



THE
DE LA SALLE
ACADEMY

EXAMINATION POLICY

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Aims:

The aim of this policy is to ensure that every student is given the best possible chance, without discrimination, to fulfil their examinations in confidence. It is to ensure that all members of the academy are fully aware of the detailed procedures of examinations and their roles and responsibilities within that process.

Roles and responsibilities:

Principal – Head of centre

- To advise on appeals and re-marks.
- To report all suspicions or actual incidents of malpractice. Refer to the JCQ document 'Suspected malpractice in examinations and assessments'.

Head of School

- To oversee all entries for all examinations.
- To quality check all seating plans.
- To ensure all relevant staff involved in each examination series are fully briefed of their role and the expectations within that role.
- To ensure all students and parents are informed of forthcoming examinations and their role within that.
- To account for all expenditures relating to all exam costs/charges, with breakdown by subject areas.
- To prepare and present a detailed examination result report to the SLT and the governing body showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

Examination Officer

- Ensures all examination timetables are communicated to students and parents.
- Sets out a calendared year of all examinations and the processes involved at each stage.
- Consults with all head of faculties regarding deadlines for entries of coursework and examinations.
- Ensures all entries are made before board deadlines and that they have been quality checked to ensure accuracy and to avoid unnecessary costs.
- Receives, checks and stores securely all examination papers.
- Ensures all relevant paper work for access arrangements are stored securely and that special consideration applications are entered accurately.
- Liaises with the Head of School regarding the delivery of all examinations, ensuring any possible clashes are identified early.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Oversee the security, make entries for and arrange suitable accommodation for controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams
- Ensure all entries are accurate
- Produce an invigilator timetable for every exam series, to include exam, length of exam, rooming, number of candidates, number of invigilators, SLT member of staff for each room

Faculty / Subject Leaders

- To display seating plans in their faculty areas 24 hours before the start of their exam.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- Understand and adhere to all controlled assessment requirements as set by each examination board and the JCQ.
- Ensure all entries are submitted to the examination officer by the given deadlines.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for assessments and ensure that such materials are stored securely at all times.
- Retain candidates' work securely between assessment sessions and until the closing date for enquiries about results in the event that an enquiry is submitted.

Teachers

- Ensure that all students are fully prepared to display their skills in their examinations to reach their full potential.
- To ensure all students are aware of the equipment they will need to fulfil their examination.
- Ensure full understanding of the requirements of the awarding body's specification and are familiar with relevant teachers' notes and any other subject specific instructions.
- Complete all coursework mark sheets and declaration sheets with accuracy.
- Be involved in the internal standardisation of marking.
- Supervise assessments. Undertake the tasks required under the regulations.
- Mark internally assessed components using the mark schemes provided by the awarding body.

SENCo

- To ensure all students are tested in year 9 and subsequent years to identify any support needed in examinations.
- To provide readers for all relevant examinations.
- To prepare all students with a SEN code fully to reach their potential.
- Administer all access arrangements.

Lead Invigilator / Invigilator

- Collect exam papers and other material from the exams officer before the start of the exam.
- Collect all exam papers in the correct order at the end of the exam and return to the exams officer.

Candidates

- Confirm all examinations and liaise with the Head of School if an error has occurred.
- Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
- Arrive for all examinations on time with the correct equipment.
- Ensure mobile phones are switched off and handed in at the start of the exam.
- Familiarise themselves with all exam regulations in accordance with JCQ guidelines

Statutory tests and qualifications offered

All qualifications offered are decided by the Principal. Those currently offered are: GCSE and OCR Nationals

The subjects offered for these qualifications can be found on the academy's website. Any changes to qualifications must be agreed by the Head of School in the first instance.

Examination entries and Fees

All students starting out on a course in September of Year 10 must be entered for the examination.

Tier of entry must be decided by the subject teacher and agreed by the head of subject / faculty.

All entries must adhere to deadlines set by the examinations officer. Failure to do so will result in costs being incurred by the academy, which may be passed on to subjects.

Entries must be accurate and appropriate to a student's target, any changes made to entries will be costed to the department.

Any genuine late entry must be agreed by the Head of School.

The centre accepts external entries.

Examination seasons and procedures

Internal mock examinations will take place in November and in March for year 11. Year 10 will take part in mock examinations in June. All other years will sit examinations in July, either as formal examinations in the hall or during lesson time – whichever is the most appropriate for the subject area.

External examinations are scheduled for May / June only.

