

External Examination Policy	1.4.10
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1.1 The External Examination Policy

1.1.1 The policy purpose

The purpose of this examination policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- to ensure compliance with JCQ guidelines and regulations.

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

The examination policy will be reviewed annually in December.

The examination policy will be reviewed by the Senior Leadership Team and External Examinations Officer and submitted to the Joint Education Committee for approval.

1.1.2 Examination responsibilities

The Examinations Office

Manages the administration of public examinations:

- advises the Senior Leadership Team, subject teachers and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies.
- maintains and publishes annually, a list of specifications and awarding bodies for public examinations at all levels in the school.
- oversees the production and distribution to staff and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework and controlled assessment is completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all examination papers and completed scripts.

- administers access arrangements in consultation with the Head of Learning Support and makes applications for special consideration using the JCQ publication - Access arrangements, reasonable adjustments and special consideration 2012/2013.
- identifies and manages examination timetable clashes.
- accounts for income and expenditures relating to all examination costs/charges.
- manages the senior examination invigilator and invigilating team and supports the training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- 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 examination 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 examinations.

Heads of Department or Subject Leaders are responsible for:

- Informing the Learning Support Team (SENDSCO, Head of EAL) of any students who may have difficulties who have not been formally identified. Although many students requiring access arrangements will have been identified in Years 7-9, specific difficulties with working memory may emerge in later years.
- Informing the Examination Office of entries for external examinations and providing forecast grades as required.

The SENDSCO and Head of EAL are responsible for:

- 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 are responsible for:

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- The conduct of external examinations and the identification of any malpractice.

Candidates are responsible for:

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

1.2 Qualifications**1.2.1 Qualifications offered**

The qualifications offered at this Centre are decided by the Senior Leadership Team.

The qualifications currently offered are GCE, GCSE and IGCSE, Level 1, 2 or 3 Project Qualifications, The European Computer Driving License, Certificate in Further Mathematics.

The subjects offered for these qualifications in any academic year may be found in the Centre's Public Examination List for that year which will be available on request and published on the website. If there has been a change of syllabus from the previous year, the examinations office must be informed by 1st September.

Informing the examinations office of changes to a syllabus is the responsibility of the Heads of Department following agreement by the Director of Academic Development and the Academic Leadership Team.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidate, Parents/Carers, Heads of Learning Support, Heads of Department and Director of Academic Development.

1.3 Examination Series and Timetables**1.3.1 Examination Series**

Internal examinations and assessments are scheduled in January, April and May.

External examinations are scheduled in January, May and June. The annual schedule of controlled assessment is established by the Academic Leadership Team.

From Year 9, internal examinations adhere as closely as possible to external examination conditions and regulations. Internal examination sessions from Year 9 are used to assess candidates' continuing requirement for access arrangements.

The Head of Centre and Director of Academic Development decides which examination series are used in the Centre.

1.3.2 Timetable

Once confirmed, the Examinations Officer will circulate the examination timetable for external examinations.

1.4 Entries, entry details and late entries

Candidates are selected for their examination entries by the Heads of Department or Subject Leaders.

Candidates or parents/guardians can request a subject entry, change of level or withdrawal. It is the School's policy that students are prepared for higher tier entry. A Head of Department may recommend entry for the foundation tier following consultation with parents, and the Director of Academic Development.

The Centre will usually accept entries from former students at the School.

The Centre does not act as an examination Centre for other organisations.

Entry deadlines are circulated to Heads of Department via Email, Notice board and Intranet.

Late entries may only be authorised by Heads of Department.

GCSE, AS and A2 module retakes are allowed within the rules established by JCQ and the awarding bodies and after consultation with Candidates, the Head of Department and the Director of Academic Development and/or Head of Sixth Form.

1.5 Examination fees

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.

GCSE, AS and A2 entry examination fees are paid by the candidates.

Late entry or amendment fees are usually paid by the candidates unless a request is initiated by the Head of Department.

Re-sit fees and post result service requests are paid by the candidates. If the school initiates an appeal against results, it will pay for the service.

1.6 The Equality Act 2010**1.6.1 Equality Act**

All examination Centre staff must ensure that they meet the requirements of the Equality Act 2010

This succeeds the Disability Discrimination act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The Centre will meet the requirements of the Equality Act by ensuring that the examinations Centre is accessible and when an individual need is identified, the school can offer the candidate a number of options to ensure that, in addition to remaining comfortable, they are not disadvantaged during examination periods.

This is the responsibility of the Head of Centre.

1.6.2 Access arrangements

All Access Arrangements in examinations will:

comply with awarding body regulations; and
reflect the arrangements to which the pupils concerned have been accustomed in classroom practice, in internal assessments and mock examinations.

Burgess Hill Girls will be responsive to reasonable requests for access arrangements that arise at short notice as a result of illness, injury or physical disability. Such requests must be supported by evidence from an external health professional and comply with awarding body regulations.

