Examination policy

Hautlieu School (the "Centre")

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Agreed by Staff –

Agreed by Governors –
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Contents

1. Aims and Objectives

This policy aims to:

> Set out our approach to internal and external exams, coursework and NEA including appeals.

> Explain how we will consider the needs of all students and how the policy might affect groups represented in the centre, especially those who share protected characteristics.

> Clarify our expectations for behaviour during exams and exam related tasks.

> Ensure all relevant external exam board policies, procedures and deadlines are implemented, met and communicated correctly to students, parents and other relevant parties.

> Define and monitor the responsibilities of all interested parties in the implementation of this policy in relation to examinations.

2. Roles and Responsibilities – Exam specific only, additional Roles and Responsibilities as per additional policies and Job descriptions

➢ Head of Centre

  o Will ensure that the administration and facilities of the centre meets the requirements of all relevant external exam boards.

  o Will confirm on an annual basis that they are aware of an are adhering to the latest version of all relevant board documentation including submitting the National Centre Number Registration.

  o Will ensure that relevant members of staff respond promptly to and comply with all aspects of this Policy.

  o Shouldn't delegate this responsibility to another member of the senior leadership group or the examinations office.

➢ Senior Leader responsible for exams (Head of Exams)

  o Will support Exams Officer in effective communication of all exams and other deadlines to all stakeholders

  o Will maintain up to date training with all relevant exam policies, procedures and deadlines and undertake annual training ensuring key tasks, dates and deadlines are met.

  o Will investigate malpractice and suspected malpractice claims.

  o Will ensure all staff meet internal and external deadlines, including attending the necessary training where applicable.

  o Will line Manage the Exams Officer and support Head of Centre

  o Shares exam results and analysis in a timely manner with all stakeholders

  o Assists and make decisions in relation to all post-results services, including appeals

  o Signs off all exam board accounts and expenses

➢ Senior Leadership Group (SLG) must

  o Familiarise themselves with all relevant exam policies and procedures and undertake annual training

  o Support the Head of Centre, Head of Exams and Exams Officer where applicable

  o Support students during results process, where applicable

➢ Exams Officer must

  o Provide and follow a clear policy for the conduct of exams, invigilation, contingencies and ensure all exams follow the necessary exam procedures

  o Ensure that students are entered for the correct exam in a timely manner

  o Communicate exam timetables to all stakeholders and distribute individual timetables to students

  o Liaise with SENCO on exam access arrangements (AA) and ensure all AA granted are provided

  o Ensure that the Centre has the necessary resources and facilities for all external exams and that they are appropriate for the exam board regulations

- o Communicate to all students, staff and parents the exam boards' regulations, including malpractice consequences, deadlines, exam dates etc.
- o Ensure that any claims of malpractice or suspected malpractice are investigated and have been reported
- o Maintain Exam Board log on for all centre staff, including permissions
- o With the Head of Exams arrange recruitment and management of external exam invigilators, their training and conduct in exams.
- o Share exam results and certificates in a timely manner with all stakeholders
- o Process post results requests and escalate any requests for appeals

➢ IB Co-ordinator must

- o Be the lead contact with the IBO
- o Monitor assessment deadlines, completion, supervision and uploading of internal results and documents to the IB, including but not limited to Extended Essay, TOK, CAS etc.
- o Ensure that the centrel and students are aware of and comply with all applicable IBO regulations.
- o Organise the downloading of results and their distribution to students and staff.

➢ Invigilators must

- o Ensure that all external exams are completed in accordance with the relevant exam boards requirements and regulations
- o Undertake annual training and additional training as required by Head of Exams including signing any confidentiality and conflicts notices as applicable
- o Report any suspected malpractice to the Exams Officer or in their absence, the Head of Exams or Head of Centre. Any suspected malpractice must be reported immediately.

➢ SENCO must

- o Identify and arrange the testing of candidates requirements for access arrangements (AA) and inform the Exams Officer
- o Provide additional support to help candidates achieve their course aims
- o Communicate necessary AA to Students, Exams Officers and any other stakeholders
- o In co-ordination with the TA Team provideprovision of additional support with spelling, reading etc in order to help students achieve their course aims
- o Keeps up to date with all rules and regulations and undertakes regular training
- o Communicate with safe-guarding team and inform Exams Officer of any cases for Special Consideration application prior to, during and post exams.

➢ TA

- o Identify and support students prior to, during and post exams.
- o Undertake training to act as invigilator, scribe, reader or other AA facilitator to support students as directed by SENCO.

