

Updated and ratified at
Full Governors' Meeting

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Agreed at TLS
Committee
29th January 2019

NOTRE DAME HIGH SCHOOL NORWICH

EXAMS POLICY

THE SCHOOL MISSION STATEMENT

We are a Catholic High School where every person is a valued member of our community, invited to follow Christ's call to a life of Hope, Joy, Love, and Forgiveness.

We are committed to fostering high expectations and developing the full potential of each individual so that they may become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world.

*I have come so that they may have life and have it to the full
(John 10:10)*



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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.

This Exam Policy will be reviewed by the Head of Centre, Senior Leadership Team, Exams Manager and Governors.

1. Key Staff Exam responsibilities

1a. Head of Centre / Head of school

Overall responsibility for the school as an exam centre.

- Read and adhere to JCQ 2018/19 document *General Regulations for Approved Centres* hard copy passed to Head of school by the Exams Manager.
- Have knowledge of JCQ 2018/19 documents *Instructions for conducting examinations*, *Instructions for conducting non-examination assessment (NEA)*, sent electronically by the Exams Manager.
- Familiarise themselves with the entire contents of the JCQ *Access Arrangements and Reasonable Adjustments* hard copy given by the Exams Manager.
- Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.
- Advises on appeals following exam reviews and re-marks.
- Liaises with the Assistant Headteacher – Achievement working with the Exams Manager and relevant staff as necessary in light of the above.

1b. Exams Manager

Manages the administration of public and internal exams and of exam results.

- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them e.g. distribution of timetable and exam guide booklet to students, with parents informed about that process via Bromcom.
- Identifies and manages exam timetable clashes.
- Consults with teaching staff to ensure that necessary coursework / non-examined 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 exam papers and completed scripts adhering to JCQ requirements.
- Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations*.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the Exams Administrators, Lead Invigilators & invigilation team.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Informs the Data team of any students withdrawn from subjects

- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule and/or in line with exam subject requirements.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with Leadership Team, any appeals/re-mark requests.
- Ensure timely liaison with Events and Cover manager, as well as Site team / manager through events booking form; as well as checks for lighting, heat and environment!
- Management of exam room booking e.g. access arrangements for students.
- Collate post-results Moderator's summaries / create Post-Exams Report-costings, entries & invigilators, review of marking changes
- Inform Leadership, HOD's and students of all Post Results Services along with deadlines.

1c. Deputy Head teacher– Teaching and Learning

- Organisation of teaching and learning.
- Have knowledge of, and adhere to, the relevant JCQ 2018/19 documents: *General Regulations for Approved Centres, Instructions for conducting examinations, Instructions for conducting NEA, Access Arrangements and Reasonable Adjustments.*

1d. Assistant Head teacher – Achievement

Have knowledge of, and adhere to, the relevant JCQ 2018/19 documents: *Instructions for conducting examinations, Instructions for conducting NEA, Access Arrangements and Reasonable Adjustments*

- Exams public and internal mocks for Y10 and Y11 only-line manage.
- Exams analysis – internal and external.
- Have knowledge of, and adhere to, the relevant JCQ 2018/19 documents.
- Arrange system of senior staff supporting start of exams.
- Responsible for Exam Contingency Plan.
- Produce exams policy and related policies in conjunction with the Exams Manager to meet JCQ inspection requirements.

1e. Assistant Head teacher- VI Form & Career Pathways

- Liaises with Heads of Departments/Head of Year/Parents in regard to students being withdrawn from exams – GCSE and A level.
- Signs off withdrawal forms and passes to the Exams Manager.