The Learning Support Team

- Will inform subject teachers of candidates with learning difficulties or disabilities who are embarking on a course leading to an examination.
- Will inform individual staff of any special arrangements that individual candidates can be granted during the course and in controlled assessments, internal and external examinations.
- Determine a candidate's access arrangements requirement in consultation with relevant outside agencies if required.
- Make access arrangements for candidates to take examinations and submit completed access arrangement applications to the awarding bodies, in collaboration with the Examinations Officer.
- In conjunction with the Examination Office, will compile and record evidence of a candidate's continuing or changing need for access arrangements.

1.6.3 EAL students

Managing EAL students is the responsibility of the Head of EAL

1.6.4 Crisis and Contingency planning

Burgess Hill Girls will comply with the procedures and recommended actions set out in the Joint Contingency Plan (OFQUAL 2010)

Crisis and contingency planning for the conduct and administration of external examinations is the responsibility of the Senior Leadership Team.

The School's Crisis Management Plan includes contingencies for partial or full school closure and the loss of venues used for the conduct of external examinations.

The Bursar maintains a list of alternative venues for external examinations both on campus and in the local neighbourhood with contact details. In the event of the loss of access to a venue, the Senior Leadership Team will ensure that an alternative venue is available.

1.7 Estimated grades

Heads of Department are responsible for submitting estimated grades when requested by the Examinations Officer.

1.8 Managing invigilators

1.8.1 Managing invigilators

Support staff and external staff are used to invigilate external examinations.

Recruitment of invigilators is the responsibility of the Examinations Office and Human Resources Department.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Human Resource Manager.

CRB fees for securing such clearance are paid by the Centre.

Invigilators are timetabled and briefed by the Examinations Office.

Invigilators rates of pay are set by the Bursary and Human Resource Manager.

1.8.2 Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

1.8.3 Examination days

The Examination Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

The Buildings and Estates Department with IT Support is responsible for setting up the allocated rooms.

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

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

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department the day after the examination session.

1.9 Candidates**1.9.1 Candidates**

The centre's 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 the Centre 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 examination time at the discretion of the Examinations Officer or Lead Invigilator.

For examinations longer than one hour candidates may leave the examination early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The Examinations Office is responsible for handling late or absent candidates on examination day or subsequently.

1.9.2 Clash candidates

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

1.9.3 Special consideration

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the examinations officer, or the examination invigilator, to that effect.

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

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

1.10 Internal assessment and appeals**1.10.1 Internal assessment**

It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The Examinations Office will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the Examinations Office by the Heads of Department.

1.10.2 Appeals against internal assessments

Burgess Hill Girls is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to her work, then she may make use of this appeals procedure. Note that appeals may **only** be made against the process that led to the assessment and **not** against the mark or grade submitted by the school for moderation by the awarding body.

1. Appeals should be made as early as possible and by the end of the first school day following the summer half-term holiday.
2. The candidate's parent/guardian must make the appeal in writing to the Head of Centre, who will nominate a member of the Senior Leadership Team to investigate the appeal with at least two other members of the Academic Leadership Team who have not been involved in the internal assessment decision.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
6. The appeals panel will consist of a senior member of staff, the Director of Academic Development and a School Governor. The candidate will be given at least two days' notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
7. The outcome of the appeal will be made known to the Head and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation occasionally changes the marks awarded for internally assessed work. This is outside the control of Burgess Hill Girls and is not covered by this procedure. Each awarding body has its own appeal procedure which is available from the Examinations Officer.

1.11 Results

1.11.1 Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses.

Arrangements for the Centre to be open on GCSE and GCE results days are made by the Director of Academic Development.

The Examinations Office will make arrangements for students to access IGCSE results in advance of scheduled GCSE and GCE results days.

The provision of staff on results days is the responsibility of the Director of Academic Development.

1.11.2 Enquiry about results

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark.

Candidates are charged for EARs unless the enquiry results in an upgrade.

1.11.3 ATS

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

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

Review of marking (re-marks) cannot be applied for once a script has been returned.

1.12 Certificates

Certificates are presented in person and collected and signed for.

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

Certificates are withheld from candidates who owe fees.

The Centre retains certificates for one year.

1.13 Emergency Procedures - Evacuation of Examination Rooms

In the event of an emergency such as a fire alarm the following actions will be taken

The Lead Invigilator will record the time of the alarm.

Candidates will be told to stop writing and leave question papers and scripts on their desk.

Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.

Muster point for examination candidates will be in the Rose Garden.

The Lead Invigilator will take the exam register to the muster point and check the candidate names.

The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.

Candidates must remain silent and under constant supervision.

Make a note of the time of return to the examination room when given clearance by the Examination Officer or a senior member of staff.

On the return to the examination room, allow the full remaining working time for the examination.

The Examination Officer will compile a full written report of the incident in consultation with the Lead Invigilator.

1.14 Use of Word Processors

The use of a word processor in examinations must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

Word processors for examinations may only be issued to students with:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- a medical condition;
- a physical disability;
- a sensory impairment;
- poor handwriting;
- planning and organisational problems when writing by hand.

1.15 Other Contingencies

The Centre will comply with the Ofqual Joint Contingency Plan.

Head of Centre

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Examinations officer

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Date

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