times whilst in the exam venue;
- To ensure the register of attendance for the exam is completed;
- To record details of candidates who are late to the exam in strict accordance with examination board procedures;
- To address any exam queries raised by the candidate during the course of the exam;
- To actively invigilate the full duration of the exam in strict accordance with exam board procedures so that any irregularities are identified and addressed in consultation with the Senior Invigilator and Examinations Officer in strict accordance with exam board and school procedures;
- To collect and collate scripts at the end of the exam in accordance with exam board procedures;
- To assist the Lead Invigilator in the preparation of script envelopes ready for postage;
- To actively supervise the quiet and orderly exit of candidates from exam venues; ensuring that students do not remove equipment or stationery without authorisation;
- To escort candidates between venues as instructed by Examinations Officer or their representative in strict accordance with exam board and school procedures;
- To supervise candidates between exams as instructed by the Examinations Officer or their representative so that there is no breach in exam security that arises as a result of such periods of supervision.

Additional Duties

- To assist the Examination Officer with the packing and unpacking of exam papers, stationery and equipment prior to the exams and delivery of said papers and additional materials to and from exam venues as required;
- To assist the Examinations Officer and Senior Invigilator with the preparation of seating plans;
- To return completed scripts to the Examinations Officer in strict accordance with school and exam board procedure;
- To support the Examinations Officer in maintaining high standards of invigilation and exam board compliance by reporting to them any matters which threaten the integrity of exam processes at the School.

Appendix 4

Return of Exam Scripts

After the release of results, candidates may ask for a return of scripts according to the deadlines set by the school that year. Requests must be in writing using the form available from the Examinations Officer (Mr Adams).

For copies of scripts, which are available on demand from exam board websites (currently Edexcel only), students must not (due to the potential volume of requests) expect Heads of Department to deal immediately with requests to review informally the marking of those scripts. The timescale will conform to the timetable published by the exam board for external reviews of marking, but in the event of significant volume of requests Heads of Department will prioritise looking at scripts that sit on the threshold of a higher grade.

Given the significant increase in workload that returned scripts can cause, the school will charge £10 for each returned script.

Staff at the school may also request scripts for investigation or for teaching purposes, though they will only do with written consent from the candidate.

Candidates should note that reviews of marking cannot be applied for once an original script has been returned.

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