1f. Heads of Department (HoD)

- **Read and adhere to JCQ documents 2018/2019 *Instructions for conducting Coursework, and Instructions for conducting NEA*) and ensure that all their staff have access to a copy.**
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Inform Exams Manager of NEA write ups/moderation visits so can put on school calendar to avoid clashes
- 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 Manager.
- Communicate the Special Educational Needs (SEN) lists to their departments.
- Inform the Exams Manager of any children of members of staff in their subject that are due to sit public exams.
- Know their exam board guidance on *Malpractice*. See also Section 11 on *Malpractice*.
- Liaise with Assistant Head Teacher Curriculum & Head of Year in regard to students being withdrawn from exams using specific form.
- HoD or nominated rep to be available on results day by phone or email if not attending – confirmed at July HoD Briefing.
- Liaise with Head of Year for setting internal Mock exams / timetables for Year 10,11, 12 & 13.
- Arrange for Mock grade to be submitted by Subject staff for Year 10, 11, 12 & 13 Progress Reviews / Reports as applicable.
- Read and familiarise Post Results information given by Exams Manager at the end of the summer term, so can inform and advise students and their department on services available along with the deadlines.
- Check through their subject results for concerns and highlight to Assistant Head Teacher Achievement and Exams Manager **for any action required on Post Results Services and ensure this is actioned within the time frame.**

1g. Teachers

- **Read and adhere to 2018/19 JCQ documents *Instructions for Conducting Coursework, and Instructions for conducting NEA***
- Identify students that may need Access Arrangements and communicate these to the Special Educational Needs Co-ordinator (SENCO).
- Submission of candidate names to heads of department / faculty for exam entries along with tiers where applicable.
- Apply Access Arrangements to their students where required.
- Return any exams related paperwork to the Exams Manager by the deadline requested.
- Conduct Coursework and Non-examined assessments for the new GCE & GCSE specifications in line with JCQ requirements and relevant NDHS Policies. See also Section 11 on *Malpractice*.
- As form tutors, ensure exam administration for their tutees is supported e.g. sign off of Exams Guidance booklet and dissemination of students exam timetables

1h. Site

- Liaise with the Exams Manager with requirements for exam rooms
- Set up the Sports Hall and L31/32 as per JCQ regulations
- Ensure that heating and lighting are in good working order and are fit for purpose for both public exams in the summer and internal mocks in January
- Organise for the Exams Manager to have control of the thermostat for L31/32 during exam periods

- 1i. SENCo
- Read and adhere to 2018/19 JCQ document *Access Arrangements and reasonable Adjustments*.
- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements and work with Exams Manager to jointly make application to exams boards.
- 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.
- Provide LSAs for students in exams needing Access Arrangements.

1j. Lead Invigilator/invigilators

- Oversee & supervise exams to ensure that the guidelines, regulations and procedures are adhered to, to ensure that the integrity & security of the exams are maintained.
- Collection of exam papers and other material from the exams office before the exam.
- Conduct exams to JCQ regulations and fully understand their role as per section 12 of 2018/2019 JCQ document Instructions for conducting examinations
- Report any malpractice immediately to the Exams Manager.
- Implement all Access Arrangements for students where required.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Attend all training meetings, Safeguarding training and updates.
- Not to discuss any student's exam papers with anyone else.
- Full awareness of Evacuation procedures.

1k. Data and Development Manager/Office

- To provide data support to the exams office as required.
- To be available on the pre-result day and results days in August e.g. to assist with MIS (Management Information System) downloading of results
- To arrange for MIS (Management Information System) export of data for results analysis e.g. into school analysis software - SISRa.

1l. Head of Year 10/11/12/13

- Ongoing communication with exams office in regard to candidates leaving/dropping subjects/absentees/ health issues and special consideration.
- Planning of mock timetables and organisation of distribution to students.in conjunction with the Exams Manager.
- Head of Year 12 to organise and implement mock exams for year 12 students.
- Conducts exam assemblies, supported by the Exams Manager.
- Daily hands on support during exam season with lining up & smooth entry into exams hall – assisted by Pastoral Support Worker.

1m.Candidates

- Return Statement of Entries by required deadline if there any amendments – these will be sent via Bromcom and student school email.

- Receive electronically and read coursework, and the new non-examined assessment regulations and sign a declaration that authenticates the coursework as their own.
- Receive, sign and be aware of and follow the systems outlined in the Exams Guidance Booklet and through form time sign off.
- Inform the Exams office of any name change/medical need or special requirement.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The statutory tests and qualifications offered are GCSE and A Levels. The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year.

