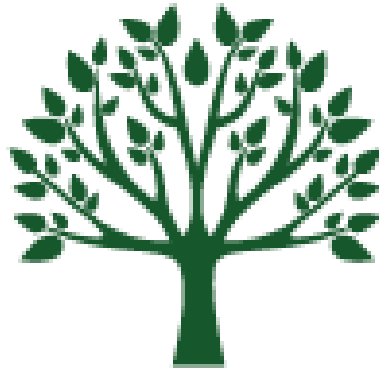


# Fairfield High School Examinations Policy

2018 – 2019



**FAIRFIELD**  
HIGH SCHOOL

## For Office Use Only

Date of last review:	May 2017	Target Audience:	All staff / governors / parents and carers
Date of next review:	April 2019	Reason for version change:	Updated for 2017 – 18 exam series to include criteria for allocation and award of Word Processors (see <i>Disability Discrimination Act</i> ); reference to Non Exam Assessment and Exam & Internal Appeals policies
Review period:	1 Year	Name of owner/author:	Jayne Conway, Acting Deputy Head
Version number:	1.0	Name of individual/faculty responsible:	SLT

# Fairfield High School Examinations Policy

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## The Policy Purpose

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of students
  - 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 the policy.

The Exam Policy will be reviewed annually.

The Exam Policy will be reviewed by the Head of Centre, Exams and Data Line Manager and Exams Officer.

## Exam Responsibilities

The Head of Centre:

- is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions and the qualification specifications issued by the awarding bodies
- has overall responsibility for the school as an exam centre
- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice, in accordance with the JCQ document Suspected Malpractice in Examinations and Assessments
- ensuring that assessors of students have the correct qualifications

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The Exams Officer:

- acts on behalf of the centre in matters relating to the administration of awarding body examinations and assessments
- advises the Senior Leadership Team, faculty and class teachers and other relevant support staff on:
  - annual exam timetables and applications procedures as set by the various awarding bodies
  - oversees the production and distribution to staff, governors and students of annual calendar for all exams in which students will be involved and communicates regularly with staff concerning imminent deadlines and events
- oversees the production and distribution to staff of exam season access and rooming arrangements
- ensures that students and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with *JCQ Guidelines*
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ publication: *Access Arrangements, Reasonable Adjustments and Special Consideration 2016/17*
- identifies and manages timetable clashes
- accounts for income and expenditures relating to all exam costs/charges and provides forecast of likely expenditure to SLT
- line manages invigilators; organises the recruitment, training and monitoring of a team of exams' invigilators responsible for the conduct of exams
- submits students' coursework/controlled assessment marks not otherwise done by HoFs, tracks despatch of and stores returned coursework/controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam result and certificates to students and forwards, in consultation with the Senior Leadership Team, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of students for their exams
- follows up any reports of malpractice during exams and reports these to the Head of Centre

Heads of Faculty are responsible for:

- involvement in post-results procedures
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- accurate completion of exam entries and all other mark sheets and adherence to deadlines as set by the exams officer
- signing off completed exam entries

Teachers are responsible for:

- notification of access arrangement requirements, as soon as possible after the start of the course
- submission of students' names for entry, to heads of faculty
- signing off completed exam entries

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The Special Educational Needs and Disability Coordinator (SENCo) is responsible for:

- identification and testing of students, requirements for access arrangements at the start of Year 10 or earlier
- gathering and completing Form 8 and/or any other supporting evidence before making any online access arrangements
- making online access arrangements
- the provision of additional support – with spelling, writing, reading, hearing impairment – to help students achieve their course aims
- awarding and allocating word processors for exams according to centre criteria.\**See **Criteria for the award and allocation of Word Processors for exams under Disability Discrimination Act.***
- providing a written process to check the qualification of those assessing students and that the assessment process is administered correctly

Lead Invigilator for each exam is responsible for:

- collection of exam papers and other materials from the exams office before the start of the exam
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- ensuring that exams are conducted according to the *JCQ Instructions for Conducting Examinations*

Students are responsible for:

- confirmation that all exam entries and personal information is correct
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- bringing the correct equipment to exams
- abiding by the exam rules and regulations
- arriving to each exam on time

## Qualifications

### Qualifications offered

- The qualifications offered at this centre are decided by the Head of Centre in consultation with HoFs
- The qualifications offered are GCSE, BTEC, NCFE Level 1 and 2 and ECDL.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year
- Informing the Exams Officer of changes to a specification is the responsibility of the Heads of Faculty
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the students, parents/carers, SENCo, faculty teachers and HoFs.

