

# Examination Policy

**Responsible person:** Matthew Potger

**Last review date:** September 2022

**New review date:** September 2023

“Burlington House School” refers to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

In cases where examinations have been cancelled, please see additional information in **Section 7 - Centre Assessed Grades.**

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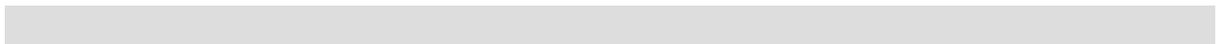
The purpose of this exam policy is:

- 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 annually.

This exam policy will be reviewed by the Leadership Team and the Examinations Officer.



## 1. Exam responsibilities

### Head of centre & EO

Overall responsibility for the school as an exam centre:

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

### Examinations Officer

Manage the administration of public and internal exams and analysis of exam results:

- advise the Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversee the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consult with teaching staff to ensure that necessary controlled assessment is completed on time and in accordance with JCQ guidelines
- provide and confirm detailed data on estimated entries
- receive, check and store securely all exam papers and completed scripts
- administer access arrangements and make 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*
- identify and manage exam timetable clashes
- account for income and expenditures relating to all exam costs/charges
- line manage recruit, train and monitor a team of exams invigilators responsible for the conduct of exams
- prepare and present reports to the SLT (Senior Leadership Team) showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made using baseline data
- submit candidates' controlled assessment marks, track, despatch and store returned controlled assessment and any other material required by the appropriate awarding bodies correctly and on schedule before returning to HOD
- arrange for dissemination of exam results and certificates to candidates and forward, in consultation with the LT, any appeals/re-mark requests
- maintain systems and processes to support the timely entry of candidates for their exams.
- must advise any person involved in administering, teaching or completing exams that where malpractice is suspected personal data about them will be provided to the awarding body (or bodies) and may be shared with other awarding bodies in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessment*.

- must bring to the attention of candidates the JCQ document *Information for candidates - Privacy Notice, General and Vocational Qualifications*. This document to be distributed to candidates at the start of a course, leading to a vocational qualification or where candidates are following a GCSE qualification and where entries are submitted to awarding bodies for processing.

#### **Deputy Headteacher - Academic**

- Organisation of teaching and learning
- External validation of courses followed at key stage 4 / post-16

#### **Heads of Department or Faculty/school/curriculum**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of controlled assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officers

#### **Head of Careers**

- Guidance and careers information

#### **Teachers**

- Submission of candidates' names to Heads of Department or Faculty/school/curriculum

#### **SENCo & EOs**

- Administration of access arrangements
- 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**

- Adhere to invigilation guide as set out by EOs
- Attend training sessions as required

#### **Candidates**

- Understand controlled assessment regulations and sign a declaration that authenticates the controlled assessment as their own

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

The statutory tests and qualifications offered at this centre are decided by the Heads of Department with LT approval.

The statutory tests and qualifications offered are GCSE, BTEC and Post 16 Enrichment Programme.

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 exams officers must be informed by the first day of the Autumn Term.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, subject leaders, Deputy Head and Assistant Head - Curriculum.

### **At Key Stage 3**

All candidates will take English, Mathematics, Science and ICT. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

### **At Key Stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an External Awarding Body.

### **3. Exam seasons and timetables**

#### **3.1 Exam seasons**

Internal exams are scheduled in June.

GCSE exams are scheduled in May and June\*. However, there are additional external examinations such as Functional Skills which run throughout the year.

A Level exams are scheduled in May and June\*.

\* For Summer 2021, GCSE and A Level Exams may be scheduled later. Further information will follow from DoE and Ofqual.

Internal GCSE Mock Examinations are held under external exam conditions in January.

#### **3.2 Timetables**

Once confirmed, the Exams Officers will circulate the exam timetables for internal exams and external exams.

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

### **4.1 Entries**

Candidates are selected for their exam entries by the Heads of Department.

