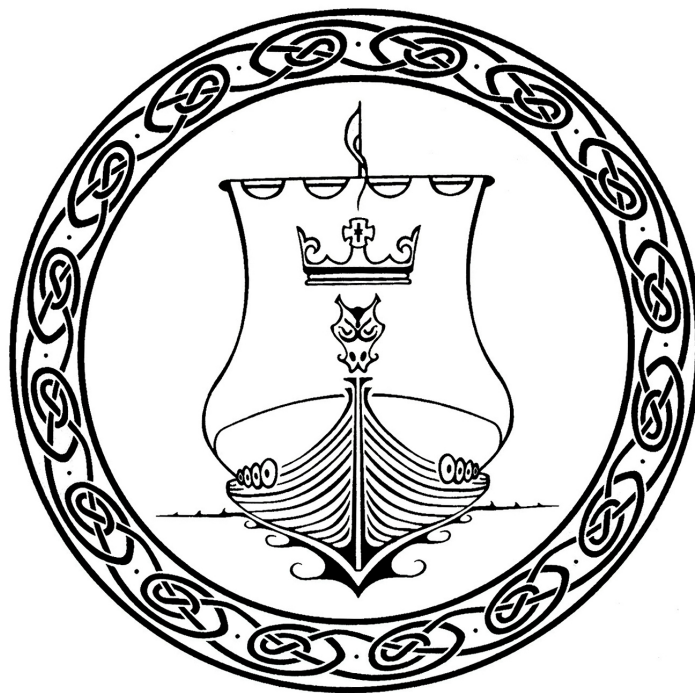




Queen Elizabeth II High School

Examinations Policy 2023/24



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Key staff involved in the exams policy

Role	Name(s)
Head of Centre	Charlotte Clarke
Examinations Officer line manager (Senior leader)	Julie Ozer
Examinations Officer	Paula Venezia
Learning Support Manager	Leanne Edge
Senior Leader (Exams)	John Kinley
Senior Leadership Team	Jason Coole (Deputy Head), Julie Ozer (Business Manager), Joanne Steriopulos (Assistant Head), John Kinley (Assistant Head), Olivia Graham (Assistant Head) Steven Slack (Associate Assistant Head) Olivia Edwards (Associate Assistant Head)

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) Examinations

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;

Date of Last Review: September 2023 by PVe

Date of Next Review: September 2024



- 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. The centre always refers to the latest policy from JCQ.

<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.



Examinations 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 Examinations Officer 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 Examinations Officer 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 examinations in the majority of subjects they study. However, some students may study subjects where there is no option offered to sit external examinations. Some students are offered the opportunity to study subjects at University College of Man. In these situations, it will be the responsibility of the Examinations Manager at University College of Man to enter students for any external examinations which are associated with the courses offered there.

In 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 Headteacher (Examinations) after discussion with other stakeholders including Heads of Department.

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 or a SQA qualification.

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

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

The final decision in these cases will be made by the Director of Key Stage and the Assistant Headteacher (Examinations), with regard to the overall curriculum provision for the student again, after discussion with Heads of Subject and the S4L Team.

Key Stage 5

Starting A-level courses is limited to those who meet the entry requirements set out in the Sixth Form admissions document found on the school website.



<https://qe2.sch.im/pages/index/view/id/87/Sixth%20Form%20Admissions>

Students who are not making the required progress by the end of Year 12 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 as a separate document, Non-examination and Assessment Policy. Students are responsible for making sure that coursework and non-examination assessments are their own work and that they comply with Awarding Body 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 if guidelines are strictly adhered to, and appropriate action is taken at the intermediate monitoring stages. However, if 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

The Examinations Officer will:

- Draw candidates' attention to the appropriate regulations at an early stage by issuing *Information to Candidates* through tutors early in the academic year of Year 10. The importance and significance of signing a declaration will be reinforced at an assembly early in the academic year of Year 11.
- Investigate 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.
- Retain any moderated coursework from previous years until after the published time when it can be released back to the Head of Department. This is usually after the time when examination Awarding Bodies have completed all reviews of results or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Coursework should be kept within the secure examinations room until the 23rd November of the following academic year.

Subject Staff

Subject staff will:

- Reinforce the appropriate regulations reference the *Information to Candidates* – it is important that this happens early in the Year 10 academic year, 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 and to inform students of the criteria for the award of marks and the procedures for requesting a review of marks prior to submission to the Awarding Body.



- Ensure that all candidates entitled to access arrangements receive them whenever coursework or non-examination assessment is in progress. Staff should liaise with Support for Learning well in advance to organise support as required. They should also check up to date lists for those with access arrangements and if necessary, confirm with Examinations Officer.
- Set dates for intermediate progress targets and final deadline. Work should be checked regularly and progress should be noted at intermediate target dates. Staff should take action, if necessary, as soon as concerns arise. Any action taken must include informing parents/carers and form tutors/ Directors of Key Stage. Teachers should encourage students to retain draft material which supports their personal progress.
- Standardise marking at an early stage. Teachers should use material from the previous year if appropriate or exemplar material provided by Awarding Bodies as this reduces the possibility of inconsistencies causing large scale remarking at a very late date.
- 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.
- When work is being undertaken by candidates under formal supervision, ensure work is securely stored between sessions (if more than one session).
- When work is submitted by candidates for final assessment, ensure work is securely stored. Staff should follow secure storage instructions as defined in the JCQ publication **Instructions for conducting non-examination assessments**.
- Be aware of the administrative requirements prior to the despatch of work to the Awarding Body – this is stated in the syllabus.
- Have work ready for despatch on or before the school deadline.