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## Exam Series and Timetables

### Exam Series

- Internal exams are scheduled in December and June and are held under external exam conditions.
- External exams are held in May and June.
- External BTEC exams are held in January, May and June.
- The Head of Centre, HOFs and faculty teachers decide which exam series are used in the centre.
- On-demand assessments can be scheduled only in windows agreed between the Exams Officer and Senior Leadership team.

### Timetable

Once all exam dates are confirmed, the exams officer will circulate the exam timetable for external exams.

## Entries, Entry Details and Late Entries

- Students are selected for each exam series by faculty teachers and HoFs.
- Students or parents/carers can request a faculty entry, change of level or withdrawal. The final decision however rests with the Head of Centre and may have cost implications for parents/carers.
- The centre does not act as an exam centre for any other organisations.
- The centre will accept entries from private students under exceptional circumstances.
- Entry deadlines are circulated to HoFs via email and pigeon holes.
- The Head of Centre must sign off all late exam entries, tier changes and withdrawals once the appropriate deadline has passed.

## Exams Fees

- Exam entry fees are paid by the centre.
- Students will not be charged for entries, changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made before the exam board deadlines. If late changes are as a direct request from parents or carers, any fees generated after official exam board deadlines may be charged to parents/carers.
- Fee reimbursements may be sought from students who decide to sit an exam after the late entry/withdrawal deadline, fail to sit an exam or do not meet the necessary controlled assessment/coursework requirements without medical evidence or evidence of other mitigating circumstances.
- External candidates will be charged for their own fees plus any extra invigilation charges

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## Disability Discrimination Act

- All exam centre staff will ensure that they meet the disability provisions under the [Disability Discrimination Act 1995 \(DDA\)](#), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.
- The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long term adverse effect on her/his ability to carry out normal day to day activities.
- The centre will meet the requirements of the DDA by ensuring that the exam centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Heads of Faculty, Exams Officer and SENCo.

## Access Arrangements

- SENCo will inform faculty teachers of students with special educational needs who are embarking on a course leading to an exam and the date of that exam. SENCo can then inform individual staff of any special arrangements that individual students can be granted during the course and in the exam.
- Any arrangements made must reflect the students' normal way of working within the centre. \* See ***Criteria for the award and allocation of Word Processors for exams*** below.
- A candidate's access arrangement requirement is determined by a qualified specialist assessor, as
- appointed by the Head of Centre or SENCo. \* See ***Criteria for the award and allocation of Word Processors for exams*** below.
- Making access arrangements for students to take exams/controlled assessments is the responsibility of the Exams Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.
- Providing evidence and completing Form 8 in support of an access arrangement application is the responsibility of the SENCo.
- Rooming for access arrangement students will be arranged by the Exams Officer and SENCo informed.
- Invigilation for access arrangement students will be organised by the Exams Officer.
- Support for access arrangement students will be organised by SENCo and Exams Officer.

### Criteria for the award and allocation of Word Processors for exams:

- JCQ regulations state that the use of a word processor in exams must reflect the student's normal way of working i.e. they regularly use it in lessons.

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- It is not permissible therefore to grant the use of a word processor to students simply because they would prefer to type rather than write, or because they can work faster on a keyboard or because they use a laptop at home.

Examples of the types of students for whom using a word processor could be considered are those with:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- a medical condition;
- a physical disability;
- a sensory impairment;
- planning and organisational problems when writing by hand;
- poor handwriting.

This list is not exhaustive.

Below are some examples provided by JCQ where award of a word processor to use in exams would be permitted and with what, if any, caveats:

- A candidate who cannot write legibly because she has significant learning difficulties asks to use a word processor in her examinations. It is her normal means of producing written work within the centre because her teachers cannot read her writing. She is very proficient in using a word processor. The SENCo allows her to use a word processor in her examinations.
- A candidate does not have a learning difficulty but is a 'messy' writer. His handwriting is hard to decipher. He requests the use of a word processor. This is granted by the SENCo because it reflects his normal way of working within the centre.
- A candidate wishes to use a word processor since this is her normal way of working within the centre. However, the candidate additionally wishes to use the spelling and grammar check facility. Given that she does not meet the published criteria for a scribe, the candidate cannot use the spelling and grammar check facility. The SENCo allows her to use a word processor in line with the regulations as set out by JCQ.
- A candidate taking a GCSE Computer Science paper wishes to use a word processor with the spelling and grammar check facility enabled. However, the paper is testing his ability to proof read a document. The SENCo refuses the use of the spelling and grammar check facility. He uses the word processor with the spelling and grammar check disabled (switched off).
- A candidate who has significant learning difficulties has quite legible writing. However, he makes many omissions and cannot order his ideas correctly. His written scripts are legible but covered in crossings-out and omission marks. He requests a word processor and this is granted by the SENCo. The use of a word processor allows him to correct text, sequence his answers and reflects his normal way of working within the centre.