Year 7 to Year 9

Candidates will take internal assessments in the majority of subjects, however these are now entirely the responsibility of individual departments to organise, and will take place in normal lesson time.

Year 10 and 11

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. They will take a selection of GCSEs.

Year 10 will have internal exams in June of Year 10.

Year 11 will take Mocks in December of Year 11.

Year 12 and 13

Year 12 will take internal Mocks in the summer term either in classrooms or if in St John's Hall will be managed by the Sixth Form Team.

Year 13 will have Mocks in January, in formal exam conditions in L31/32.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in December: Y11, January:Yr13 and June: Yr12 & Year10.

External exams are scheduled in May and June.

Internal Mock exams for Year 10, Year 11 and Year 13 are held under external exam conditions.

3.2 Timetables

The Exams Manager will circulate the exam timetables for both external and internal exams once these are confirmed and will post it on the school website.

Head of Year is responsible for coordination their internal exam/mocks timetable in liaison with the Exams Manager.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Heads of Subject/ Department. Candidates, or parents, cannot arrange a subject entry, change of tier or withdrawal. The school does not accept entries from external students apart from ex NDHS students for retakes of their A Levels. Other Language entries are by special arrangement through Head of MFL and Notre Dame related courses.

4.2 Late entries

Entry deadlines are circulated to Heads of Department via email and exam red folders. Late entries are authorised by Heads of Department & late fee paid for by that department.

5. Exam fees

All initial registration & exam entry fees are paid by the exams office. Late entry or amendment fees are paid by the individual departments. 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 unless medical evidence is supplied. This fees reimbursement policy will be communicated in writing to candidates and parents/carers on their Statement of Entry form.

Retake fees are paid by the candidates. Ex-NDHS students are charged a £25 administration fee on top of the entry fee (See also section 4.3: Retakes)

Candidates must pay the fee for an Enquiry about a result (EAR) unless requested by the Head of Department or Leadership team (See also section 11.2: Enquiries about results [EARs])

6. The Equality Act 2010

6.1 The Equality Act 2010

This replaced all existing equality legislation such as the Race Relations Act, Disability Discrimination Act & Sex Discrimination Act. 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 SENCO.

The SENCO 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 SENCO can then

inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Any Access Arrangements that are in place must be their normal way of working e.g. in lessons.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Manager.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and the Exams Manager.

Rooming for access arrangement candidates will be arranged by the Exams Manager in discussion with the SENCO.

Invigilation for access arrangement candidates will be organised by the Exams Manager.

LSA support for access arrangement candidates will be organised by the SENCO and communicated to the Exams Manager.

7. Estimated entries

Estimated entries

These are sent to the exam boards by the Exams Manager in October.

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 Manager.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Head teacher's PA in conjunction with the Exams Office.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled, trained and briefed by the Exams manager.
Invigilators' rates of pay are set by the School Business Manager.

8.2 Exam days

The Exams Manager will book all exam rooms after liaison with Cover and make the question papers, other exam stationery and materials available for the Senior Invigilator.

Site management is responsible for setting up the allocated rooms in liaison with Exams.

The Lead Invigilator will start all exams in accordance with JCQ guidelines.

Senior members of centre staff, such as Assistant Head teachers, may be approved by the Head of Centre to be present at the start of exams as per JCQ requirements.

In practical exams, subject teachers may be on hand in case of any technical difficulties. No teachers are allowed in the exam room.

Exam papers must not be read by subject teachers or removed from the exam room.

Exam scripts will be checked and sent off the same day (if possible) by the Exams Office staff.

Papers will be distributed to heads of department the following day.

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 JCQ guidelines and NDHS behaviour Policy.

If Candidates have to leave the exam room for a genuine purpose requiring an immediate return to the exam room, an Invigilator must accompany them at all times, and record it on the required paperwork.

The Exams Manager with support from the pastoral team will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines and NDHS absence procedures.

9.2 Clash candidates

The Exams Manager will be responsible as necessary for identifying students with exam clashes and arrange supervision, 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, Exams office, 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 or Head of Year.

