



# **Kimberley School Exam Policy**

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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 by the exams officer and headteacher

## **1. Exam responsibilities**

Head of centre / principal

Overall responsibility for the school/college 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 Joint Council for Qualification document *Suspected malpractice in examinations and assessments*.

Exams Officer

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

- advises the senior leadership team, subject teachers, tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- ensures that candidates 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 is completed on time and in accordance with Joint Council Qualification 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 Joint Council for Qualification *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*

- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the senior exams invigilator and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Senior Leadership Team, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

#### Deputy head

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Ensure candidates understand the published rules for acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices

#### Heads of department

- 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 exams officer.
- Inform the Examinations Officer and Deputy Head of any change of syllabus

#### Connexions Advisor

- Guidance and careers information.

#### Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.

#### Special Educational Needs Coordinator

- 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.

Lead invigilator/invigilators

- Collection of exam papers and other material 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.
- Report all suspicious/actual incidents of malpractice to the Exams Officer
- Enforce established standards of acceptable behaviour

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

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

The statutory tests and qualifications offered at this centre are decided by the Deputy Headteacher (curriculum).

The statutory tests and qualifications offered are General Certificate for Secondary Education, Entry Level Certificate, A levels and BTEC, Adult Numeracy and Literacy, Diplomas

The subjects offered for these qualifications in any academic year may be found in the centre's published examination prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed.

### **At key stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### **At post-16**

It is expected that AS modules will be completed during year 12.

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

### **3.1 Exam seasons**

Internal exams are scheduled in December under external examination conditions

External exams are scheduled in November, January, March, May and June.

Year 11 mock examinations to be held under external exam conditions.

Internal examination papers used in the centre are decided by the Heads of Faculties.

### **3.2 Timetables**

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

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

### **4.1 Entries**

Candidates are selected for their exam entries by the heads of subject. Non-entry of a candidate should only arise when there is evidence that the candidate will fail to achieve a successful grade.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre does accept entries from external candidates.

### **4.2 Late entries**

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by heads of subject.

### **4.3 Retakes**

All candidates are allowed 1 retake per exam series free of charge

Retake decisions will be made in consultation with the candidates and the subject teachers.

(See also section 5: Examination fees)

## **5. Exam fees**

General Certificate of Secondary Education initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the 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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of General Certificate of Secondary Education and post-16 courses.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results)

## **6. The Disability Discrimination Act, special needs and access arrangements**

### **6.1 Disability Discrimination Act**

The Disability Discrimination Act 2005 extends the application of the Disability Discrimination Act 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 Special Educational Needs Coordinator

The Special Educational Needs Coordinator 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 Special Educational Needs Coordinator can then inform individual staff of any special arrangements that individual candidates may 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 Special Educational Needs Coordinator and the examinations officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Special Educational Needs Coordinator.

Rooming for access arrangement candidates will be arranged by the Special Educational Needs Coordinator with the examinations officer.

Invigilation and support for access arrangement candidates will be organised by the Special Educational Needs Coordinator with the examinations officer.

## **7. Estimated grades**

The heads of department will submit estimated grades to the exams officer when requested by the exams officer.

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

### **8.1 Managing invigilators**

External invigilators will be used for exam supervision. They will be used for all exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Criminal Records Bureau clearance for new invigilators is the responsibility of the school office.

Criminal Records Bureau fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the exams office.

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

### **8.2 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.

Site staff are responsible for setting up the allocated rooms.

Invigilators will start all exams in accordance with Joint Council Qualification guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

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/faculty at the end of the exam session.

## **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 Joint Council Qualification guidelines.

Candidates will not be allowed to leave the exam room until the examination end time.

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 Joint Council Qualification guidelines.

### **9.2 Clash candidates**

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

### **9.3 Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five 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. Coursework and appeals against internal assessments**

### **10.1 Coursework**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of department will ensure all coursework is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the heads of department.

### **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 coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- if, following initial discussions with subject teachers and/or Head of Faculty and/or Senior Curriculum Leaders, it is deemed appropriate to appeal, then appeals should be made in writing by 30 June to the head of centre who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## **11. Results, enquiries about results and access to scripts**

### **11.1 Results**

Candidates will receive individual results slips on results days in person at the centre.

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

The provision of staff on results days is the responsibility of the head of centre.

The centre aggregates at the end of year 13 for AS grades, not at the end of year 12 unless candidates have made the decision not to return to Year 13.

### **11.2 Enquiries About Results**

Enquiries About Results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an Enquiry About Result, 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.  
(See section 5: Examination fees)

### **11.3 Access To Scripts**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

General Certificate of Secondary Education re-marks cannot be applied for once a script has been returned.

## **12. Certificates**

Certificates are presented in person.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for over six years.

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**Headteacher**

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**Exams officer**

.....  
**Chair of Governors**

**Date** .....

## Private Candidate Agreement

As a private candidate sitting external exams at Kimberley School I agree to the following terms and conditions:

- I understand that it is my responsibility to ensure I arrive on time on the scheduled exam days (in accordance with the exam timetable issued by the exams officer)
- To provide evidence of identification (i.e. passport/driving licence) before sitting any exam
- I agree that no exam entries will be made until the cost of such entries is paid in full to Kimberley School (this will include a £10 administration charge)
- I agree to cover the cost of any separate invigilation required to enable me to take external exams
- I agree to bring all necessary equipment with me in a clear plastic pencil case
- No reimbursement of exam fees will be payable by Kimberley School if I do not turn up for a timetabled exam
- I have read the school's exam policy (located on the school's website [www.kimberleyschool.co.uk](http://www.kimberleyschool.co.uk))
- I agree to provide emergency contact details.

Name.....

Signed.....

Date.....

Emergency Contact Details .....