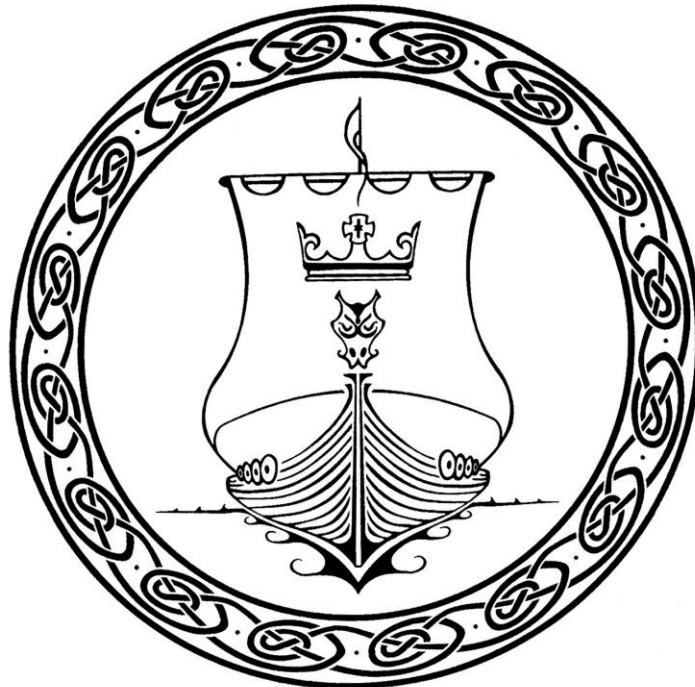




## Queen Elizabeth II High School

### Examinations Policy 2022/23



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## Key staff involved in the exams policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mrs Charlotte Clarke</b>
Exams officer line manager (Senior leader)	<b>Kelly Darlow</b>
Exams officer	<b>Paula Venezia</b>
Learning Support Manager	<b>Leanne Edge</b>
Senior Leader (Exams)	<b>John Kinley</b>
Senior Leadership Team	<b>Jason Coole (Deputy Head) Joanne Steriopulos (Assistant Head), John Kinley (Assistant Head) Steven Slack (Assistant Head)</b>



## **Purpose of the policy**

The centre is committed to ensuring that the exams management and administration process is run effectively and in compliance with the published JCQ regulations and awarding body requirements.

It is intended to provide information and guidance on the following:

Section 1) Examination entries including those for students with Access arrangements

Section 2) Coursework and non-examination assessments

Section 3) Staff input

Section 4) Payment of fees

Section 5) Enquiries about results

Section 6) Study Leave

### **Section 7) General procedures:**

- Late arrivals
- Absentees
- Separate invigilation within the centre
- Overnight supervision arrangements
- Food and drink in the exam rooms
- Managing behaviour in exam rooms
- Candidates leaving the room temporarily
- Access arrangements
- Special Consideration
- Exam Archiving
- Retention of certificates



## Roles and responsibilities overview

**The head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

**The examinations officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

**The head of centre may not appoint themselves as the examinations officer.** A head of centre and an examinations officer are two distinct and separate roles. (GR 2)

### Head of centre responsibilities

**It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet. Failure to do so may constitute malpractice as defined in the JCQ publication Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023**

<https://www.jcq.org.uk/exams-office/malpractice>

### Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications
- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Responds directly to the annual National Centre Number Register update
- Retains a workforce of an appropriate size and competence to undertake the delivery of the qualification as required by an awarding body.
- Enables relevant training for all staff involved in order to facilitate the effective delivery of examinations and assessments
- Appoints a Learning Support Manager who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of the examinations and assessments is maintained throughout an examination series



### **Exams Officer**

- Understands the contents of annually updated JCQ publications
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of external invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the Learning Support Manager to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

### **Senior leaders**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

### **Learning Support Manager**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification



### **Teaching staff**

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

### **Invigilators**

- Attend/undertake training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate

### **Reception staff**

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

### **Site staff**

- Support the EO in relevant matters relating to exam rooms and resources



## **Section 1 – Examination Entries**

All Key Stage 4 and 5 students will be entered for external examination in every subject they study.