The Exams Manager will then submit an online special consideration application to the relevant awarding body within seven days of the exam.

10. Coursework and appeals against internal assessments

10. Non examined assessment (NEA)

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

Heads of Department will ensure all coursework is ready for despatch at the correct time & take it to the Exams Office where it will be signed for. The Exams Manager will post and 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 Head of Department on the appropriate paperwork by the deadline set by the Exams manager.

10.2 Internal Appeals against internal assessments

The Centre is obliged to publish an *Internal Assessment Appeals Procedure* which is available from the exams office, in the staff policy folder, emailed to HODs and on the school website

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.
- Appeals should be made in writing no later than two weeks before the mark submission date deadline in May (dates are stipulated on the procedure document) to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- Candidates will be notified in writing of the outcome by the Head of Centre, copied to the Exams Manager and recorded for awarding body inspection.

11. Malpractice

The Head of Centre/Head of School is responsible for reporting all suspicions or actual incidents of malpractice to the relevant exam board.

The JCQ document *Suspected Malpractice in Examinations and Assessments* is key. In practice, this is delegated to the Assistant Headteacher – Achievement working with the Exams Manager as applicable, the reporting teacher and the relevant Head of Department and/or LT link as necessary.

Teaching staff are expected to be aware of their exam board guidance on Malpractice as part of their professional practice if conducting non-examined assessments or coursework.

All HoD's are sent electronic copies of the JCQ documents *Instructions for Conducting non-examination assessments in September*.

All HoDs and teaching staff must be aware of potential instances and the procedures in place for reporting to be referred to as *NDHS Malpractice Procedure* – report any concerns to the Head of Department.

There is a reporting form *Reporting Form for Suspected Malpractice–Blue Form* to complete if there is suspected malpractice which needs to be filled in and copied to the HoD and passed to the Assistant Headteacher – Achievement. This form can be found as an Appendix to this document, and hard copies will be given to HoDs and can be found in the Staff Room.

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

12.1 Results

Candidates will receive individual results slips on results days in person at the centre. If they are unable to attend they must provide written authorisation for another person to collect.

Senior staff are required to be available to offer guidance & support. This group is pre-arranged by the Head of Centre.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on for the distribution of results documentation on results days is the responsibility of the Exams Manager.

The provision of Teaching/Pastoral staff is the responsibility of the Leadership Team.

12.2 Enquiry about Results (EAR)

Review of Marking (EAR) may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Written consent must always be obtained from the student as the marks could go up or down.

Students pay for their own requests unless the school wishes to submit requests and then they will pay.

Appeals- If a candidate or the centre is still concerned following the outcome of the review there is a process to appeal. Refer to *JCQ document Post-Results Services*. This is to be used in conjunction with *NDHS Procedures and Appeals for students following 'Enquiry about results' which is a JCQ requirement*.

12.3 Access to Scripts (ATS)

Students may request their scripts back and will pay for these at the time of the request.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, written consent of candidates must be obtained after the publication of results and not before.

Students who have university places pending can request a 'priority' script back to help with the decision as to whether to apply for a review of marking.

There is a very quick deadline for this.

Reviews cannot be applied for once the original script has been returned.

Information and deadlines for all Post -Result Services are included in the results envelopes for students and are on the school website. Also refer to JCQ document *Post- Results Services*.

The Exams Manager will inform all HoDs in person and staff by the Bulletin of the information and deadlines in July so they are prepared on Results Days.

13. Certificates

Certificates are presented in person at Prize Evening. Those not attending, contact the Exams Office to arrange postage or collection.

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

The centre retains certificates indefinitely at the present time, as long as space-allows but is only required to do so for one year.

14. Associated school policies and procedures

Safeguarding (Child Protection) Policy
Accessibility Plan
Equality Diversity policy and Action Plan
Special Educational Needs Policy
Exam contingency Plan
Non-Examined Assessment Policy (NEA)
Internal Appeals Procedure
Appeals Procedure for students following 'Enquiry about results'
Data Protection Policy

January 2019