



EXAMINATIONS POLICY

Audience	Parents/Carers; Staff; Governors
Date for renewal/updates/review	Annually
Name of person responsible for monitoring	Examinations Officer
Agreed by Curriculum & Assessment Committee	22 January 2019
Ratified by Governing Body	11 February 2019

Hampstead School is committed to providing all students with consummate examination and controlled assessment arrangements. The School is committed to the UN Convention on the Rights of the Child (Article 28: Every child has a right to education) and will prepare all students well for controlled assessments and examinations and provide clear information about course requirements, specifications, dates and procedures.

Information about assessment events and examinations will be shared with all parents/carers, who will also be alerted to any specific issues throughout the examination period.

The **Examinations Procedures** document details every aspect of the management of exams. However, the following are key aspects of examination policy.

Remarks and Retakes:

Retake decisions will be made by Heads of Faculty in consultation with their SLT line manager, usually subsequent to a discussion with candidates, Parents/carers will be informed. In addition to any re-remarks requested by the school, parents/carers may request a remark through the Examinations Officer, at least a week before the Examination Board's deadline for which a charge will be made.

Key Stage 5: there is an expectation that all students leave the School with a good set of qualifications. Decisions on entry for examinations will be made by Heads of Faculty in consultation with SLT Line Manger, candidates, and the Examinations Officer.

Examination Charges:

Parents/carers may be asked to contribute to examination fees if a student fails to attend examinations with no legitimate reason or if a retake or remark is contrary to the school's advice.

Private Candidates:

Private/ External candidates will only be accepted if they have previously studied at Hampstead School and are not enrolled at any other institution in the same academic year as the examination or re-sit they wish to apply for and can be integrated with the successful running of examinations for Hampstead School students. The cost for these students is £50 plus any entry fee submitted within the entry fee deadline. Penalty/ late fees will be passed onto the applicant.

Signed: _____ *Anne Clarke* _____
Chair Curriculum & Assessment Committee

Date: 11 February 2019

EXAMINATIONS PROCEDURES

1. Examination Responsibilities:

1.1 Examinations Officer:

Has overall responsibility for the school as an exam centre:

Manages the administration of public and internal exams and analysis of exam results:

- Advises the senior leadership 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 to staff, governors, candidates and parents/ carers of an annual calendar for 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 timetable that will affect them
- Administers access arrangements and makes 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*
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Submit candidates' controlled assessment marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with SLT, any appeals/ re-mark requests
- Monitors exams invigilators responsible for the conduct of exams

1.2 Senior Invigilators:

- Maintain systems and processes to support the timely entry of candidates for their exams
- Collect exam papers and other materials from the exams office before the start of the exam and returns them in the correct order at the end of the exam
- Check and store securely all exam papers and completed scripts

1.3 Heads of Faculty:

- Submit candidate names and all qualification unit entry codes to Examinations Officer.
- Complete entry and all other mark sheets with adherence to deadlines as set by the Exams Officer.
- Complete the coursework and controlled assessment mark sheets and centre declaration sheets.

1.4 SENDCO:

Identifies and test candidates' requirements for access arrangements and applies for approval online. All information is then passed to the Examinations Officer.

2. The Statutory Tests and Qualifications Offered:

The statutory tests and qualifications offered at this centre are decided by the SLT in consultation with Heads of Faculty.

3. School Exams:

Internal school exam timetables will be agreed by the SLT Lead on examinations in conjunction with Heads of Faculty.

Most routine school exams/ assessments are not held under external exam conditions in that statutory notices are not displayed. There are occasions, for example during Pre-Public

Examination Weeks, where examinations are held in formal examination spaces and invigilated under appropriate external examination rules, this is to prepare students for the actual public examination experience.

4. Examination Timetables:

The Examinations Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

Timetables for public examinations will be displayed on the website. There are no more modular exams.

5. Entries, entry details, late entries and retakes:

Candidates are selected for their exam entries by subject teachers and these are agreed by Heads of Faculty.

A candidate or parent/carer can request a subject entry, change of level or withdrawal which will then be discussed with the Head of Faculty, who makes the final decision.

Late entries or late changes to entries will be paid for from subject capitation.

Retake decisions will be made in consultation with candidates, Heads of Faculty and the Examinations Officer. Parents / carers will be informed. Generally, candidates will be entitled to 1 retake per subject at Key Stage 4.

Key Stage 5: there is an expectation that all students leave the School with a good set of qualifications. Decisions on entry for examination will be made in consultation with candidates, Heads of Faculty and the Examinations Officer. The School will pay the cost of the first entry to each examination. The cost of any re-takes will be the responsibility of the student.

6. Exam Fees:

- GCSE exam fees are paid by the centre
- Late entry or amendment fees are paid by the centre
- 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
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry

7. Equalities Act, Special Needs and Access Arrangements:

The Equalities Act 2010 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 identified by the SENDCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO (JCQ rules).

Rooming for access arrangement candidates will be arranged by the Examinations Officer, in conjunction with the SENDCO.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.

