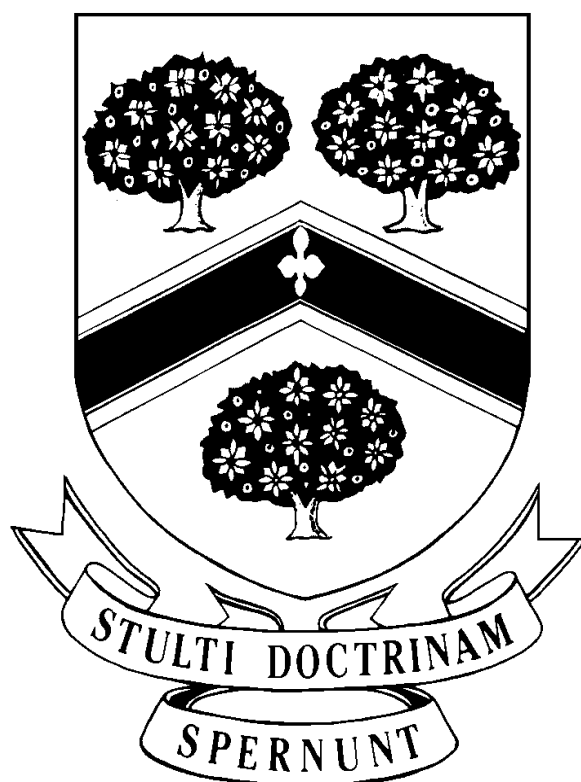


# **THORNTON GRAMMAR SCHOOL**

**A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING  
TRUST SCHOOL**



FOUNDED 1673

## **POLICY FOR EXAMINATIONS**

REVIEWED: DECEMBER 2006

## **EXAMINATIONS POLICY**

**The aim of this policy is to establish an examinations system that is beneficial for all users.**

- **All students and their parents/carers understand what examinations they are entered for, why they have been entered and that no student will be disadvantaged by the requirements of the process.**
- **Departments and their staff are able to make the correct entries at the right time for all their students.**
- **The school Senior Management Team have an understanding of the examination system and results data so that they can be more informed when reviewing and planning for further development of the educational process in the school.**

This policy will cover all external and internal examinations and tests.

### **1. Responsibilities:**

#### **The Examination Officer**

The Examination Officer is the link between the school and the examination boards and as such will:

- a) Ensure that the examinations database is up to date.
- b) Ensure timetables for all examinations are published and made available for all users.
- c) Ensure departments are advised of subject changes and deadlines.
- d) Collect all entry information and send it to the relevant examination boards.
- e) Collect and send all information relating to the examination of students e.g. estimated grades, coursework samples and marks.
- f) Be responsible for the employment, training and deployment of invigilators, and provide explanatory notes for the examination process.
- g) Be responsible for the receiving, checking and securing examination papers.
- h) Check, pack and send completed scripts to the relevant examiners.
- i) Liaise with all users so that all the relevant information pertinent to the examination of all students is conveyed to the examination boards before and after examinations (special requirements and considerations).
- j) Publish relevant notes for staff, students and invigilators in order that the examination process proceeds effectively.
- k) Attend all relevant meetings and advise departments of subject meetings.
- l) Maintain the security and integrity of the examination process dealing with any infringement of examination regulations.
- m) Ensure that the results of all external examinations are published in the local/national press and are sent to all appropriate external organisations.
- n) Ensure that all students receive their results at the appropriate time.
- o) Liaise with members of the Confederation in regard to their own and guest students.

### **The Head of Department**

Will be responsible for:

- a) Ensuring that all students are kept advised of the exact subject option and tier they are to be entered for.
- b) Ensuring that all students comply with examination regulations within their subject area.
- c) Providing the Examination Officer with all necessary entry information, in the correct format, by the set deadline.
- d) The completion of coursework, where necessary, its marking and the completion of coursework record forms.
- e) Attending all relevant examination board meetings and subject training courses.
- f) Ensuring that a member of the department is present at the beginning of internal examinations to answer any subject specific questions that may arise and help maintain order.
- g) Production of appropriate examination papers for internal examinations.

### **The SENCO**

Will liaise with the Examination Officer with regard to all students who require 'Special Consideration' during the examination process in order that they are not disadvantaged and will provide the appropriate support.

Will provide all the necessary evidence to support applications for arrangements. (See also '8. Access Arrangements').

### **The Head of Year**

- Will help with daily running of external examinations and prepare their year group.
- Be responsible for the organisation and running of all internal examinations in conjunction with the Examination Officer.

### **The Subject Teacher**

- Will ensure that the pupils are made aware of the criteria for the examination in their subject.
- Will ensure that the pupils are fully prepared for examination in their subject by having covered the examination specifications and meeting all examination requirements e.g. coursework, by the stated deadlines..
- Will ensure that all pupils are entered for the correct tier/level/module at the appropriate time in the correct subject.
- Will liaise with the Head of Department to ensure that all examination entry information and marks are passed to the Examinations Officer by the stated deadlines.

### **Invigilators**

The invigilators are external personnel employed by the school, through the Examination Officer, with the specific purpose of ensuring that the examination process proceeds effectively.

