

# De La Salle College



## External Examinations Policy

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**PURPOSE:**

- To ensure that the planning and management of examinations is conducted professionally, efficiently and in the best interest of candidates
- To ensure that the operation of an efficient examinations system is maintained with clear guidelines for all relevant staff.

It is the responsibility of each person involved in the exam processes at De La Salle College to read, understand and implement this policy.

This policy will be reviewed every two years.

**EXAMINATION RESPONSIBILITIES****The Headmaster will:**

- Have overall responsibility for De La Salle college as an examination centre.
- Advise on all appeals and re-marks.
- Have responsibility for reporting all suspicions or actual incidents of malpractice with reference to the JCQ publication 'Suspected Malpractice in Examinations and Assessments'.

**The Examinations Officer will:**

- Manage the administration of public exams and analysis of exam results.
- Advise the senior team, subject and class tutors and relevant support staff on the annual examination timetables and application procedures as set by the various examination boards.
- Oversee the production and distribution to staff, parents and candidates of an
- Annual Calendar for all examinations in which candidates will be involved and communicate information regularly to staff regarding imminent deadlines and events.
- Ensure that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.

- Consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements and makes applications for special consideration in consultation with the SENCO, **Nicholas Tiley-Nunn** using the JCQ access arrangements and special considerations regulations and other relevant guidance relating to candidates who are eligible for adjustments in examinations.
- Identify and manage examination timetable clashes.
- Account for the income and expenditure relating to all exam costs/charges.
- Line manage the training and monitoring of any external or internal examination invigilators and be responsible for the overall conduct of examinations.
- Prepare and present reports to the senior team showing results achieved.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding bodies, correctly and on schedule. Arrange for dissemination of examination results and certificates to candidates and forward, in consultation with the senior team, any appeals/re-mark requests. Maintain a system and process to support the efficient and professional entry of candidates for all examinations.

#### **Deputy Head Master:**

- Organise teaching and learning procedures to support effective examination outcome.
- Externally validate with the Head Master, all courses followed at key stage 4 and key stage 5
- To offer guidance and Careers advice

#### **Subject Leaders and Pastoral Staff:**

- Guide the academic and have pastoral oversight of candidates who are unsure about their exam entries or amendments to entries.
- To be involved in post-results procedures.
- Ensure accurate completion of coursework mark and declaration sheets.
- To ensure accurate completion of entry and all other mark sheets and to adhere to deadlines set by the examinations officer.

#### **Subject Teachers:**

- To notify access arrangements required in their subject to the SENCO via their Subject Leader as soon as possible after the start of the course.
- To submit the names of candidates they teach who are to be examined to their relevant Subject Leader.

**SENCO (Nicholas Tiley-Nunn):**

- Advise the examination officer of candidates' access arrangements.
- Identify and arrange the testing of candidates to ascertain requirements for access arrangements.
- Provide additional support as required regarding spelling, reading, mathematics, dyslexia or essential skills, hearing or visual impairment, English for speakers of other languages and IT equipment etc in order to help candidates achieve their course aims.

**Invigilators:**

- Administer examination papers, candidates and rooms as directed by the examinations officer, school rules and the JCQ regulations. To check that the relevant notices, clocks and examination details are displayed inside and outside examination rooms to comply with the regulations.

**Candidates:**

- To ensure they understand the examination regulations and attend examinations on time and with the correct equipment.
- Understand coursework regulations and the importance of signing a declaration that authenticates the relevant coursework as their own.

**THE STATUTORY TESTS AND QUALIFICATIONS OFFERED**

- The statutory tests and qualifications offered at De La Salle College are decided by senior team in consultation with the Board and Subject Leaders.
- The statutory tests and qualifications offered are GCSE, iGCSE, A Levels and other recognised national qualifications De La Salle College adopts.
- The subjects offered for these qualifications in any academic year can be found on the school's website [www.radnorhouse.org](http://www.radnorhouse.org).
- If any department has made a change of syllabus from the previous year, the examinations officer must be informed immediately so that the required entry procedures can be discussed with the relevant examination board.
- Decisions on whether a candidate should not take a specific individual subject will be taken by the Head Master and his Deputy in consultation with the candidate, parents, SENCO and Subject Leader.

**At Key Stage 4 and Key Stage 5:**

- All candidates will be entitled and enabled to achieve an entry for qualifications offered by an external awarding body in a course they have studied at De La Salle College.
- De La Salle College reserves the right to decide whether a student enrolled at the school can sit an examination in a subject studied outside of the school e.g. an additional language.

## **EXAMINATION SEASONS AND TIMETABLES**

### **Examination seasons:**

- External exams are usually scheduled in November, January, March, May and June but certain components may be taken as directed by Subject Leaders in consultation with the senior team at other times.
- The specific examination series used at De La Salle College is decided by the Head Master in consultation with Heads of Department.

### **Timetables:**

- Once confirmed, the examinations officer will circulate the examination timetables for external exams.

## **ENTRIES, ENTRY DETAILS AND LATE ENTRIES**

### **Entries:**

- Candidates are selected for their examination entries by the Head Master and the Heads of Department.
- De La Salle College accepts external examination entries by negotiation.

### **Late Entries:**

- Entry deadlines are circulated to Heads of Department.
- Late entries must be authorised by the Head Master in consultation with Heads of Department and the examinations officer.

## **EXAMINATION FEES**

- De La Salle College will pay all normal examination fees on behalf of candidates. Late entry, amendment or re-sit fees will be invoiced to parents if the request generates from the candidate.

## **THE DISABILITY DISCRIMINATION ACT (DDA), SPECIAL NEEDS AND ACCESS ARRANGEMENTS DDA:**

- The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All Radnor House staff must ensure that the access arrangements and any special consideration regulations and guidance are consistent with the law.