In the exceptional circumstances a student may be excluded from entry; the final decision in this case will be made by the Director of Key Stage and the Assistant Head (Exams).

If the student will not be able to achieve a grade they will not be entered for the examination.

### **Key Stage 4**

#### **iGCSE/GCSE Examinations/ SQA and BTEC qualifications**

The main form of assessment at the end of Key Stage 4 for students following the Manx National Curriculum will be iGCSE/GCSE examinations in their subjects of study. Some subjects are assessed as BTEC qualifications.

In very special circumstances the Director of Key Stage and the Assistant Head (Exams) or the Learning Support Manager and Deputy Head may agree a reduced curriculum, after discussion with parents and with the agreement of subject teachers. All modified timetables must be approved by Governors.

For a very small minority of students, alternative courses and qualifications at level one may be offered. A rationale regarding evidence to support entry to this course, and a programme of study to include flexibility to allow access to level two for students making good progress, will be necessary.

The final decision in these cases will be made by the Director of Key Stage and the Assistant Head (Exams), with regard to the overall curriculum provision for the student.

### **Key Stage 5**

Starting A-level courses is limited to those who meet the entry requirements set out in the Entry to the Sixth Form Policy.

Students who are not making the required progress by the end of Y12 and seem unlikely to pass the A-level will be advised to consider their options.



## Section 2 – Coursework/Non-Examination assessments

Coursework and Non-Examinations Assessment Guidelines are reproduced at Annex 1, 2 and 3 to this document. Students are responsible for making sure that Coursework and Non-Examination Assessments are their own work and that they comply with exam board regulations. Failure to produce Coursework and Non-Examination assessment will not be accepted as the sole reason for withdrawing the entry of a candidate. It is unlikely that candidates will fail to produce Coursework. Guidelines are strictly adhered to, and appropriate action is taken at the intermediate monitoring stages. If however, failure to produce Coursework means the student is unable to achieve a grade, then the exam entry will be withdrawn.

Reference should be made to the Management of Non-Examinations assessments policy and the Internal Appeals Procedures for GCSE and GCE Examinations.

### Examinations Officer

1. Candidates' attention must be drawn to the appropriate regulations at an early stage by issuing *Information to Candidates* through tutors early in Year 10. The importance and significance of signing a declaration will be reinforced at an assembly early in Y11.
2. Investigating doubts about authenticity: All doubts about the validity or authenticity of work should be investigated immediately. The subject teacher must inform the Examinations Officer at this stage to discuss appropriate action.
3. Security: The safe keeping of coursework is of great importance, students must not have free access to current coursework once it is in the teacher's charge. Similar arrangements must be made regarding work from previous years.

### Subject Staff

4. Reinforce the appropriate regulations reference the *Information to Candidates* – it is important that this happens early in Year 10, to send the message that coursework is ongoing, and not something dealt with solely in Year 11. At this stage it is also important to clarify the requirements for the particular piece(s) of work. Inform students of the criteria for the award of marks and the procedures for requested a review of marks prior to submission the Awarding Body.
5. Ensure that all candidates entitled to access arrangements receive them whenever Coursework or Non-Examination Assessment is in progress. Liaise with Support for Learning well in advance to organise support as required. Check up to date lists for those with access arrangements and if necessary confirm with Examinations Officer.
6. Set dates for intermediate progress targets and final deadline. Check work regularly and note progress at intermediate target dates – take action, if necessary, as soon as concerns arise. Any action taken must include informing parents and form tutors. Encourage pupils to retain draft material which supports their personal progress.
7. Standardise marking at an early stage. Use material from the previous year if appropriate – this reduces the possibility of inconsistencies causing large scale remarking at a very late date.





8. Remind candidates of the significance and importance of the *Candidate record form* at the end of the course – all candidates submitting Coursework must sign the form.
9. Be aware of the administrative requirements prior to the despatch of work to the Examination Board – this is stated in the syllabus.
10. Have work ready for despatch on or before the school deadline.
11. Keep coursework in your charge under secure conditions throughout – this is valid until 23<sup>rd</sup> November in the academic year following the examination.