All examinations, whether internal or external will be held under the same strict examination conditions as set out by JCQ.

For all series, the roles and responsibilities above must be followed. All paperwork must be completed at least two weeks prior to the first examination and a briefing held with all staff involved to ensure the smooth running of the series.

Exam timetables for all students will be posted to parents and given to students. A further timetable will be held in the main office.

Internally assessed components

Internally assessed work will be delivered in line with JCQ guidelines. Exam board requirements and time allocations will be adhered to. All internally assessed work will be complete by February half term of year 11.

All subject / faculty leaders will store work being completed in a secure locked place with limited access by others.

All work being completed for an internally assessed piece of work will be monitored and overseen by the subject teacher.

Any suspected malpractice will be reported to the exam officer or Head of School.

The Disability Discrimination Act (DDA)

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.

The SENCo must inform all relevant staff of any special requirements of any student embarking on a course. This will include readers, scribes, overlays, coloured paper or ICT provision. This information must also be passed to the examination officer at the start of a course to ensure the right equipment is in place at every examination series.

A more detailed disability policy for exams is in place.

Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO. Submitting the completed access arrangement applications to the awarding bodies is the responsibility of the examination officer. Rooming will be determined in advance by the

Head of School and the examination officer. The SENCo will be informed in advance of all rooming during a series. Appropriate support for all access arrangements will be provided by the SENCo.

All staff must keep logs and records of work being completed by all students who require access arrangements, including mock exams.

Papers being completed in mock exams must be ruled off at the end of 'normal' time and kept for evidence.

Managing Invigilators and roles

External Invigilators will be used for all examinations. Evaluation of need and the recruitment of invigilators is the responsibility of the examination officer who must ensure that all invigilators have current CRB checks and clearance. Copies of CRB certificates must be kept on file by the Principal's PA.

It is the role of the invigilator to ensure examinations are conducted according to JCQ guidelines. They must have all undergone training to ensure equality.

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 management is responsible for setting up the allocated rooms and should do so in line with the timeline and mapping document provided by the examination officer.

The lead invigilator will start all exams in accordance with JCQ guidelines.

A member of SLT will be at the start of all examinations to check attendance. Any student who is absent will be contacted by the attendance manager. If an absent student cannot arrive to school in time, they will be picked up by a member of staff on standby to do so.

Subject teachers may not enter any exam room. They may be available outside the room to offer reassurance to students.

Subject teachers may not remove any papers before the end of the examination.

Candidates, clash examinations and special consideration procedures

All students must wear their full school uniform for all examinations.

Students must switch off and hand in their mobile phones prior to entering the examination room. All other JCQ rules apply to the conduct of all students during an examination.

Bags, coats and any other personal belongings must be left in personal lockers before arriving to the examination. None of this equipment will be allowed in to the examination room.

Disruptive students will be dealt with in accordance with JCQ guidelines.

If a student requires to leave the room at any point during the examination for a genuine reason, they may do so under supervision. This supervision must stay in place until the student returns to the examination room.

Any clashes with examination dates and times will be organised in advance of the examination and the students will be informed. All students involved in the clash will remain under supervision for the time of the clash and until such time that the examination papers have been sat.

All staff in the academy will be made aware of the clash prior to the examination series.

If a student is ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself, then it is the student's responsibility to make the centre aware. The student must support any special consideration with appropriate documentation, for example a doctor's note, within 3 days of the examination. The examination officer then has 7 days to alert the awarding body.

Results, enquiries and access to scripts

All students have the right to receive their results up to 48 hours after release of results to the centre. Students will only receive their results in person, or if an adult with a permission letter is nominated by the student.

The academy will open for results in August at 9am.

EARs

A request for a remark will be decided by the Head of School in conjunction with the data manager. This will be done on the basis of number of marks awarded to a student and whether or not it is felt that the remark would impact on a student's final grade.

A student/ parent may request for a remark to be carried out. If this is against the advice of the school, the remark can go ahead with the cost being invoiced to the parent.

All remarks must be accompanied by a permission letter from the student.

ATS

Access to scripts can only be requested up to three days after the receipt of results. Access to scripts can be requested by a student / parent; the cost will be invoiced to the parent.

A faculty leader can request scripts, the cost of this will be invoiced to the faculty budget.

If access to scripts is requested, a permission letter must be on file signed by the student.

Certificates

Certificates are presented in person at presentation evening, usually held in November of the year of accreditation.

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

All certificates will be held in school by the examinations officer for a period of three years.