



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

## Policy: Exams Policy

**Member of Staff Responsible**

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## Exams

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## **1. Purpose**

The purpose of this policy is:

- To ensure the planning and management of exams are 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.
- To ensure that internal assessments and appeals are conducted in accordance with the exam board regulations.

It is the responsibility of everyone involved in the exam processes at Harrogate Grammar School to read, understand and implement this policy.

The exam policy will be reviewed every three years and will be reviewed by the Exams Office in consultation with Senior Leadership Team (SLT) and the Heads of Faculty/Subject.

## **2. Exam Responsibilities**

Exams Office (Exams Officer and Assistant Exams Officer) manages the administration of public and internal exams including:

- Advising SLT, Heads of Faculty/Subject, teaching staff and other relevant staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Overseeing the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicating regularly with staff concerning imminent deadlines and events.
- Ensuring that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consulting with Heads of Faculty/Subjects to ensure that necessary internal assessments are completed on time and in accordance with JCQ guidelines.
- Providing and confirming detailed data on estimated entries by the exam board deadlines.
- Receiving, checking and storing securely all exam materials.
- Despatching of completed scripts and exam materials to the exam boards.
- Administering access arrangements and making applications for special consideration using the JCQ publications Access Arrangements, Reasonable Adjustments and Special Consideration.
- Identifying and managing exam timetable clashes.
- Accounting for income and expenditures relating to all exam costs/charges.
- Line managing the team of invigilators in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Arranging for dissemination of exam results and certificates to candidates and liaising with exam boards on issues regard appeals/re-mark requests.
- Maintaining systems and processes to support the timely entry of candidates for their exams.
- Liaising with Cover Manager to make necessary room bookings and cover arrangements for Heads of Year to start exams.
- Liaising with Catering Manager to ensure candidates requiring early lunches are catered for.

## **3. Heads of Faculty/Subject Responsibilities:**

- Ensuring that all candidates are entered for the correct units and tiers during each exam series.
- Ensuring that estimated grades and internal assessment marks are completed on schedule in accordance with exam board regulations.
- Updating the Exams Office of changes in the curriculum affecting exam entries to enable the Exams Office to process 'Intention to Enter' and 'Estimated Entry' submissions where appropriate.
- Ensuring that all internal assessments are conducted in accordance with exam board regulations.
- Liaising with Cover Manager and Exams Office for rooming and invigilation requirements for internal assessments when appropriate.

#### **4. Heads of Year/6th Form Management Team Responsibilities:**

- Advising the Exams Office of any relevant changes in candidate details affecting exam entries including: new students, leavers, repeating year, dropping or picking up subjects (GCE).
- Advising the Exams Office of candidates potentially eligible for special consideration.
- Being present at the beginning of external exams to identify candidates in accordance with exam board regulations.
- Checking on absentees during external exams and coordinating absences with the Attendance Officer, informing Exams Office of any developments/problems which arise out of the process.
- Liaising with Cover Manager to ensure appropriate supervision arrangements for Years 10 and 11 candidates requiring early lunch.

#### **5. Teachers' Responsibilities:**

- Identification to Learning Support of potential SEN access arrangements for Learning Support to follow up and investigate.
- Understanding internal assessment regulations and ensuring that each candidate signs a declaration that authenticates the internal assessment as their own.
- Identifying to Data Office candidate changes in sets/subjects.
- Being familiar with the contents of the relevant specification(s).
- Being familiar with procedures on requesting re-marks and copies of scripts.
- Submitting candidates' coursework marks required by the appropriate awarding bodies correctly and on schedule.

#### **6. Learning Support/SEN Coordinator (SENCo) Responsibilities:**

- Identification and testing of candidates and subsequent identification of requirements for special access arrangements in exams.
- Providing EO with necessary evidence to enable an application for special access arrangements to be made.
- 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.

#### **7. Invigilators' Responsibilities:**

- Understanding the external regulations and internal procedures pertaining to the conduct of external exams as set out in the HGS Handbook for Invigilators.

