

Halewood Academy

EXAMS POLICY



Objective

To set up an efficient exam system with clear guidelines for all users.

At the end of the Academic Year the Exam Officer will circulate the current year's specifications to all departments (including the Awarding Bodies and syllabus used by that Department). This must be checked and returned to the Exam Officer by the HOD, Key Stage Co-ordinator.

Accountability of Departments and Teaching Staff

1. The HOD or Key Stage Co-ordinator for a Department is to take responsibility for co-ordinating exam entries/withdrawals.
2. It is the professional responsibility of class teachers to ensure that they are fully conversant of syllabi, coursework deadlines and other specific requirements of their subject syllabus. It is also the responsibility of the class teacher to pass relevant information to pupils and line managers.
3. Each staff member will have a labelled tray which is used to receive information in paper form, most information is disseminated electronically via email.

Entries

All candidates will be entered by the due date set by the Board. It is the responsibility of the HOD/Key Stage Co-ordinator to ensure that the correct lists are issued to the Exam Officer.

Amendments

Withdrawals will be accepted by the Exam Officer up to the date set by the Board. Withdrawal forms/emails must be used. Any late withdrawals/entries except in exceptional circumstances will be charged to the Department and are to be authorised by the department lead.

Change of Tier - the above applies.

External Exams

The Exam Officer is responsible for the organisation and conduct of all external exams.

1. Final confirmation of entry numbers and levels will be made with the HOD/Key Stage Co-ordinator.
2. All exam papers will be logged at reception then collected and counted in by the Exam Officer and locked away. If unable to check at the time they are locked away in the secure storage until they can be checked.
3. Progress Leaders and Assistant Progress Leaders will be present at the start of each exam to identify students.
4. No exam papers can be removed from the exam room until they have all been checked against the attendance register. They cannot be given to teaching staff until the published end time of the exam or until all papers have been sealed in the exam bags.
5. All exams will be conducted according to the rules laid down by JCQ / Exam Boards and within the start and finish times determined by the Board.
6. Any misconduct or irregularity must be reported to the Exam Officer as soon as possible, who will then inform the Exam Board concerned.
7. In the absence of the Exam Officer at the end of any exam, papers will be collected and taken to the Exams office.
8. Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.

Coursework / Non-Examined Assessments / Controlled Assessments

It is the responsibility of each Department to ensure all coursework is despatched at the correct time. The HOD may liaise with the Exam Officer if necessary. Coursework will be despatched using Certificate of posting and is recorded by code at reception with date of despatch.

Internal Examinations

The Exam Office will be responsible for the overview of the organisation of accommodation and invigilation for these exams. Each Department will be responsible for producing exam papers which are suitable for the time slot allocated, under guidance from SLT, to their subject. Departments must ensure that they are represented at the start of each exam and collect papers at the end. If an internal exam has to be finished during lunch or after school, it is the responsibility of the Department concerned to invigilate.

Misconduct – This should be reported to the Exam Officer in the first instance, who will decide what action to take.

Invigilation

Conduct of Invigilators

1. The Exam Officer will ensure that each exam session will have a designated invigilator in charge, whose role will be to deploy invigilators and oversee conduct of each.
2. Progress Leaders / Assistant Progress Leaders will check candidate's identity to seating plan and chase up any non attenders.
3. Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.

External Invigilators

The employment of external invigilators does give assured continuity and responsibility in an exam room even if you use a mix of teachers and externals. This has a direct benefit for your candidates. Teachers who are on release and not used because of the external can be used in other ways for the benefit of the school. Cover is the obvious benefit but there are other issues such as curriculum planning, which can greatly benefit. Study leave often releases a whole department when they would have been teaching Year 11 for example. The whole or majority of a department could be involved in planning review in formalised meetings at this time, if not used for invigilation. Other areas can greatly benefit from the non-use of teachers for invigilation and these cannot always be calculated in monetary terms: areas such as professional reviews, appraisals, development plans, and self-review initiatives. Mentoring and target setting can all be planned for in the "release" time.

Results

1. Results will be available for collection on the day notified by the Exam Boards only.
2. Subjects should check for the possibility of a review of marking / review of moderation within three days of scrutiny of the results. Students will sign a consent form for any Post results service before it is applied for but after the results are issued.
3. If a result is queried the Exam Officer will investigate the feasibility of asking for a review.

Special Educational Needs

It is the responsibility of the SENCo to liaise with the Exam Officer about the arrangements for candidates with Special Educational Needs. The SENCO will ensure the Exam Officer has all information needed on each candidate with Special Educational Needs. The Exams Officer will ensure any requests for special consideration are sent to the Boards and process the replies.

Special Educational Needs Exam Policy

Staff in Departments should inform the SENCo of Special Educational Needs pupils who are embarking on a course leading to an examination, and the date of that exam. The SENCO can then inform individual staff of any special arrangements which individual pupils can be granted during the course and in the exam. In the case of pupils with Specific Learning Difficulties/Visual Impairment or certain other medical conditions, these can be any or all of the following:

- ❖ Extra time for coursework and examinations
- ❖ Supervised rest breaks
- ❖ A reader
- ❖ An scribe
- ❖ Modified papers
- ❖ A helper
- ❖ A prompter
- ❖ Separate room/invigilator
- ❖ Use of word processing/printing facility
- ❖ Any other permitted arrangement

Special arrangements can also be made for pupils to take their examinations outside school e.g. phobic pupils, ME sufferers. In these cases invigilation/examination rules must still be adhered to.

SENCO will inform the Exam Officer, who will communicate with the Exam Boards at the beginning of a course, if any pupil is to be given special arrangements for coursework which carries marks towards a final mark.

A separate room and invigilator are required for anyone with a one to one reader or scribe.

It is preferable that the reader/scribe should be a person within the Learning Support Department who is familiar with and has had practice with the pupil taking the examination. It is important if, for example, the pupil and reader or scribe to have worked together in similar situations such as internal tests/exams. It is the duty of Learning Support to ensure that no unauthorised help is given to these pupils. The SENCO will complete the Special Arrangement Request Forms for Special Needs candidates at the appropriate time and provide the necessary evidence to reach the Exam Boards on the stipulated dates. Boards have a timetable of dates for the ordering of modified/enlarged papers for SATs and GCSEs which must be complied with.

The early opening and checking of Special Needs candidate's papers should be conducted in the presence of the Exam Officer only, with the permission of the Exam Board, at an agreed time and any further enlargements/modifications completed by the designated person in good time for the start of the exam. In cases where extra time has been granted and the examination finishes after school hours, the candidate's papers will be given to the Exam Officer and locked away.

The necessary re-scheduling of internal and external exams for Special Needs pupils will be co-ordinated with the Exam Officer e.g. pupils who have extra time cannot fit two exams in one day.

Candidates with Visual Impairments may be granted an early start to examinations to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same examination. Candidates with extra help/time for coursework must ensure that it is all their own work. It is the responsibility of Learning Support to ensure that all work is original.

Appeals

1. Must be submitted to the Exam Officer at the earliest opportunity and at least 24 hours before the deadline for appeals
2. The Exam Officer will consult:
 - ❖ HOD
 - ❖ Senior Leader
 - ❖ Head of 6th Form (if necessary) (Currently N/A)He/she will then decide whether there are grounds for an appeal against the decision.
3. Examination Officer will reply in writing to the parents and candidates.
4. If there are grounds for an appeal, a panel will be appointed, consisting of a Senior Leader, a Governor and the Examinations Officer.
5. They will hear submissions from the candidate, their parents and teacher who made the decision.
6. The panels' decision will be given in writing to the parents within 7 school working days.