



NORTHGATE
High School

Examinations Policy

Respect | Determination | Teamwork

Review period: Annually

Review by: The Senior Leadership Team and the Exams Officer

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Northgate High School Examinations Policy

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 Senior Leadership Team and the Exams Officer.

1. Exam responsibilities

1.1 The Headteacher:

- Has overall responsibility for the school as an Examination Centre.

1.2 The Exams Officer:

- Manages the administration of external and internal examinations.
- Advises the Senior Leadership Team, subject leaders, class teachers and other relevant support staff on annual exam timetables and entry procedures as set by the various awarding bodies.
- Provides information for inclusion in the school's annual calendar relating to all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam procedures and timetable that will affect them.
- Consults with teaching staff to ensure that necessary NEAs, coursework and controlled assessments are completed in accordance with JCQ guidelines.
- Provides and confirms details of estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts, and makes appropriate arrangements for their dispatch.
- Oversees access arrangements and 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".
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Oversees the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Provides information for the school's Systems and Data Manager to prepare and present reports to the Senior Management Team.
- Indicates where future procedural improvements might be made.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Senior Leadership Team, any Enquiry about Results requests.
- Maintains systems and processes to support the entry of candidates for their exams.

1.3 Heads of department/subject leaders:

- Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Take part in post-results procedures.
- Arrange for the accurate completion of NEA/coursework mark sheets and declaration sheets.
- Arrange for the submission of candidates' NEAs, coursework or controlled assessment marks, track dispatch and store returned NEAs/coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arrange for the accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

- Implement awarding body regulations for the completion of NEAs/coursework/assessments carried out under controlled conditions, in their subject.

1.4 Teachers:

- Consult with the SENCO about access arrangements (as soon as possible after the start of the course). Submit candidate names to heads of department/subject leaders.
- Implement awarding body regulations for the completion of NEAs/coursework/assessments carried out under controlled conditions in their classroom.

1.5 SENCO:

- Organises testing for and the administration of access arrangements.
- Provides 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.

1.6 Lead invigilator/invigilators:

- Organise the collection of exam papers and other material from the exams office before the start of the exam.
- Supervise examination candidates in accordance with procedures defined in the JCQ “Instructions for the Conduct of Examinations” booklet.
- Collect all exam papers in the correct order at the end of the exam and return them to the exams office.

1.7 Candidates:

- Adhere to NEA/coursework/controlled assessment regulations and sign a declaration that authenticates the work as their own.
- Conduct themselves in accordance with the ‘Information for Candidates’ and ‘Warning to Candidates’ documents issued by JCQ.

2. Statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, head of sixth form, heads of subject/department and the Senior Leadership Team.

The qualifications currently offered are GCE, GCSE and a selection of appropriate general vocational qualifications.

The subjects offered for these qualifications in any academic year may be found on the Northgate website. If there has been a change of specification from the previous year, the exams office must be informed as soon as possible, and by the end of the first week of the new academic year at the latest.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the subject leaders, Assistant Headteacher (Progress), pastoral teams and parent/carers.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in November, February/March and May/June.

External exams are scheduled in January (Nationals and Technicals only) May/June and November (resit GCSE maths and English).

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the head of centre, heads of department and subject leaders.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams, once these are confirmed. Whole school timetables will be published on the school’s website, together with links to each Awarding Body, JCQ warning and information sheets, and other relevant exam-related information.

4. Entries, entry details, late entries and retakes

Candidates, exam entries are determined by the subject teachers.

A candidate or parent/carers cannot request a subject entry, change of level or withdrawal.

The centre accepts external entries from former Northgate candidates only, up to and including the summer following their leaving date.

4.1 Late entries

Entry deadlines are circulated to heads of department and subject leaders via the Exams Officer.

Late entries are authorised by the Exams Officer.

4.2 Retakes

Candidates are allowed to request resits, where available, at their own expense.