8. Estimated grades:

The Subject Leaders will submit estimated grades to the Examinations Officer when requested.

9. Managing invigilators:

The recruitment of invigilators is the responsibility of the Examinations Officer, in conjunction with the SLT Lead for examinations. The school's policy is that all prospective invigilators to be on the school payroll will be interviewed. However, this is not practicable when using agency invigilators at peak examination times.

Invigilators are timetabled and briefed by the Exams Officer or Senior Invigilator.

10. Exam days:

The Examinations Officer will make the question papers, other exam stationery and materials available for the invigilation team.

The lead invigilator is responsible for setting up examination spaces, as directed by the Examinations Officer. This includes displaying the seating plan well in advance of the exam, checking that all seat numbers are visible and checking the state of the desks.

The appropriate Head of Year and SLT Lead will be present to assist with students entering the exam room and/ or to phone any missing students. The Head of Faculty / Subject Leader or selected team members, for large exams, will be available to assist.

Generally, subject staff may not be present in the examination hall at the start of the exam and should not enter the space during the course of an exam.

Exam 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 Heads of Faculty/ Subject Leaders at the appropriate time.

The lead invigilator will start all exams in accordance with JCQ guidelines.

11. Candidate Infringements and Clash candidates:

The centre's published rules on acceptable dress (school uniform for all KS4 students), behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Any KS4 candidate who arrives in unacceptable dress will be referred to the Head of Year, who will make a decision about the best course of action which may include completion of the exam in a different space.

Any failure to follow the school's Behaviour for Learning policy or JCQ regulations will be deferred to the end of the examination, unless it is so extreme that it may put others at risk or seriously jeopardise the chances of other students. In such cases the candidate will be removed from the exam.

Any infringement of JCQ regulations or suspected malpractice will be dealt with in accordance with JCQ guidelines at the end of the examination. All investigations are coordinated by the Examinations Officer and the SLT Lead for examinations will be informed on the day of any issues that have arisen and will be consulted and agree on any ensuing action.

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision in the event of clashes.

12. 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 Examinations Officer will then submit an application for special consideration to the relevant awarding body within seven days of the exam

13. Results, enquires about results and access to scripts:

- Candidates will receive individual results slips on results days in person at the centre/ by post to their home addresses.
- Arrangements for the school to be open on results days are made by the Exams Officer and agreed by the SLT lead on examination
- The provision of staff on results days is the responsibility of the Examinations Officer
- Enquiries about results 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 enquiry about a result, a candidate may apply to have an enquiry carried out. If a candidate requires this, against the advice of subject staff, they will be charged
- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results
- If a result is queried, the Examinations Officer, teaching staff 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 all past results services, the consent of candidates must be obtained.
- Re-marks cannot be applied for once a script has been returned.

14. Certificates:

- Certificates are presented in person, posted (recorded delivery), collected and signed for
- 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 six years if uncollected

15. Examination Emergency Evacuation

In the event of an emergency situation including fire alarm during examinations, the following procedures apply:

- Lead Invigilator to note the time of the emergency situation/fire alarm and how long the examination has been going on, then follow the school's emergency procedures as follows:
 - All examination question and answer papers and materials **to be closed and left on the candidates' exam desk**
 - Candidates to **remain seated in silence**
 - **Lead invigilator to await communication from Examination Officer/SLT** as to whether the hall should be evacuated

If it is necessary to evacuate, candidates are instructed as follows:

- Candidates are told to remain calm and to leave their belongs and papers on their desk
- Candidates leave row by row via the nearest fire exit and **make their way to the assembly point in silence**
- Candidates **MUST NOT** take anything out with them - No bags or personal belongings should be taken out of the Hall with the candidates
- An invigilator **MUST escort all groups** so that no candidate is left unsupervised
- **IMPORTANT – BEFORE** the students exit the Hall, reminders are given that they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another about the exam and that **a breach of regulations could mean disqualification from their examination**
- **UNDER NO CIRCUMSTANCES** are students to take their mobile 'phones or other electronic devices outside with them; this will be a breach of examination board regulations and they will risk disqualified from their examination
- One invigilator **MUST** leave with a group at each fire exit
- The registers (photocopied and original) should be taken out with the invigilators, together with pens - Invigilators **MUST** take a roll-call, to ensure that all candidates are present and accounted for

- **IMPORTANT** - the candidates **MUST** assemble at the designated assembly point away from other students not taking examinations to ensure that they are isolated from the other classes/ students.
- Candidates are lined up according to the examination taken e.g. one line for GCE Media, one line for GCSE French etc.
- Invigilators will keep in contact with the Head/ SLT Lead and ask them if you have the all clear before re-entering the Hall
- Note the time of re-starting the examination and change the finish time accordingly; Inform the Examinations Officer of the incident immediately, so that a Special Consideration Form can be produced and a report can be made and sent to the relevant awarding body

NB: The Hall should be locked so that the papers and the student's belongings are secure, this may mean that the site staff need to be contacted.