- ➢ HOF (Head of Faculty) must
    - o Familiarise themselves with all external exam requirements and regulations, including attending annual training
    - o With HOD ensure all students are entered in for and taught the correct exam specification
    - o With HOD check and confirm all exam entries to the Exams Officer
    - o Ensure all students are familiar with NEA requirements, including deadlines and AI restrictions, and are supported accordingly
    - o Ensure that all NEA and coursework should be marked, moderated and shared with the exam board in accordance with the external board requirements
    - o Analyse and evaluate results of students and report on achievements as part of the centre's self-evaluation programme
    - o Ensure teachers undertake key tasks, as detailed in this policy.
- ➢ HOD (Head of Department) must
    - o Familiarise themselves with all external exam requirements and regulations, including attending annual training
    - o Check and confirm all exam entries to the Exams Officers and with HOF and teachers and ensure that all students are entered in for and taught the correct exam specification
    - o Ensure that all students are familiar with NEA requirements, including deadlines and AI restrictions, and are supported accordingly
    - o Ensure teachers have shared their centre assessed marks with students prior to submitting these to the awarding body
    - o Ensure that all NEA and coursework should be marked, moderated and shared with the exam board in accordance with the external board requirements
    - o Ensure teachers undertake key tasks, as detailed in this policy.
- ➢ Teachers must
    - o Provide students with subject specific specification and syllabus and any mark schemes for NEA as relevant
    - o Familiarise themselves with all external exam requirements, including attending annual training
    - o Support HOD in relation to exams entries, NEA provision and teaching of specification, academic integrity etc.
    - o Share centre assessed marks with students prior to submitting to the exam board to allow students sufficient time for appeal
    - o Familiarise themselves and students in relation to NEA requirements including deadlines, AI restrictions and support accordingly. Where any irregularities relating to the production of work by students is suspected this should be investigated and dealt with internally, if discovered prior to the students signing the authentication statement, or reported to the awarding body, if discovered after a candidate has signed the authentication statement.

- Inform HOD or Exams Officer of any grounds why a student should be recommended for Special Consideration

- ➢ Office Staff will
    - Assist with the receipt of and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of exam materials

- ➢ Site Staff will
    - Support the examinations officer in relevant matters relating to exam rooms and resources

- ➢ IT team will
    - Be available during all external exams in case of IT Malfunctions etc
    - Where PC's are used, ensure all updates have been processed, and machines are on, with available ports for saving
    - Notify SLG in case of any malfunction, back-up failure or cyber security attack or similar
    - Be responsible for setting up and checking exam accounts prior to the start of relevant exams

- ➢ Students must
    - Familiarise themselves and follow external exam procedures for all exams including following instructions from exams officer, invigilators etc.
    - Familiarise themselves and follow external exam procedures for all Coursework, NEA, Practical exams or sessions and ensure due mind is paid to AI requirements and sign exam board declaration
    - Check and ensure that their individual timetable is correct in respect of full name, exam entries, subject and tiers
    - Meet all centreand exam board deadlines for all internal and external exams, NEA, practicals etc.
    - Report any suspected malpractice to the Exams Officer, Head of Exams or a trusted adult
    - Discuss any application for Special Consideration with their teacher, Exams Officer or Head of Exams before relevant deadlines

- ➢ Parents / Carers should
    - Support students in their preparation prior to the exams
    - Be familiar with the Exams Policy and if any concerns are held in relation to malpractice raise with SLG
    - Communicate to SLG / Exams Officer of any cases of Special Consideration

3. Procedures

More detailed information and policies relating to all instances are included in the attached appendices. The non-exhaustive list below summarises centre specific procedures and differences.

- ➢ Before Exams (including internal exams)
    - o The Exams officer, using a MIS will make the relevant exam entries, with support of Centre staff and communicate entries with students in a timely manner
    - o Any changes in tier will be approved by HOD / HOF or SLG in their absence
    - o Any late entries or withdrawals will be processed with prior approval of SLG
    - o All centre staff and students to be familiar with all exam related information, including but not limited to JCQ Notices rules and regulations
    - o A skeleton exam timetable will be published on the scentre website
    - o The Exams Officer will ensure internal and external deadlines are communicated
    - o All Candidates will be issued with an exam timetable detailing relevant internal and all external exams in a timely manner. Where possible this timetable will resolve all exam clashes and include information on rooming and seating
    - o All relevant internal exams will be sat under full exam conditions where possible.
    - o Resilience measures, as specified by Department for Education will be followed
    - o All exam materials will be received and logged in the secure room as soon as possible. Access to secure room is limited in accordance with JCQ Regulations (see People in Secure room appendix x)
    - o The integrity and security of any electronic papers will be maintained during the downloading, printing and collating process of all exam materials in line with JCQ requirements
- ➢ During Exams
    - o All relevant exam rooms will be set up in accordance with JCQ rules and regulations and sufficient invigilation to be present in each room
    - o Full confidentiality and integrity of exam materials will be maintained at all times
    - o Any Access Arrangements (AA), including emergency AA will be provided to students where these requirements have been communicated by SENCO to Exams Officer. If a student believes they are entitled to AA this should be communicated to the invigilator, who, if in doubt, will seek confirmation of AA and maintain students in exam conditions at all times
    - o Prior to entering the exam room candidates will have an informal briefing outside of the exam room setting exam expectations. This includes but is not limited to:
        - ▪ No food is allowed in exam rooms as detailed in (app x). All water bottles should be clear and have all labels removed
        - ▪ No communication from entering the exam room until leaving the exam room (app x Managing Behaviour)