- They will attend and be certificated through a nationally recognised N.A.A. training course, organised and conducted by the Examinations Officer in school before commencing duties.

- They will follow the guidelines on the examination process produced by the Examinations Officer.
- They will distribute examination material prior to the commencement of an examination, check attendance, maintain security during the examination and help in the collection, checking and packing of completed scripts.
- When sufficiently experienced and confident they will be expected to be responsible for the total running of examinations with small numbers of candidates.
- The external invigilators are not present for the control of students entering the examination venue or challenging students they believe to be involved in malpractice.

## 2. **The Examination Seasons**

There are four main examination seasons in the academic year:

- a) November – GCSE (Resits) English, Mathematics and Science. GCSE Science Modules.
- b) January – GCE Modules and GNVQ Modules.
- c) March – GCSE Science Modules
- d) May/June – the main season for GCE. GCSE, GNVQ, BTEC, ELC, ICT and Key Stage 3/Year 7 Progress Tests.

On-line examinations in ICT and Literacy and Numeracy will take place throughout the year as and when necessary.

NFER (Year 7), YELLIS (Year 11) and ALIS (Year 12) Tests will take place in September.

## 3. **Malpractice**

The school will abide by the regulations laid down and published by the JCQ (the Joint Council for Qualifications). Copies of this publication are present in every examination venue, in the possession of each invigilator and available in the Examination Office.

Each student is issued with warning notices produced by JCQ, notes produced by the Examination Officer, warning notices are on display in all examination venues and prior to start of any examination a verbal warning is given.

All cases of suspected malpractice are investigated and dealt with accordingly by the Examinations Officer.

Where a case of malpractice has been discovered a report is sent to the appropriate examination board for them to deliberate on, the end result of which may be a cancellation of some or all examinations taken that season.

## 4. **Fees**

The fees for all first examinations in any subject at any level will be paid by the school.

All the fees for taking an examination on subsequent occasions will be paid for by the candidate, the fee being collected with the entry form.

Where a candidate requests an entry to a particular examination after the entry deadline they will be responsible for the payment of the 'Late Entry Fee'. Similarly

if a department requests entry after the deadline they will be responsible for the fee.

The fees for any post results service will be payable by the person/department requesting the service.

## **5. Venues**

The Main Hall is the main examination venue and will always be used when there is in excess of fifteen candidates, smaller numbers than this can be accommodated in other rooms. The Gymnasium is the second venue and will be used if the number of candidates is in excess of one hundred and seventy candidates

Whatever the venue the arrangements will be the same:

- a) Warning notices displayed inside and outside the venue
- b) A seating plan displayed
- c) Desks numbered sequentially
- d) A clock, visible to all candidates
- e) A board with the centre number and all relevant examination details
- f) No display material that may be of help to the candidates
- g) 'No Entry' barriers outside the venue
- h) The requisite number of invigilators
- i) Copies of the 'Conduct of Examinations' booklet
- j) A means by which assistance can be summoned in cases of emergency.

## **6. External Candidates**

Only students that are known to the school e.g. past students, will be accepted as external candidates and they will be responsible for the payment of all fees and ensuring that entries are made on time. The school will make all the necessary arrangements for the candidate to then sit the examination(s).

## **7. Internal Appeals Policy**

A copy of this is attached – Appendix

## **8. Access Arrangements**

The Head of Department should inform the SENCO of any special needs students within their department who are embarking on a course leading to an examination and the date(s) of that examination. The SENCO can then inform individual staff as to the particular access arrangements available for that student during the course and the examination. The application for access arrangements will be made by the Examinations Officer. Depending on the nature of the learning difficulty there are a variety of arrangements that can be made, some or more of the following:

- Extra time
- Rest periods
- A reader
- A scribe
- Enlarged scripts

- Separate venue
- Use of word processor

Special arrangements can be made for students to take examinations outside school.

The SENCO will liaise with the Examinations Officer to make the necessary applications to the examination board(s) at the appropriate time with the necessary evidence.

The information on and details for the application for special arrangements are available in the JCQ booklet available from the Examination Office or SENCO.

Agreed by Governing Body:

Date: 14<sup>th</sup> December 2006

Person responsible: J Weir / C Owens

## APPENDIX

### THORNTON GRAMMAR SCHOOL

#### POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Thornton Grammar 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 has been produced and authenticated according to the requirements of the specification;
- The consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation attends any compulsory training sessions.

#### Written appeals procedure.

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to School concerning internal assessment:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and **does not** apply to the judgements themselves; you cannot appeal against the mark or grade only the procedures used;
- The parent/guardian must make the appeal in writing to the Schools Examinations Officer: appeals should be made by 30<sup>th</sup> April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.
- The enquiry into the internal process will normally be led by the Examinations Officer and the Deputy Headteacher (Curriculum), provided that neither has played any part in the original assessment process;
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The appellant will be informed in writing of the outcome of the appeal, including:

- Relevant communications with the Awarding Body;

- Any steps taken to further protect the interests of the candidates.

If the appellant is unhappy about the response in writing he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing Body.

### **Enquiries about results (re-marks).**

In cases of 'Enquiries about results', where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

### **Note:**

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the Schools control will not be considered in the Schools appeals procedure.