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

The centre does not accept external entries.

### **4.2 Late entries**

Entry deadlines are circulated to Heads of Department via email.

Late entries are authorised by the Exams 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 departments 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 Equality Act, special needs and access arrangements**

### **6.1 DDA**

The Equality Act 2010 extends the application of the DDA to general qualifications. All exam 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 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 exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

### **6.3 Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the Exams Officer and SENCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and the Exams Officers.

Rooming for access arrangement candidates will be arranged by the Academic Administrator with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Exams Officer.

## **7. Centre Assessed Grades (including Predicted and Estimated Grades)**

### **Predicted Grades**

The Heads of Department will submit predicted grades to the Exams Officer in October to be used for Sixth Form application and then again in February after the Mock Examinations. These should be realistic and valid predictions based on evidence such as Year 10 module results, class assessment and Year 9 MidYIS. The EOs and Head of Centre will validate predicted grades before release to external bodies.

### **Estimated Grades**

The Heads of Department will submit estimated grades to the Exams Officer in May however these no longer need to be submitted to the Examination Boards. These should be an amendment to the predictions made in October and January and based on all previous evidence as well as Controlled Assessment mark submission (if applicable) and January Mock examination results. The EOs and Head of Centre will validate predicted grades before release to external bodies.

### **Centre Assessed Grades**

In the summer of 2020 and 2021, schools were required to submit Centre Assessed Grades in lieu of summer examinations. This was done using collated data, including Mock Exam results, working-toward grades and predicted grades.

Evidence for Centre Assessed grades for Summer 2021:

- Year 9 MidYIS results for subject
- Autumn 2020 WTG (Working Toward Grade) - as per Autumn Term Report, with individual comment
- Spring 2021WTG (Working Toward Grade) - an estimated grade based on classwork evidence, past paper questions in class setting, exemplar exam questions ('Mini Tests') supplied by the Exam Board
- May 2021 CCT Results (Controlled Condition Tests, or 'Mocks') - direct results from the formal assessment, taken in exam conditions and adjusted for content covered
- Final GCSE Centre Assessed Grade - derived from a combination of all results and evidence, above, with individual comment

## **8. Managing invigilators and exam days**

### **8.1 Managing invigilators**

External invigilators may be used for external exams.

The recruitment of invigilators is the responsibility of the Leadership Team and EOs.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled and trained by the Exams Officer.

Invigilators' rates of pay are set by the centre administration.

### **8.2 Exam days**

The Exams Officer will allocate all exam rooms and make the question papers, other exam stationery and materials available for the invigilator. Exam papers will have a second pair of eyes check before the exam packet is opened.

If an exam packet has to be split it will be split in the approved Exam Store Cupboard (in PAS) with the door locked and the exam paper resealed before being conveyed to the exam room.

The Exams Officer will verify the identity of all candidates. As it is a small centre all candidates are known by all staff and will be identified to any external invigilators. No outside candidates are accepted.

The Exams Officer is responsible for setting up the allocated rooms.

Invigilators will start all exams in accordance with JCQ guidelines.

Where appropriate, in practical exams subject teachers may be on hand in case of any technical difficulties (such as Art and Functional Skills Examinations).

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department at the end of the exam session, once the papers have been sealed and securely stored in the exam cupboard.

## **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 exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

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

### **9.2 Clash candidates**

The Exams 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 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 exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **10. Controlled Assessment and appeals against internal assessments**

### **10.1 Controlled Assessment**

Candidates who have to prepare controlled assessment should do so by the end of the course.

Heads of Department will ensure all controlled assessment is ready for despatch at the correct time. The Exams Officer will 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 Exams Office by the Heads of Department, upon request.

### **10.2 Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 1<sup>st</sup> April to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be noted in writing, copied to the Exams Officer 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, via the internet, (using candidate's unique and secure PIN) or by post to their home addresses.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

### **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 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 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.

### **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 recorded delivery.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

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