- All candidates should have their lanyard to identify themselves (app x) failing which they should have a copy of their photograph and name from reception, or be identified by a member of centre staff

- When leaving the Exam room candidates must follow Policy (app x) and will not be allowed to return if they have left centre supervision

- In case of whole centre evacuation see lockdown policy (app x)

o Prior to the start of ALL external exams (including the first session on each day of the Extended Set Task) Appendix 3 of the JCQ Regulations (See App x) will be read to the students in full

o Where a Word Processor is a required AA, students will either be sat in an ICT room with PC's available or in a smaller room with a laptop. In either instance the application to be used is ExamWritePad with Spell check switched off. The Word Processor Policy (app x) should be followed.

o Should a candidate arrive after the exam, but within one hour of the start time, the centre will allow the student to sit the exam and be allocated their full time allowance. The Late Arrivals policy (app x) should be followed. If a candidate arrives after 1 hour, they may sit the exam at the discretion of SLG. Upon completion of registers in the exam room, the Office staff will contact each absent candidate who hasn't previously notified the centre of their absence. The Absence policy (app x) should be followed. Also consider if Special Considerations need to be applied for

o Where a student has two or more external exams scheduled for the same session, this clash would have been resolved with the Exams Officer prior to exam day in accordance with JCQ requirements. Where an exam can't be sat on the same day (due to length of exam) then the student will be subject to overnight supervision in accordance with App x

➢ During Assessments / NEA

o HOD and/or HOF to share centre assessed marks with students prior to internal deadline to ensure students have time to undertake an internal appeal if they wish

o Candidates must sign a Declaration for each NEA submitted confirming all work is their own

o NEA and other relevant marks are to be uploaded to the relevant awarding bodies websites prior to deadline

o Copies of all NEA submitted are to be retained within the Exams Office until after the appeals deadline for each relevant body

➢ After Exams

o All scripts will be checked against the exam board registers, prepared for dispatch and sent securely to the exam board

o All electronic scripts are to be printed in the presence of the candidate and attached to the exam board script. Electronic copies of the script are retained on Sharepoint and a secure drive retained in the exam safe

o Should anyone become aware of a Special Consideration to be applied on behalf of student, this should be communicated prior to relevant deadline in accordance with Special Consideration Policy (App x)

- ➢ Results days and Certificates

  - o In advance of results day candidates will be informed when and how to collect results both verbally and in writing

  - o On early results release day the Exams Officer and members of SLG will process results, check for errors and ensure that confidentiality is maintained

  - o The Head of Centre and other members of centre staff should be available on results day to share results with students and support them as necessary

  - o As results are confidential these will only be released to the students unless the student has requested in writing results are to be released to another person, who should produce photograph identification in order to collect the results

  - o Access to Script (ATS) can only be requested by signing the necessary form giving consent for script to be obtained and used, see App x

  - o Review of Marking (RoM) may be requested by centre staff or students and will only be processed by the Exams Office upon completion of the relevant form signed by the student and supported by HOD and where there are reasonable grounds for believing there has been an error in marking. Where HOD do not support RoM, the student may request, but this will be undertaken at their cost (see app x)

  - o Where centre staff or students wish to appeal upon completion of a RoM or Malpractice outcome this must be supported by the Head of Centre and completed within the required deadlines.

  - o Results will be prepared in a clear format by the Data Manager who will support the Exams Officer and Head of Exams as well as HOD and HOF in full exam analysis and feedback

  - o Upon receipt of certificates the Exams Officer will check for inaccuracies, and arrange distribution of these to the candidates who must sign for their collection. Certificates will be retained for 12 months and if uncollected will be destroyed. A log of certificates received and distributed will be retained for four years. Further guidance is available in 'Certificates Policy (app x)

- ➢ Escalation Policy (see also Contingency Policy App x)

  - o In the event of an extended absence of the Head of Centre, the Head of Exams will undertake Head of Centre role and another member of SLG will undertake the Head of Exams Role and ensure the necessary exam boards are informed

  - o In the event of an extended absence of the Head of Exams another member of SLG will undertake this role

  - o In the event of a short absence (for example on an Exam Day) of the Exams Officer the Head of Exams will undertake this role alongside their own role

  - o In the event of an extended absence of the Exams Officer the Head of Exams will seek to employ alternative staff as necessary and ensure the necessary exam boards are informed