### **Word processor and extra time:**

- A candidate has a below average free writing speed when handwriting and qualifies for 25% extra time. However, using a word processor is her normal way of working within the centre. When typing she can produce her written work effectively and at a speed equivalent to an average

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handwriting rate. She has no further learning difficulties. The SENCo awards the use of a word processor as it removes the barrier presented by her slow handwriting, and only awards 25% extra time when she writes by hand such as in GCSE Mathematics examinations.

- A candidate with significant learning difficulties has a below average speed of handwriting and below average scores in areas of cognitive processing and reading speed. As using a word processor is his normal way of working within the centre he has been able to improve his typing speed to match the equivalent average handwriting rate. However, he has persistent and significant difficulties in interpreting questions and formulating his typed answers. He is given 25% extra time, as well as the use of a word processor, as both arrangements are appropriate to his needs.

### **Contingency Planning**

- Contingency planning for exams administration is the responsibility of the Head of Centre and a copy of the contingency plan for 2018/19 can be found attached to this exams policy.



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## Managing Invigilators

- Invigilators recruited by Fairfield High School are used to invigilate examinations.
- These invigilators will be used for external exams.
- Recruitment of invigilators is the responsibility of the Exams Officer.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Exams Officer who liaises with the Deputy Head.
- DBS fees for securing such clearance are paid by the school.
- Invigilators are timetabled, trained and briefed by the Exams Officer.

## Malpractice

- The Head of Centre is responsible for investigating suspected malpractice.
- Suspected malpractice will be reported to the awarding body by the Exams Officer.

## Exam Days

- The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Coloured scripts will be photocopied by office staff 30 minutes before the exam begins.
- Each room will be furnished with a box of all possible required stationery, including but not limited to: black pens, pencils, rulers, rubbers, protractors, calculators, extra exam booklets for different exam boards and desk wedges.
- Site management is responsible for setting up the allocated rooms with desks, chairs and spacing according to JCQ requirements .
- The Lead Invigilator/Exams Officer/Assistant Head will start the exams in accordance with JCQ guidelines.
- SLT, HoFs or their designated representatives may be present at the start of the exam to assist with identification of students and be a reassuring presence; they may choose to read out the rubric to students instead of the invigilator, but must not otherwise coach students.
- In practical exams, faculty teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by faculty staff or removed from the exam room before the end of a session.
- Papers will be distributed to Heads of Faculty when all scripts have been collected and secured by the Exams Officer.
- All staff must adhere to the JCQ regulations at all times

## Students

- The centre's published rules on acceptable dress, behaviour and students' use of mobile phones/ Smart watches and other electronic devices applies at all times.
- Students' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive students will be dealt with by SLT on an individual basis who will keep the exam secure at all times.
- Students are expected to stay for the full exam time. Students with Extra Time may choose to leave at the standard finishing time or else remain for all of their Extra Time.

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- Students may only leave the room for a genuine purpose (e.g. illness) and are required, where possible, to return immediately to the exam room. They must be accompanied by a member of staff at all times. Toilet breaks are only permitted if the candidate has an up to date medical note or else where the lead invigilator considers it to be an exceptional circumstance. Students should be accompanied by an invigilator/support staff, preferably of the same gender, to a single toilet block, for example as available in the Nigel Davies Wing.
- The Exams Officer is responsible for handling late or absent students on exam day in liaison with Head of KS4 and Learning Support Managers.
- For clash students, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.
- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer or the invigilator to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example, by providing a letter from the candidate's doctor. The Exams Officer will then forward a completed special consideration form to the relevant awarding body before the published deadline.

### Controlled/Internal/Non-examination Assessments

It is the duty of Heads of Faculty to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date sent.

See separate **Non Exam Assessment Policy** for full details of:

- procedures for planning and managing non-examination assessments
- staff roles and responsibilities with respect to non-examination assessments
- managed risks associated with non-examination assessments

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## Results

### Results

- Arrangements for the centre to be open on results day are made by the Head of Centre/ Exams Officer.
- The provision of staff on results days is the responsibility of the Head of Centre.
- Results can only be given to students in person, not over the phone or via email unless this has been arranged in advance and the email address or phone number have been verified.
- A letter signed by the student giving someone else permission to collect the results on their behalf is, however, acceptable.