**Special Needs:**

- A candidate's special needs requirements are determined by the SENCO and any specialist teacher who may be employed by De La Salle College.
- The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCO together with the examinations officer can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination itself.

**Access Arrangements:**

- Making special arrangements for candidates to take examinations is the responsibility of the examinations officer with the SENCO.
- 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 examinations officer.
- Invigilation and support for access arrangement candidates will be organised by the examinations officer in consultation with the SENCO.
- A separate statement for access to examinations will be circulated by the examinations officer and will be in accordance with guidance from the examining bodies.

**ESTIMATED GRADES**

- Heads of department will submit estimated grades to the examinations officer when requested by the exams officer and in line with examination board requirements

**MANAGING INVIGILATORS AND EXAMINATION DAYS****Managing Invigilators:**

- External invigilators may be used as appropriate for external examinations but the final decision will be made by the Head Master and his Deputy.
- The recruitment of invigilators is the responsibility of Head Master and his Deputy.
- Recruitment documentation, including appropriate Criminal Records Bureau checks will be completed in accordance with the safer recruitment procedures of De La Salle College following national guidelines
- The administration of this process is the responsibility of the Deputy Head.
- Invigilators will be timetabled and briefed by the examinations officer.

- Invigilators' rates of pay are set by the Head Master and his Deputy and approved by Board.

### **Examination Days:**

- The examinations officer will reserve all examination rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators in line with security guidelines.
- The Caretaker/Porter is responsible for setting up the allocated rooms.
- The examinations officer or the lead invigilator will start all exams in accordance with JCQ guidelines.
- Subject staff may be present outside the examination room at the start of the exam to assist with identification of candidates.
- In practical examinations subject teachers may be on hand in case of any technical difficulties.
- Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Subject Leaders at the end of the examination session.
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if specifically requested by the examinations officer.

## **CANDIDATES, CLASHES OF CANDIDATE EXAMINATIONS AND SPECIAL CONSIDERATION**

### **Candidates:**

- Candidates must wear school uniform and conform to JCQ examination regulations. The use of mobile phones and all electronic devices is forbidden. A detailed list of examination rules for candidates will be available from the examinations officer.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates will be dealt with in accordance with JCQ guidelines.
- Candidates may, in exceptional circumstances leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.
- If it is feasible, the examinations officer will ask Reception to attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### **Candidates with a clash of examinations:**

- The examinations officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging, in exceptional circumstances, overnight stays.

### **Special Consideration:**

- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, it is the candidate's responsibility to alert the centre, examinations officer or the examination invigilator to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor.
- The examinations officer will forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS**

### **Coursework:**

- Candidates who have to prepare coursework must do so by the date published by the examination board.
- Subject Leaders will ensure all work is ready for despatch at the correct time.
- The examinations officer will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work and estimated grades are to be provided to the examinations officer by the relevant Head of Department.

### **Appeals Against Internal Assessments:**

- Appeals will only be considered 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 relevant specification.
- Appeals should be made in writing before the end of June to the Head Master or his Deputy (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head Master's findings will be notified in writing, copied to the examinations officer and recorded for awarding body inspection.

## **RESULTS, ENQUIRIES ABOUT RESULTS (EARS) & ACCESS TO SCRIPTS (ATS)**



**Results:**

- Candidates will receive in person results slips on results day at the centre.
- Arrangements for Radnor House to be open on results days are made by the senior team.
- The provision of staff on results days is the responsibility of the senior team.
- In exceptional circumstances, results will be given by phone to the candidate or his parent if prior arrangements have been made with the Head Master or his Deputy.
- Any results not collected on the results day will be posted to the candidate's home address as identified on the school records.
- In very exceptional circumstances, results for a specific candidate can be collected by another person if approval has been arranged beforehand with the Head Master **IN WRITING**.

**EARs:**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there's been an error in marking. There is a strict cut off date.

**ATS:**

After the release of results, candidates may ask subject staff to request the return of Examination scripts within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE and A Level re-marks cannot be applied for once a script has been returned.

**CERTIFICATES**

Certificates will be distributed to candidates at a special celebratory event following the arrival of the certificates at Radnor House

At this event, certificates will be distributed and will be signed for.

Certificates may be collected after the event on behalf of a candidate by a third party, provided they have been authorised to do so **IN WRITING**.

Replacement certificates are sometimes obtainable directly from the examination board.

There is a cost for this and this cost and contact with the examination board is the responsibility of the candidate.

The centre retains certificates in a secure position in accordance with the records management retention and destruction schedule for schools issued by the boards.

**SECURITY OF EXAMINATION MATERIAL**

- It is the responsibility of the examinations officer to ensure the safe and secure storage of all examination material.
- No writing paper for external examinations must be left in an examination rooms but always be returned to the examinations office and stored securely.
- All examination papers delivered to Radnor House will be delivered securely to Reception. The examination officer will be contacted immediately and prompt removal of the papers arranged to the secure examination office.
- The examinations office is in a secure part of the building, has no external access, has additional secure key entry and is alarmed.
- No unauthorised persons will be permitted to enter the examinations office.

- All administration for specific examinations, checking and packaging of scripts will take place immediately following the examination and in the examination room unless circumstances (eg extra time) dictate otherwise. If this is the case, scripts will be checked and packaged by the examinations officer in the examinations office and not in other parts of the school.
- The security of examination material and the integrity of Radnor House as a centre must be paramount at all times.
- The examination office contains secure safes and filing cabinets and all examination papers must be contained in these at all times other than when the examination is in progress or preparation for the examination is taking place.