## Section 3 – Staff input

### Actions to be taken by the Examinations Officers

- 1) A calendar of dates and deadlines will be issued and will be displayed on the Examinations noticeboard and on Microsoft Teams as soon as available regarding:
  - submission of Coursework/Non-Examination Assessment;
  - examination estimated and final entries;
  - amendments to entries;
  - results and enquiries about results.
- 2) A Statement of Entry will be issued to candidates after entries have been entered on to SIMS. Candidates to check personal details and exam entries (1<sup>st</sup> check).
- 3) Final examination entries sent to Examinations Board.
- 4) An examination schedule will be issued to each candidate (2<sup>nd</sup> check).
- 5) Amendments of entries will be sent to Examinations Boards, where necessary.
- 6) Manage the organisation and invigilation of exams, including exam clashes and any supervision required.
- 7) Supports the Head of Centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.
- 8) Process the applications for Access Arrangements and special consideration for relevant students, liaising with Examination Boards and the School's Support for Learning and Unit, ensuring compliance with the Disability Discrimination Act 2006 and the Isle of Man Equality Act 2017. Ensures invigilators support access arrangement candidates, fully understand the role of the facilitator and what is and what is no permissible in the exam room.

### Action to be taken by the Head of Subject

- 1) It is extremely important that any change of syllabus, or the introduction of a new syllabus, is discussed with the Head, Deputy Head or Assistant Head. There are many potential ramifications for a change of course – e.g. invigilation increase in costs, higher costs of entry to some awards – and all of these must be clarified prior to the introduction of a new course. If approved this should then be brought to the attention of the Examinations Officer as soon as possible.
- 2) Discussion of entries with candidates and parents/carers must take place in advance of submitting entries to the Examination Officer.
- 3) Once entries have been submitted to the Examinations Officer subject teachers must inform candidates of the subject title and tier of entry in each subject – this is essential for the checks procedures above.
- 4) Entries to be checked from a completed marksheet and returned to the Examinations Officer no later than the deadline provided.
- 5) Amendments to entries to be made as early as possible, and before the “no fee” deadline. It is vital that the Examinations Officer is informed when a student drops a subject or changes a unit tier.
- 6) Late entries and amendments made after the “no fee” deadline will be paid for by the department initiating the request.



#### Section 4 – Payment of Fees

- 1) The school will pay registration, entry and certification fees for candidates entering an examination for the first time which is part of a course a student is studying at the school.
- 2) In line with Department of Education Sport and Culture policy, candidates must pay for subsequent entries when re-sitting examinations.
- 3) It is the student's responsibility to liaise with the Examinations Officer about all aspects of re-sits, including relevant information and meeting deadlines.
- 4) The school reserves the right to invoice the parents of students who fail to attend an exam without a reasonable excuse for absence.

#### Section 5 – Enquiries about Results

- 1) Results will be issued only to the student concerned unless written authorisation is given by the student to permit another person to collect the results.
- 2) An individual enquiry about results must be initiated and paid for by the candidate. Although a teacher may assist the student in interpreting the module raw mark scores a review must be the candidate's decision – as marks/grades could be lowered as a result of the review. **NB** Parents may **not** initiate a review on their child's behalf.
- 3) In exceptional cases, and with the permission of the candidates, an enquiry may be requested by the Head of Subject if there is serious concern over the award of component marks or final grades in their subject.
- 4) All enquiries must be initiated by the published deadlines.
- 5) Heads of Subject may request marked scripts, the costs of which will be met from their departmental budget, however the following regulations apply:
  - i) If it is intended to use the scripts as examples for other students the candidate's written permission will be required;
  - ii) Written permission of the candidate is required in all circumstances.
- 6) Requests will only be processed on the advance payment of the relevant fee.
- 7) All enquiries about results must be dealt with by the Examinations Officer.

#### Section 6 – Study Leave

Study leave will only be granted, one session before the timetabled exam.



## Section 7 – General Procedures

### Late arrivals

Invigilators are briefed on the procedure for dealing with late/very late arrival of candidates through training.

If a candidate is late for their exam, the Exams Officer or a member of the Support Staff will ring the candidate or candidates' parents. If necessary they will be collected and brought to school.

If candidates arrive less than one hour after the published start time of the examination, they are admitted to the exam room by the Exams Officer and given the full time for the examination.