Retake decisions will be made in consultation with the candidates and subject teachers. (See also Section 5: Exam fees.)

5. Exam fees

All initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre when the request is made by the head of department/subject leaders. When requests are received from individual candidates, they will pay the fees, if entry or amendment is agreed by the school.

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 prepare properly for an exam, attend an exam, or meet the necessary NEA/coursework/controlled assessment requirements without sufficient reason.

Retake fees for first and any subsequent retakes are paid by the candidates. (See also Section 4.3: Retakes)

Candidates must pay the fee for any Enquiry about Results. Deadlines for this service will be provided on the Northgate website.

6. The Equality Act 2010, special needs and access arrangements

6.1 The Equality Act 2010

The Equality Act 2010 extends to general qualifications. 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 and the educational psychologist / specialist teacher, or a specialist medical professional who can provide an 'Evidence of Need'

The SENCO will inform subject teachers of candidates with special educational needs and inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO by 31st January preceding the exam season.

Rooming for access arrangement candidates approved by awarding bodies will be arranged by the exams officer with the SENCO, when supported by 'Evidence of Need' (see above).

Rooming arrangements for candidates who have a centre-delegated access arrangement will be made by the Exams Officer, so long as up to date appropriate medical evidence (see above) of a diagnosis and treatment is received in centre by 31st January preceding the exam season.

Invigilation and support for access arrangement candidates will be organised by the Exams Officer with the SENCO.

7. Managing invigilators and exam days

7.1 Managing invigilators

External invigilators will be used for all exam supervision.

The recruitment of invigilators is the responsibility of the Exams Officer and the Principal Finance Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of

the centre administration.

DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the exams office. Invigilators' rates of pay are set by the centre administration.

7.2 Exam days

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

Site management is responsible for setting up desks in the exam hall. The lead invigilator will start all exams in accordance with JCQ guidelines.

Centre staff may be present at the start of the exam to assist with identification of candidates but subject staff must not enter the room unless invited by the Exams Officer to clarify a query raised by a candidate.

In practical exams subject teachers may be on hand in case of any technical issues.

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 the subject leader at the end of the exam session, when ALL candidates have completed the paper in centre.

8. Candidates, clash candidates and special consideration

8.1 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 should not be wearing outdoor clothing (hats, gloves, scarves and coats) as these make checking for concealed items and identifying candidates more problematic. Potential exceptions to this would be religious wear and any medical conditions.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Candidates may leave the exam room for a genuine purpose, in which case a member of the invigilation staff must accompany them and there must be an immediate return to the exam room.

The Attendance Officer should liaise with the pastoral teams to follow up candidates who are late for their exams, or do not turn up at all.

8.2 Clash candidates

The Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays in accordance with JCQ guidelines.

8.3 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, 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.

The exams officer will then make the appropriate special consideration request to the relevant awarding body within seven days of the exam.

9. Internal assessments

9.1 Internally assessed work

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

Heads of department/subject leaders will ensure that all NEA/coursework/controlled assessments and marks are ready for dispatch at the correct time.

9.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and the school website.

10. Results and access to scripts (ATS)

10.1 Results

Candidates will receive their results via Go4schools or by individual results slips in person at the centre on results days. Results will not be issued to any other person without signed written permission of the candidate.

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.

10.2 Access to scripts (ATS)

After the release of results, candidates may request the return of scripts via the exams office; this will be at the expense of the candidate. Deadlines for this service will be provided on the school website.

Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained.

Reviews of marking cannot be applied for once an original script has been returned.

11. Certificates

Certificates are collected from the school and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation. Replacement certificates may be applied for by the candidate via the awarding body website and fees will be payable. The centre retains certificates for one year, after which they will be disposed of by secure means.

This policy has been drawn up within the framework laid down by our Equality and Diversity Policy and will be evaluated and monitored for its impact on students, staff, parents and carers from the different groups that make up our school.

