



AL-ISLAH GIRLS HIGH SCHOOL

EXAMINATION POLICY

Policy Statement

The purpose of this exam policy is:

- To ensure that 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 Al-Islah Girls High School's exam processes to read, understand and implement this policy. This policy will be reviewed annually by the Head of Centre.

Exam responsibilities

The *Head of Centre* has the overall responsibility for the school as an exam centre. He/she:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice (refer to the JCQ document *Suspected malpractice in examinations and assessments*).

The *Examinations Officer* manages the administration of external and internal examinations, and the analysis of exam results. He/she:

- Advises the Senior Management 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 of an annual calendar for all exams in which candidates will be involved to members of staff and candidates, and communicates regularly with members of staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of, and understand, those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework 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.
- Administers access arrangements, and makes applications for special consideration using the JCQ documents *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.

- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Prepares and presents reports to the Senior Management Team, showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- 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 exam results and certificates to candidates and forwards, in consultation with the Senior Management Team, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Lead Invigilator(s) are responsible for the:

- Collection of exam papers and other material from the Main Office before the start of an exam.
- Collection of all exam papers in the correct order at the end of the exam, and their return to the Main Office.

The *Office Personnel* are responsible for the:

- Support for the input of data.
- Posting of exam papers.

The *Head of School* is responsible for the:

- Organisation of teaching and learning.
- External validation of courses followed at Key Stage 4.

Heads of Department are responsible for the:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- 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 Examinations Officer.

The *Head of Careers* is responsible for guidance and careers information.

Subject Teachers are responsible for the:

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Heads of Departments.

The *SENCO* is responsible for the:

- Administration of access arrangements.
- 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 and IT equipment, in order to help candidates achieve their course aims.

Candidates are responsible for the:

- Confirmation and signing of entries.

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

The statutory tests and qualifications offered

The statutory tests and qualifications (i.e. GCSEs) offered at the centre are decided by the Head of Centre.

The subjects offered for these qualifications in any academic year may be found in Al-Islah Girls High School's published Prospectus for that year.

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

Exam seasons and timetables

- Internal exams are scheduled in February and July.
- External exams are scheduled in November, January, March and June.
- All internal exams are held under external exam conditions.
- The external exam series in which candidates are entered are decided by the Head of Centre.
- The Examinations Officer is responsible for circulating the exam timetables for external and internal exams, once these are confirmed.

Entries, entry details, late entries and retakes

- Candidates are selected for their exam entries by the Heads of Department and subject teachers.
- A candidate or parent can request a subject entry, change of level or withdrawal.
- Entry deadlines are circulated to Heads of Department via the staffroom notice board.
- Late entries are authorised by the Head of Centre.
- Candidates are allowed as many retakes per subject as permitted by the relevant exam boards (per certification cycle), although emphasis is laid on getting the best results first time round.
- Retake decisions will be made in consultation with the candidates, subject teachers, the Examinations Officer and the Head of Centre.

Exam fees

- Initial registration and entry exam fees are paid by the candidates, as are late entry or amendment fees (if the candidate is responsible for the late entry or amendment).
- 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.
- This fees reimbursement policy will be communicated in writing to candidates and parents at the start of GCSE courses.
- Retake fees are paid by candidates.
- Candidates must pay the fee for an enquiry about a result, if the centre does not uphold the enquiry and the candidate insists on pursuing the enquiry.

The Disability Discrimination Act (DDA), special needs and access arrangements

- The *Disability Discrimination Act 2005* extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.
- A candidate's special needs requirements are determined by the doctor. 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.
- Making special arrangements for candidates to take exams is the responsibility of the Examinations Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.
- Rooming for access arrangement candidates will be arranged by the SENCO with the Examinations Officer.
Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer.

Estimated grades

The Heads of Department will submit estimated grades to the Examinations Officer when requested to do so.

Managing invigilators and exam days

- The recruitment of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary CRB clearance for new invigilators is the responsibility of the Senior Management Team.
- CRB fees for securing such clearance are paid by the invigilators.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by the Senior Management Team.
- The Examinations Officer will book all exam rooms after liaison with other users, and make the question papers, other exam stationery and materials available for the invigilators.
- The Examinations Officer is responsible for setting up the allocated rooms.
- The Examinations Officer will start all exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.
- In practical exams, subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department at the end of the exam session.

Candidates, clash candidates and special consideration

- Al-Islah Girls High School's 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.

- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- Subject teachers may deal with any candidate not present at the start of an exam through their own departmental procedures.
- With regards to clash candidates, the Examinations Officer will be responsible for identifying escorts, a secure venue and arranging overnight stays, if necessary.
- If a candidate is too ill to sit an exam, suffers bereavement or other trauma, or is taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence (e.g. a letter from the candidate's doctor), within five days of the exam.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Coursework and appeals against internal assessments

- Candidates who have to prepare coursework portfolios should do so by the deadlines set by the Head of Centre.
- Heads of Department will ensure that all coursework is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are provided to the Examinations Officer by the subject teachers and the Heads of Department.
- Al-Islah Girls High School has a separate *Internal Appeals Procedure* for appeals against internal assessments, which is available upon request.

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

- Candidates will receive individual results slips when they come in to collect their results at the centre.
- Arrangements for the school to be open on results days are made by the Head of Centre.
- The provision of staff on results days is the responsibility of the Head of Centre.
- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject teachers, they will be charged.
- After the release of results, candidates may ask subject teachers to request the return of papers within three days' scrutiny of the results.
- If a result is queried, the teaching staff, Examinations Officer, and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

Certificates

- Certificates are presented in person.

- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- Certificates are not withheld from candidates who owe fees.
- The centre retains certificates for one year.