### EARS (Enquiries About Results)

- Students will receive notification of EARs if the Senior Leadership Team think there are sufficient grounds for appeal
- The candidate's consent will be obtained in writing before any EAR is requested.
- EARs may be requested by centre staff or students if there are reasonable grounds for believing there has been an error in marking.
- EARs may be requested if a candidate is 4 marks maximum away from the next grade boundary up.
- If a result is queried, the Exams Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- When the centre does not support a candidate or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of faculty staff, they will be charged the full amount which must be paid before the appeal is submitted.
- A formal appeals procedure as laid down by JCQ and individual exam boards will be followed if there is still dissatisfaction after receiving the outcome of an enquiry about results.

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## Access to Scripts

- After the release of results, students may ask faculty 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.
- GCSE re-marks cannot be applied for once a script has been returned.

## Certificates

- Copies of Certificates are made and kept in students' files for record purposes.
- Certificates are presented in person at Presentation Evening in November or else sent home by Recorded Delivery after that time.

Head of Centre ..... Date .....

Exams Officer ..... Date .....

**This policy is next due for review in April 2019**

## Fairfield High School Examinations Policy

Activity	Adverse Occurrence	Adverse Outcome	Control Measures	Person Responsible.
Wrong entry made – incorrect paper		Affects student grade	Heads of Faculties to sign off entries before entry deadline. Checks by student on personal statement of entry/timetable.	NR (Exams Officer) HoFs Students
Receiving late entry information	Deadline not met	Late fees will be charged. Extra administrative work for NR	HoFs to be aware of all exam deadlines. HoFs to check and sign off entry marksheets before deadline	NR HoFs
Computer malfunction /internet down	Exam entries/amendments cannot be made by EDI	Exam board deadlines cannot be met, resulting in charges for late fees	Inform ICT services (D & D). Inform exam boards by telephone. Make paper exam entries. Details of paper entries are kept on file in Exams Office. Aim to complete exam entries several days before deadline to avoid this issue.	NR SLG JEC
Absence of Exams Officer due to illness on exams day.	NR (Exams Officer) has keys to exams cupboard; is aware all of seating plans, clashes and any access arrangements/special requirement;; sends off completed scripts; downloads exam errata from exam board	Exam papers unavailable/delayed start to the exam  Access arrangement students not having correct support/ rooming during exam	SLG has a duplicate set of keys for the exams cupboard. Seating plans, rooming and access arrangements shared with all staff 2 weeks prior to exam day. Exam board informed. Exams Officer passwords available in sealed envelope in safe, signed across seal by SLG. JEC to run exams with support from Exams Officer in nearby secondary school - QE or Aylestone.	SLG (Headteacher) JEC (Acting Deputy Headteacher)
Reprographics officer late or absent/ill	Unable to print coloured scripts	Affects students' ability to access exam properly	Reprographics Officer (JRT) to train Reception staff (CH) on how to make coloured scripts and exam booklets.	NR JRT (Reprographics) CH (Reception)

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Adverse weather conditions		Possible delay of start to exam	Check weather reports. Inform Exam Board re delay to start. Keep students isolated. Special consideration.	NR SLT (Senior Leadership Team)
Fire or flood in village		Access to centre is not possible for students	Exam board informed. Relocate exam to primary school in village. Exam desks/chairs taken by minibus. NR to collect exam papers and stationery. Invigilators informed of relocation. Students walked down with staff after handing in phones/smart watches and kept	NR SLG JEC SLT
Non receipt of exam papers	Unable to hold exam/delayed start	Delays and upset to students	NR maintain checks on receipt of exam papers. Contact exam boards in good time for any missing papers.	NR
Student missing from exam		Student does not sit exam	Invigilator informs office of non- attendees immediately following students' registration in exam room. Office informs NR, JEC and DK/LSM who contact home and invoke 'late arrival' procedure	NR JEC DK (Head of KS4) LSM (Learning Support Manager)
Student late for exam			Reception to inform NR & JEC of late arrival Invigilators/exams officer to be made aware of late student in exam hall. Centre's discretion as to whether student can sit exam. Very late students need to be reported to exam board by NR.	NR SLT JEC Invigilators
Student taken ill during exam		Possible disruption to other students	Invigilators aware of policy. Exams officer/first aider called. Exam board informed Special consideration for all students	NR Invigilators First Aiders

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Student caught cheating/being disruptive during exam		Possible disruption to other students	Students reminded about what is considered malpractice before exam starts and sanctions that will be awarded. Invigilators report problem. Warning to candidate(s) involved in disruption about potential removal from exam. SLT called to	Invigilators SLT
Fire at centre during exam	Evacuation of exams room	Lives endangered, spoiled exam scripts	Invigilators and SLT aware of exam room fire procedures. Students told about fire procedures at start of exam. Students aware of meeting point. Adequate fire alarms and all in working order. Security of exam maintained.	NR SLG JEC Invigilators

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