#### **8. Candidates' Responsibilities:**

- Confirmation and signing of exam entries.
- Understanding internal assessment regulations and signing a declaration that authenticates the internal assessment as their own.
- Knowing when they have exams (date & time).
- Ensuring that the correct equipment is brought to each exam.
- Abiding by the relevant JCQ regulations as set out in the HGS Student & Parent Examination Guidance booklet.

#### **9. Qualifications**

The qualifications offered at HGS are decided by the SLT in conjunction with Heads of Faculty/Subject. The qualifications offered are: ELC; GCE; GCSE; BTEC; OCR Nationals; Asset Language; Diploma and the AQA Baccalaureate. The subjects offered for these qualifications in any academic year may be found in the HGS published prospectus for that year.

Informing the Exams Office of changes to a syllabus is the responsibility of Heads of Faculty/Subject. Decisions on whether a candidate should be entered for a particular subject will be taken Heads of Year in consultation with Learning Support, Heads of Faculty/Subject, and teaching staff.

## **10. Exam Series and Timetables**

- Exam series Internal exams are scheduled in December, January and June and held under external exam conditions. External exams are scheduled in November, January, March, May and June of each academic year. Internal assessments are scheduled at the discretion of Heads of Faculty/Subject to meet appropriate exam board deadlines.
- Timetable Once the entries are confirmed, the Exams Office will circulate the generic exam timetable for internal exams and each external exam series on the HGS intranet and internet. Individual timetables will be issued to candidates following entries being sent to the exam boards. The EO will not give actual dates to parent or candidates in advance.

## **11. Entries, Entry Details and Late Entries**

Candidates are selected for their exam entries by the Head of Faculty/Subjects in consultation with teaching staff.

Parents/guardians may request a subject entry, change of level or withdrawal, however, the final decision rests with Heads of Faculty/Subject. Candidates may be withdrawn from a qualification if they have not satisfied attendance and internal assessment requirements.

Entry deadlines are circulated to Heads of Faculty/Subject via email and internal post/pigeon hole. Late entries are authorised by the Exams Office in consultation with Heads of Faculty/Subject. Re-sits are allowed in accordance with the rules set out in each specification.

Re-sit decisions will be made in consultation with candidates, Heads of Faculty/Subject and teaching staff.

## **12. Exam fees**

External exam entry fees are paid by HGS. Late entry or amendment fees are paid by HGS or the candidate depending on the circumstances.

Candidates or Faculties/Subjects 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.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary internal assessment requirements without medical evidence or evidence of other mitigating circumstances.

GCE re-sit fees for first and any subsequent attempts are paid by candidates.

GCSE re-sit fees pre-certification are paid by HGS. Post-certification re-sit fees for first and subsequent attempts are paid by candidates. Exceptionally, HGS will fund one re-sit attempt for early-entry candidates. Candidates must pay the fee for an enquiry about a result or to request a re-mark or copy/original of exam script.

## **13. The Disability Discrimination Act, Special Educational Needs and Access Arrangements**

- Disability Discrimination Act HGS staff must ensure that they are aware of the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

It is the responsibility of the Head Teacher and Learning Support to ensure that HGS meets the requirements of the DDA by ensuring that HGS is accessible and improves candidate experience.

- Access Arrangements Learning Support will inform teaching staff of candidates with special educational needs who are embarking on a qualification leading to an assessment. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in exams.

A candidate's access arrangements requirement is determined by Learning Support.

Making access arrangements for candidates taking exams is the responsibility of both Learning Support and the Exams Office. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Office.

Rooming for access arrangement candidates will be arranged by the Exams Office in consultation with Learning Support and the Cover Manager.

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

The Disability Discrimination Act 2005 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.

#### **14. Contingency Planning**

Contingency planning for exams administration is the responsibility of SLT in consultation with the Assessment & Reporting Co-ordinator and the Exams Office.

