

Examination Policy 2020-21



Carnforth
High School

Author:

SLT Lead:

Governors' Committee:

Next Review Date:



Confidence

Purpose

Respect

Objective

To set up an efficient exam system with clear guidelines for all relevant staff.

Exam Responsibilities

Head of Centre – overall responsibility for the school as an exam centre.

Exams Manager – responsible for the organization of all external exams.

Heads of Departments

Each Head of Department is responsible for all exam entries, withdrawals and amendments for their subject. At the start of each academic year, the Exams manager will confirm with each Head of Department which qualifications they will be working towards with their students. If the Head of Department wishes to change syllabus or exam board, or offer additional qualifications, this must be authorised by the Head of Centre and the Exam Manager must be informed.

Entries

Examination entries are made by Heads of Departments and then passed to the Examination Manager. It is the responsibility of each Head of Department to ensure that the correct lists are issued to the Exams Manager.

The Exams Manager that will ensure that all HODs are notified of due deadlines.

Once entries are finalised, the Exams Manager will circulate timetables to candidates and publish seating plans on identified notice boards in advance of forthcoming examinations.

Amendments

All candidates will be entered for the relevant exams by the due date set by the exam boards. Amendments will be accepted by the Exams Manager up to the date set by the exam boards. Any late entries or amendments will be charged to the relevant department, except in exceptional circumstances.

Special Needs

It is the responsibility of SENCO to liaise with the Exams Manager regarding access arrangements for candidates with special needs, ensuring all information needed on each candidate is available. Separate rooms and invigilators are required for students needing extra time in exams, and for students needing a reader as well as extra time. Preferably the reader should be from the Learning Support department and be familiar to the students.

It is the Exams Manager responsibility to ensure all requirements are met.

All exam centre staff must ensure that the access arrangements are consistent with the law.

Examination Fees

Normal registration and exam fees will be paid by the centre.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Invigilators

The Exams Manager is responsible for ensuring the required number of invigilators are available for external exams and that the invigilators provision for training have been met. External Invigilators will be timetabled and met and briefed by the Exams Manager.

Securing CRB clearance is the responsibility of the centre administration.

External Examinations

1. Final entry numbers and levels are agreed between the Exams Manager and each Head of Department.
2. All exam papers are received and counted by the Exams Manager, before being stored securely.
3. No exam papers can be viewed by teaching staff, or removed from the exam room, until after the exam session has finished.
4. All exams will be conducted according to the rules laid down by the exam boards and within the start and finish times determined by the boards.
5. The Exams Manager will attempt to contact any candidate who is not present at the start of their exam and deal with them in accordance with exam board guidelines.
6. Any misconduct or irregularity must be reported to the Exams Manager who will then inform the relevant exam board and the Head of Centre.
7. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
8. The Exams Manager will identify exam clashes and will manage in accordance with JCQ regulations

All candidates will be issued with an Examinations Booklet prior to their examinations containing detailed information regarding procedures, conduct with copies of the JCQ examination regulations.

Coursework

Candidates who have to prepare coursework should do so by the required date. It is the responsibility of each department to ensure all coursework and coursework paperwork is ready to be despatched at the correct time. The Exams Manager will ensure all necessary correspondence is issued to HODs, who will post the coursework, and keep a record of all coursework sent off.

Appeals against internal assessments

The centre has a separate policy on this subject, which is available from the Exams Manager. The main points are:

1. Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
2. Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistency or in accordance with the specification for the qualification
3. Appeals must be made in writing to the Exams Manager who will meet with an Assistant Head and another Senior member of the teaching staff, to decide whether the process used conformed to the necessary requirements.
4. The findings will be notified in writing and recorded for awarding body inspection.

Results

Candidates will receive individual results slips on result days in person or by post (candidates to provide SAE) Results for external exams will be available for collection on the day specified by the exam boards.

Candidates and Heads of Department should check all results carefully and discuss any queries with the Deputy Headteacher/Exams Manager.

Enquiries About Results

EAR's for general qualifications may be requested by centre staff or candidates if there is reasonable grounds for believing there has been an error in marking. The Deputy Headteacher will discuss the feasibility of a re-mark with the HOD.

Centre staff may also request scripts for investigation or for teaching purposes. The candidate's consent must be obtained and the relevant department will be charged.

Certificates

Certificates are to be held securely by the centre and then presented in person. Certificates may be collected by a third party, on behalf of the candidate, provided they have been authorised to do so.

Fire Alarms and Evacuations

In the event of a fire alarm during an exam, invigilators should await the signal to evacuate before taking action. Normal evacuation procedures should then be followed. All invigilators have been issued with instructions and the centre has a separate Emergency Evacuation Policy in place for consultation.