After the submission of marks to the Awarding Bodies' marks input portals by the Examination Officer, staff will store and retain students' non-examined work in accordance with the Non-examination Assessment Policy.

Section 3 – Examinations

Examinations Officers will:

- Issue a calendar of dates and deadlines which will be issued and will be displayed on the examinations noticeboard and on Microsoft Teams. It will contain dates for:
 - submission of coursework/non-examination assessment;
 - examination estimated and final entries;
 - amendments to entries;
 - results and enquiries about results.
- Issue a 'Statement of Entry' to candidates after entries have been entered on to SIMS. Candidates will need to check personal details and exam entries (1st check).
- Issue final examination entries sent to Awarding Bodies.
- Provide an examination schedule for each candidate (2nd check).
- Amend entries as necessary and send to Awarding Bodies.



- Manage the organisation and invigilation of exams, including exam clashes and any supervision required.
- Support 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.
- Process the applications for Access Arrangements and special consideration for relevant students, liaising with Awarding Bodies and the School's Support for Learning and Specialist Provision Centre, 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 not permissible in the exam room.

The Head of Subject will:

- Bring to the attention of the Examinations Officer any new courses as soon as possible. It is extremely important that any change of syllabus, or the introduction of a new syllabus, is discussed with the Headteacher, Deputy Headteacher or Assistant Headteacher, together with the Department of Education Sport and Culture. 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.
- Discuss entries with candidates and parents/carers in advance of submitting entries to the Examinations Officer.
- Inform candidates of the subject title and tier of entry in each subject (this is essential for the checks procedure above).
- Check entries from a completed marksheet and return it to the Examinations Officer no later than the deadline provided.
- Amend entries 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. NB 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

- 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.
- In line with Department of Education Sport and Culture policy, candidates must pay for subsequent entries when re-sitting examinations.
- Students who are repeating Year 13 (going into Year 14) are funded by the Department of Education Sport and Culture and so the cost of resitting exams at this stage are paid for by the centre.
- It is the student's responsibility to liaise with the Examinations Officer about all aspects of re-sits, including relevant information and meeting deadlines.
- The school reserves the right to invoice the parents/carers of students who fail to attend an exam without a reasonable excuse for absence.

Section 5 – Enquiries about Results

- 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.
- Candidates must initiate and pay for any enquiries about their results and provide their **written consent** for clerical re-checks, reviews of marking and access to scripts services



offered by the Awarding Bodies after the publication of examination results (GR 5.13) 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/Carers may **not** initiate a review on their child's behalf.

- 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.
- All enquiries must be initiated by the published deadlines.
- Heads of Subject may request marked scripts, the costs of which will be met from their departmental budget; however the following regulations apply:
 - If it is intended to use the scripts as examples for other students the candidate's written permission will be required;
 - Written permission of the candidate is required in all circumstances.
- Requests will only be processed on the advance payment of the relevant fee.
- 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 external published timetabled exam. Study leave will not be granted for mock exams, etc.

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 Examinations 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 Examinations Officer and given the full time for the examination. (ICE 21.1)
- A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2)
- A candidate who arrives within one hour of the Awarding Body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination **will** be permitted by the centre to sit the examination
- A candidate who arrives after 10.00am for a morning examination will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination.
- A candidate who arrives after 2.30pm for an afternoon examination will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination.
- A candidate who arrives after the Awarding Body's published finishing time for an examination that lasts less than one hour will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination.
- A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier. The Awarding Body will be informed of the situation and will decide whether or not to accept the script (ICE 21.5)



- 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 Examinations Officer then interviewed after the exam to determine the reason for the lateness. Warn candidates that their script may not be accepted by the Awarding Body.

When dealing with late arrivals the Examinations Officer will:

- Inform invigilators of the policy/process for dealing with candidates who arrive late/very late through training;
- Provide an exam room incident log for invigilators to record relevant information relating to candidates who arrive late/very late;
- Warn a candidate who arrives very late that the Awarding Body may not accept their script (ICE 21.4);
- Send the script of a candidate who arrives late/very late to the Awarding Body/examiner in the normal way (ICE 21.4);
- Submit on-line, using the Centre Admin Portal (CAP), Form JCQ/VLA - Report on candidate admitted very late to examination room within seven days of the examination having taken place.

The accompanying guidance notes must be read before completing the online form:

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

Centres must provide the following information::

- the time the candidate came under centre staff supervision;
- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
- the actual starting and finishing times of the examination;
- the time the candidate started the examination;
- the time the candidate finished the examination;
- any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the exam (ICE 21.4).

Absentees

- Invigilators are briefed on the procedure for dealing with absent candidates through training.
- If a candidate is late for their exam, the Examinations 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 Body's 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 will be known to Form Tutors, Directors of Key Stage, the Support for Learning Manager and/or the Senior Leadership Member who line manages a particular Key Stage.

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 Support for Learning 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 Examinations 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 the school's 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, the school, more directly the Examinations Officer, will appoint a member of centre staff or an invigilator to supervise the candidate at all times while they are 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. The school 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. The school 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).



The Examinations Officer 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 Examination 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 Examinations Officer and invigilators when dealing with disruptive candidates in exam rooms.
- The Examinations Officer and Head of Centre will interview the candidate concerned. After the incident has been investigated the Examinations 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 Examinations 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 Examinations Officer will:

- Provide cover sheets for access arrangement candidates' scripts where required for particular arrangements.
- Have a process in place to deal with emergency access arrangements as they arise at the time of exams.
- Apply 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 Examinations Officer will process eligible applications online for special consideration to Awarding Bodies' extranet sites.



Exam archiving policy

The Examinations 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.