  - o In the event of an extended absence of the SENCO the Head of Exams will undertake this role with support from other members of SLG

- o In the event of lack of appropriately training invigilators or invigilator absence as a result of lack of recruitment or other absence, duly trained members of centre staff will support with invigilation needs

- o Where there are a lack of appropriate rooms (including access to the centre) an alternative venue, both or either of Highlands College (centre number 67216) or Oakfields Sports Hall, Wellington Road, Jersey, JE2 7TH) may be used to conduct examinations and due notification will also be communicated to JCQ as required

4. Exam Specific Additions to Centre policies

The below Exam specific policies should be read alongside the centre relevant policy and enhance the policy in relation to exams

➢ Malpractice

- o Every person involved in administering, teaching and completing of exams and/or assessments is advised that where malpractice is suspected or alleged, personal data about them will be provided to the awarding body whose exams are involved in accordance with the JCQ Suspected Malpractcice – Policies and Procedures

- o The Exams Office and Head of Exams, and in their absence the Head of Centre will ensure all irregularities are investigated and inform the awarding bodies of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff

➢ Data Protection

- o The centre complies with the Government of Jersey registered with JOIC and CYPES policies on data protection and has to act according to legislation in Jersey related to data protection

- o Student consent is required to share results and other exams-relation information with third parties (including parents). This consent may be given in writing. As a general rule the student results will be sent to a student's centre email address or handed out in person

- o Students have to agree for their data to be shared for exam relation purposes

➢ Conflicts of Interest

- o Ensures the relevant awarding bodies are informed, before the published deadline for entries for each exam services of any potential conflict of interest where a member of staff is undertaking a qualification at the centre, or where a candidate is being taught and prepared for a qualification which includes internally assessed components / units by a member of centre staff with a close relationship to the candidate

- o Maintains clear records that confirm the measures taken and mitigation in place to manage all potential conflicts

➢ Cyber Security

- o Where a cyber attack may compromise any aspect of the delivery of the exam, IT team would seek support of CYPES and implement the business continuity plan.

- A failure of the MIS may result in missed deadlines for entries / withdrawals which may result in a malpractice claim. Contingency for this is to make entries directly to the relevant exam board website, accessible with 2FA from any PC not centre specific
- A failure of the MIS on exam day should be mitigated with paper copies of relevant documents. In case of disruption in exams consider any Special Consideration applications
- A failure of the MIS on results day may result in a delay in issuing results. Consider utilising alternative systems (Exams Assist) for the dissemination of results

➢ Whistleblowing

- Whistleblowing is encouraged and not penalised and centre staff and students are aware that they have a duty to report any concerns that they have in relation to exams.
- Concerns should be reported to Head of Centre, Head of Exams or Exams Officer who will investigate and escalate as necessary

5. Avoiding Discrimination

To avoid discrimination, the centre will:

➢ Allow pupils to wear headscarves and/or other religious garments

➢ Allow pupils with sensory or physical needs to discuss their exam needs with the SENCO so the necessary applications can be made prior to the relevant exam series

➢ Allow for reasonable adaptations to be considered on a case-by-case basis by SLG

6. Links to UNCRC - Rights Respecting Schools:

This policy links to the following UNCRC articles:

Article 1: Everyone under 18 has all of these rights

Article 2: You have the right to protection against discrimination. This means that nobody can treat you badly because of your colour, sex or religion, if you speak another language, have disability, or are rich or poor

Article 3: All adults should always do what is best for you

Article 12: You have the right to express views on matters affecting you

Article 26: You have the right to help from the government if you are poor or are in need

Article 29: Education must develop talents and abilities to the full

Article 42: All adults and children should know about this convention. You have a right to learn about your rights and adults should learn about them too.

7. Useful links

External Exam Boards Utilised by the centre:

JCQ – www.jcq.org.uk – Oversees top four boards below

AQA – www.aqa.org.uk

EdExcel / Pearson- https://qualifications.pearson.com/en/about-us/qualification-brands/edexcel.html

OCR - https://www.ocr.org.uk/

WJEC - https://www.ocr.org.uk/

CIE - https://www.cambridgeinternational.org/

TQUK - https://www.tquk.org/

IB - https://www.ibo.org/

LIBF - https://www.libf.ac.uk/

8. Links to other policies

This policy is linked to: (red is a requirement under General Regulations)

➢   Equality information and objectives statement

➢   Data Protection Policy

➢   Complaints policy

➢   Evacuation Policy

➢   Special Educational Needs Procedures

➢   Safeguarding Policy

➢   Whistle Blowing Policy

➢   Cyber Security (Where is this? – enhance an exam specific one?)

➢   Artificial Intelligence (AI) to write

➢   Behaviour policy

➢   Anti-bullying policy

➢   Access Arrangements Policy

9. Appendices (see separate document)