If candidates arrive more than one hour after the published start time of the examination or after the key time for Cambridge Assessment, they are admitted to the exam room by the Exams Officer then interviewed after the exam to determine the reason for the lateness. Ensure that candidates who arrive very late for an exam are reported to the awarding body by submitting a report using CAP to timescale. Warn candidates that their script may not be accepted by the awarding body.

### Absentees

Invigilators are briefed on the procedure for dealing with absent candidates through training.

If a candidate is late for their exam, the Exams Officer or a member of the Support Staff will ring the candidate or candidates' parents. Candidates are asked to ring the school as soon as possible to confirm if they are unable to attend.

If the candidate is unwell or unable to attend for an acceptable reason, evidence will be asked for/established.

Special consideration in cases of acceptable absences is applied for via the awarding bodies' extranet services providing the minimum requirement for enhanced grading has been met.

Candidates are charged the relevant entry fee for unauthorised absence from exams.

### Separate invigilation within the centre

The candidate's difficulties are **established within the centre** and known to a Form Tutor, a Head of Year, the Learning Support Manager or a senior member of staff with pastoral responsibilities.

Separate invigilation reflects the candidate's normal way of working in internal school tests, and mock examinations because of a **long-term** medical condition or **long-term** social, emotional and mental health needs.



The Learning Support Manager must make their decision based on:

- Whether the candidate has a substantial and long term impairment which has an adverse effect; **and**
- The candidate's normal way of working within centre

The Learning Support Manager will provide details of the separate invigilation requirements to the Exams Officer prior to each exam season.

### Overnight supervision arrangements

Overnight supervision is arranged when candidates are entered for **multiple examinations (three or more examinations)** timetabled for the same day and the total duration for these papers is:

- a) **more than** six hours for GCE examinations (AS, A-level), **including approved extra time allowances and/or supervised rest breaks;** or
- b) **more than** five and a half hours for IGCSE/GCSE examinations, **including approved extra time allowances and/or supervised rest breaks;**

**Candidates may, at our discretion, be allowed to take the examination the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.**

Where overnight supervision is required, we will appoint a member of centre staff or an invigilator to supervise the candidate at all times while he/she is on the premises sitting examinations. The candidate must be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination. We will ensure there is no contact with other candidates.

The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. We will determine a method of supervision which ensures the candidate's wellbeing.

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone and radios, which could report key details of the day's examinations.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence. These are completed online using the Centre Admin Portal (CAP).

We will arrange for the supervisor to complete the Timetable variation and confidentiality declaration for overnight supervision.



### Food and drink in the exam rooms

Candidates are allowed to bring in water providing the label has been removed. No food (unless there are medical reasons) or drink is allowed, this includes canned or cartons of drinks, chewing gum or any other food – these items will be confiscated.

Candidates are made aware of this in their Exam Guidance Booklet

### Managing behaviour in exam rooms

The Head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

The invigilator must record what has happened.

Senior Leaders will provide support for the Exams Officer and invigilators when dealing with disruptive candidates in exam rooms.

The Exams Officer and Head of centre will interview the candidate concerned. After the incident has been investigated the Exams Officer may report malpractice to the awarding body. The candidate must be warned that the awarding body may be informed and may decide to penalise them, which could include disqualification.

### Policy on leaving the exam room temporarily

Candidates who are allowed to leave the examination room temporarily for a rest break or illness are accompanied by the Exams Officer or a member of staff (Not teaching staff).

Candidates entitled to rest breaks, to include those entitled due to medical reasons, will be allowed the additional time when they have reached the published end time for that exam.

### Access arrangements

The Exams Officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency access arrangements as they arise at the time of exams
- Applies for approval through Access Arrangements Online where required ensuring compliance with the Disability Discrimination Act 2006 and the Isle of Man Equality Act 2017

### Special consideration

Head of Centre provides signed evidence to support eligible applications for special consideration.

The Exams Officer will process eligible applications online for special consideration to awarding bodies.



### Exam archiving policy

The Exams Officer will keep records and exam certificates as required by JCQ and awarding bodies for the required period.

### Retention of certificates

Queen Elizabeth II High School will:

- Retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.
- Destroy any unclaimed certificates confidentially, and keep a record.
- Return any certificates requested by the awarding bodies.