#### **15. Private Candidates**

Managing private candidates is the responsibility of the Exams Office. Normally, private candidates will be restricted to former HGS students who wish to take exams which are part of the current curriculum. Where private candidates are not former HGS students, they will be charged a £30 fee to cover administrative costs associated with the processing of entries and results in addition to the exam entry fee costs.

**16. Estimated Grades** Heads of Faculty/Subject are responsible for submitting estimated grades to the Exams Office as requested.

**17. Managing Invigilators** External staff are employed on a casual basis and used to invigilate examinations. Invigilators are allocated, briefed and trained by the Exams Office. These invigilators will be used for internal exams for the Year 11, 12 & 13 mocks, and all external exams. Recruitment of invigilators is the responsibility of the Exams Office. CRB fees for securing such clearance are paid by HGS and invigilator rates of pay are set by the LEA.

**18. Malpractice** The Exams Office is responsible for investigating suspected malpractice in accordance with JCQ regulations.

#### **19. Exam Days**

Site & Facilities are responsible for setting up the allocated rooms.

The Exams Office will book all exam rooms after liaison with Site Facilities & the Cover Manager and make the question papers, other exam stationery and materials and equipment available for the invigilators.

The Heads of Year/6th Form Management/Exams Office/Invigilators will start all exams in accordance with the JCQ guidelines.

In practical exams teaching staff may be on hand in case of any technical difficulties.

Exam papers must not be read by teaching staff or removed from the exam room before the end of a session. Papers will be distributed to Heads of Faculty/Subject at the end of the exam day. Note that if there is a clash with candidates taking the exam the following day, then the papers will not be released until after they have taken the exam.

## **20. Candidates, Clash Candidates and Special Consideration**

- **Candidates**

Follow the published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and HGS accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Office or lead invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Office is responsible for handling late or absent candidates on exam day or subsequently.

- **Clash Candidates**

The Exams Office will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

- **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 HGS, the Exams Office, or the invigilator, to that effect.

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

The Exams Office will then make a special consideration application to the relevant awarding body within seven days of the exam.

## **21. Internal Assessment and Appeals**

In accordance with the Joint Council for Qualifications (JCQ) Code of Practice, HGS must:

- Have in place a published appeals procedure relating to internal assessment decisions;
- Make this document available and accessible to students.

HGS will ensure that:

- Internal assessments submitted by students have been authenticated as original work according to the guidance issued by the JCQ
- Students are given written guidance about the regulations issued by awarding bodies on the production of internal assessment, the internal deadlines for submission, and consequences of not meeting deadlines as well as information about the appeals procedure.

- Departments give students adequate and appropriate time to produce the internal assessment;
- Internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
- The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria;
- Each type of internal assessment has a fit-for-purpose internal standardisation process.
- The staff responsible for internal standardisation of a subject will attend required training sessions given by the relevant awarding body

## **22. Internal Assessment Procedure**

- Internal assessment is defined as any piece of written or practical work which is marked by HGS staff or an external examiner and which contributes to a public qualification. This includes coursework and controlled assessments.
- Students must read and understand fully the relevant JCQ Notices to Candidates.
- Irregularities in the internal assessment discovered prior to the student signing a declaration of authentication will not be reported to the awarding body but dealt with as an internal disciplinary matter. The work will not gain any credit.
- Irregularities in the internal assessment discovered after the signing of the declaration of authentication by the student may be reported to the awarding body which may lead to disqualification from the subject.
- Internal assessment must be handed in by the agreed published deadline.
- All students are given the same and sufficient time to complete the internal assessment – unless there are exceptional circumstances.
- Students are given clear instructions as to the time and place for handing in the internal assessment.
- The internal assessment must be handed in by the student to the designated teacher and not given to another student to hand in.
- If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
- If it is impossible to deliver the work to school, the Head of Subject must be contacted by phone on the deadline day for advice.
- If the internal assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
- Normally there will be no extension of an internal assessment deadline if a student is absent for a day or two during the period that the internal assessment is being completed.