For smaller examination rooms, the same rules apply as appropriate for the environment; leave by the nearest exit and assemble at the designated assembly point.

16. CONTROLLED ASSESSMENT

Definition:

Controlled Assessment is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It enables teachers to authenticate and confirm that students have carried out assessment tasks in accordance with exam specifications.

Responsibilities:

16.1 SLT Lead for Examinations:

To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment.

16.2 Examinations Officer:

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment
- To be familiar with general instructions relating to controlled assessment from each relevant GCSE awarding body
- In collaboration with Heads of Faculty, to submit controlled assessment marks to the relevant awarding body via mark sheets sent by the Examinations Officer
- Dispatch of students' assessments for moderation is done by the Examinations Officer
- In collaboration with the Heads of Faculty, to make appropriate arrangements for the security of controlled assessment materials where necessary

16.3 Heads of Faculty:

- To be familiar with JCQ instructions for conducting controlled assessments within their subjects
- To understand and comply with specific instructions relating to controlled assessment for the relevant GCSE awarding body.
- To undertake appropriate departmental standardisation of controlled assessments
- In collaboration with the Examinations Officer, to submit controlled assessment marks to the relevant awarding body.
- In collaboration with the Examinations Officer to dispatch students' assessments for moderation
- In collaboration with the Examinations Officer, to make appropriate arrangements for the security of controlled assessment materials

16.4 SENDCO

- To be familiar with JCQ instructions for conducting controlled assessment with reference to special access arrangements
- To co-ordinate requests for special access arrangements

16.5 Subject Teachers

- To undertake controlled assessments in accordance with specific instructions from the relevant GCSE awarding body and procedures put in place by the school
- To take part in appropriate departmental standardisation of controlled assessments

16.6 Task Setting:

- In accordance with specific GCSE awarding body guidelines, Heads of Faculty will be responsible for the selection of controlled assessment tasks from an approved list or for setting appropriate centre specific tasks
- Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

16.7 Task Taking:

- Controlled assessment tasks will be undertaken with three levels of supervision:
 - *Formal (high level of control)*
 - *Informal (medium level of control)*
 - *Limited (low level of control)*

Heads of Faculty will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task. Levels of supervision are clearly outlined in each subject specification.

16.8 At Hampstead School formal supervision means:

- Candidates will be under direct supervision at all times – in most cases, supervision will be undertaken by the class teacher
- Use of resources and interaction with others will be limited to what has been specified by the GCSE awarding body
- Tasks will be undertaken during normal timetabled lessons in the usual teaching base
- Subject specific display material with direct relevance to an assessment task will be covered up
- A record will be kept of the time, date of each assessment, together with the name of the supervisor(s) and all students present for the assessment session(s)
- A separate record of any incidents which occur during assessments will also be kept
- Use of mobile phones will be prohibited
- Computers will not be used, unless there is a strong case presented by the Head of Faculty and agreed by the SLT Lead for examinations. If this is the case: Internet / email access will be prohibited as appropriate
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible:
 - A record will be kept of the time, date of each assessment, together with the name of the supervisor(s) and all students present for the assessment session(s)
 - A separate record of any incidents which occur during assessments will also be kept.

16.9 At Hampstead School informal supervision means:

- Interaction with others, including group work is permitted
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final/ formal assessment is the candidates own work
- Sources used by candidates are clearly recorded

16.10 At Hampstead School limited supervision means:

- Some aspects of work may be undertaken completely without supervision/ outside the classroom – this may include research and data collection
- Class teachers will make close reference to the relevant awarding body specifications when applying limited supervision

16.11 Task Authentication and Marking:

- Each year, before the first controlled assessment is conducted in school, all students in Year 10 will be issued with a copy of the *JCQ Notice to Candidates GCSE and Principle Learning: Controlled Assessments*
- Candidates will be reminded of the key points from this document before completing each assessment task
- Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given/ sources used have been acknowledged
- Class teachers responsible for supervising and marking controlled assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate; breach of professional standards in this area may be deemed gross misconduct
- This school will use the JCQ declaration of authentication for controlled assessments or a similar document provided by the relevant GCSE awarding body
- If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task
- If candidate malpractice is suspected, this will be referred to the relevant Head of Faculty and Examinations Officer who will follow the guidance set out in the JCQ instructions for controlled assessment
- Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification; work will be annotated according to subject specification requirements
- Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard
- If a controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines

16.12 Factors affecting individual candidates:

- If a candidate misses part of a controlled assessment task through absence, an alternative supervised session will be organised
- The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school
- Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements and this will be co-ordinated by the SENDCO
- The school will consider requests to repeat controlled assessment tasks if they are made before marks have been submitted to the relevant awarding body; decisions will be made on an individual basis, by SLT in consultation with Heads of Faculty
- If a controlled assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision

Schedule for Controlled Assessment:

The school will produce a schedule showing periods of controlled assessment for each subject. This will be linked to the whole school calendar and extra-curricular events in order to prevent candidates from missing important assessments. As far as possible the school will adhere to the published schedule of assessments.