- In exceptional circumstances eg. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, an extension may be requested but this must be negotiated with the Head of Subject. The extension should be confirmed in writing to the student & parent.
- It is the duty of Heads of Faculty/Subject to ensure that all internal assessments are ready for despatch at the correct time. Faculties/Subjects must keep a record of each despatch, including the recipient details and the date and time sent. All despatches must be sent with Certificate of Postage arranged through Reception.
- Marks for all internally assessed work and estimated grades are provided to the Exams Office by Heads of Faculty/Subject.
- Appeals against internal assessments

### **23. Appeals Procedure**

- The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
- The appeal must be made in writing to the Examinations Officer by 31 May of the year that the internal assessment was assessed. The grounds for the appeal must be clearly stated. The student can be supported in the presentation of their case by a parent/carer/friend.
- The Head Teacher will nominate a member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Faculty/Subject to act as an independent member will also be on the panel.
- The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and whether the procedures have been properly followed as required by the awarding body concerned.
- The enquiry will be completed within 6 weeks of receipt of the appeal and the panel's findings will be formally reported back to the student/parent/carer within 8 weeks of receipt of the appeal.
- Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the awarding body if required.

### **24. Results**

- Results, enquiries about results (EARs) and access to scripts (ATS) Candidates will receive individual result slips on results days, in person at HGS. Results slips not collected will be posted to candidates that day. Arrangements for HGS to be open on results days are made by the Head Teacher. The provision of staff on results days is the responsibility of the Exams Office. HGS aggregates (i.e. cashes in) at the end of year 12 for AS grades.
- EARs  
Where a Head of Faculty/Subject has concerns about a cohort and believes there has been an error in marking then EARs may be requested through the Exams Office in accordance with the JCQ regulations on Post-Results Services. The EARs will be funded by HGS however the Head of Faculty/Subject must obtain the candidates consent before any EAR is requested.

If a result is queried, a candidate may request an EAR at their own expense through the Exams Office in accordance with the JCQ regulations on Post-Results Services. If the unit grade increases then the candidate will be reimbursed the fee.

- **ATS**

After the release of results, candidates may request through the Exams Office the return of papers up to the deadline set by the exam boards.

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

Re-marks cannot be applied for once an original script has been returned.

## **25. Certificates and Transcripts**

- **Certificates**

Certificates are presented in person and a signature collected.

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

Candidates can request that their certificates be posted to them subject to receipt of £2.50 to cover the Recorded Delivery charge.

Certificates are not withheld from candidates who owe fees.

In accordance with HGS Record Retention & Disposal Schedule certificates are retained for 5 years and then destroyed.

- **Transcripts**

HGS will provide a transcript of results to a candidate subject to receipt of a £10 fee.

## **Appendix 1 Information required by the appeals panel (to be provided by Head of Subject)**

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessments was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. The mark scheme or marking criteria for the internal assessment provided by the awarding body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the internal assessment if this differs from that of the awarding body.
4. Dates when the internal assessment was set and to be handed in for that student.
5. Evidence that all teaching groups have been given the same length of time.
6. The departmental policy for students who were absent when the internal assessment was set or were absent for part of the period during which the internal assessment was being carried out.
7. Dates when the internal assessment was marked by the teachers.
8. The name of the teacher in charge of the internal standardisation.
9. Dates when members of the department attended the last awarding body standardisation meeting.
10. Evidence that the information from this meeting was disseminated to the department.
11. Date(s) for departmental standardisation meeting and teacher attendance.
12. If the teacher assessing the internal assessment was absent from the departmental standardisation meeting, what was done to ensure that the information was given to them.
13. Copy of internal assessment marks sent to the awarding body.

In the event of an appeal application being received, the relevant Head of Subject would only have a short time to provide this information for the appeal panel. Appeals have to be made by 31 May in the year that the work was assessed. The evidence above may also be requested by an awarding body inspector visiting the school or the awarding body if a parent makes a further appeal against the panel's decision.