

## BISHOP WORDSWORTH'S SCHOOL

### PUBLIC EXAMINATIONS POLICY

**Note:** *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the boy or who has care of him.*

#### GENERAL

1. The Governors recognise the importance of assessment through public examinations at Key Stages 4 and 5 which provide pupils with academic qualifications.
2. The Governors further recognise the need to maintain the highest standards in administering public examinations in accordance with the requirements of the Department for Education, the Qualifications and Curriculum Development Agency, and the Joint Council for Qualifications and Examinations Boards.
3. The implementation of this policy is to take account of strategic planning and routine administration discussed in meetings of the Leadership Team, of Head of Faculties / Departments and of the full Staff.

#### RESPONSIBILITIES

4. **Examinations Officer.** The responsibilities of the Examinations' Officer are as follow:
  - a. To attend briefings/liaise with awarding bodies, find out changes to regulations, and ensure latest developments and best practice is followed; and to disseminate information as applicable to both students and teachers.
  - b. Communication with Examination Boards, BWS candidates, parents and members of staff, and with SWGS Examinations Officer and members of staff.
  - c. Be responsible for accurate and timely entries and amendments to examination boards – in liaison with SWGS - and reminding teaching staff as required to ensure deadlines are met to minimise late entries.
  - d. Liaison with Statement of Educational Needs & Disabilities Coordinator (SENDSCO) and Heads of Department to ensure that any pupils with special needs are catered for (see also Paragraph 6 below); and then incorporating these arrangements into examination timetables and maintaining accurate records for each candidate, which are held securely in the examinations office for scrutiny by Examination Board Inspectors.
  - e. Check through all examination and other papers received from the examination

boards and ensure secure storage.

f. Organise exam materials, particularly the safe custody of question/answer papers together with the dispatch of completed papers.

g. Provision and training of invigilators.

h. Manage the running of exams eg timetables, special arrangements, briefing of candidates, resolving clashes, provision of materials, collection and dispatch of scripts.

i. Ensure the examination rooms are booked and adequately equipped (eg exam desks) in liaison with the Site Manager and Cover Manager, checking that they are set up in accordance with the examination board regulations.

j. Meet with the examination board inspectors as required.

k. Manage the downloading and issue of results and certificates, and liaise with Assistant Head for Assessment in relation to statistics.

l. Manage all communications received from and sent to the examination boards, parents, students etc including producing and despatching candidates' timetables and general post exam queries eg about re-sits, access to scripts, appeals or queries from employers and past students.

m. Communicate with students/parents regarding the collection of fees/voluntary contributions and manage the processing of all examination fees in liaison with the school finance department.

n. Take reasonable steps to contact candidates absent from an examination sitting.

o. Management of Enquiries about Results, Appeals, Malpractice and Special Considerations.

p. Control the exams' delegated budget in liaison with the Bursar, particularly in relation to the Joint Courses with SWGS.

q. Contribute to the annual Leadership Team review of the Public Examinations Policy.

r. Maintain the Non-examination Assessment Risk Management Register in accordance with Joint Council for Qualifications and Examinations Board requirements.

s. Maintain a Register of Interests for staff undertaking work for Examination

Boards. Format at Annex D.

t. Inform the Heads of Sixth Form and Middle School of the awarding bodies' national contingency day for papers that are not able to be taken at the published time due to emergencies.

5. **Absence of Examinations' Officer on an Exam Day– Contingency Plan.** If the Examinations' Officer is absent on the day(s) of a public exam the Contingency Plan is at Annex C.

6. **Access Arrangements Coordinator and SENDCO.** Assessment of students' needs for access arrangements and special provision, including the use of Word Processors in examinations to comply with Joint Council for Qualifications Joint Council for Qualifications (JCQ) regulations. The requirements for the use of word processors are at Annex B.

7. **Receptionists.**

a. Take receipt of deliveries.

b. Liaise with carrier collection/postage of scripts and coursework.

8. **The Invigilation Team.** The Team is made up of Invigilators, led by the Examinations Officer, who form a rota for taking materials to examination sittings, for starting and ending the sittings and returning the materials afterwards to the Examinations Office for packaging and safe storage prior to dispatch for marking.

9. **Invigilators.**

a. Invigilators, organised by the Examinations Officer, are drawn from past members of staff, parents and other known individuals and are paid at rates agreed with the Bursar.

b. Current members of staff are scheduled to attend examinations with larger numbers of candidates in a supervisory capacity should invigilators require assistance. Examinations with smaller numbers of candidates are supervised by invigilators who are drawn from the pool identified in subparagraph 9a above.

10. **Senior Management.** Each summer the Assistant Head – (Assessment), after liaising with the Examinations Officer, is to process results for later statistical returns, and report on the quality of results to the Governors, Leadership Team and Staff, and, during departmental reviews, with Heads of Faculties / Departments. Subsequently the Assistant Head – (Assessment) is to discuss these results with delegated representatives of the Governing Body. The Head is responsible for press releases.

11. **Heads of Departments.** Heads of Department are responsible for

checking provisional statements of entry, endorsing candidates' re-sit entries, completing non-examination assessment / coursework mark and estimated grade sheets and liaising with the Examinations Officer over the despatch of coursework for moderation/marking as well as in other routine matters.

**12. Non-examination Assessment Responsibilities.** The staff responsibilities are outlined at Annex A.

## **WORK UNDERTAKEN FOR EXAMINATION BOARDS**

13. Any member of staff who wishes to undertake work for Examination Boards is first to seek the permission of the Head. The Register of Interests at Annex E (and see Subparagraph 4s above) is to be completed by members of staff who undertake any work, eg: as setting examination papers, moderating coursework/ non-examined assessments or marking examination papers.

## **FINANCE**

14. Fees charged by the examination boards are met by the School, with the following exceptions which are invoiced to candidates:

- a. Fees for re-sit entries.
- b. Fees for subjects not on the curriculum and for which BWS candidates are prepared independently.

15. Any charges made by the examination boards for Enquiries about Results and for photocopied or original scripts, are passed to candidates.

16. Prior to the examination season each year, parents of candidates receive letters concerning the cost of examination fees and an invitation to consider voluntary donations to offset the costs of their sons' entries.

## **ENTRIES**

17. Entries are made by the School at which the student is on roll, that is: either BWS or SWGS. Entry details from the Teaching School are passed to the Home School, which will in turn arrange for the relevant examination entries to be made.

18. Entries at BWS made for private or external candidates are treated on an individual basis and candidates cover the cost of the examination entry and any administration fee.

## **VENUES**

19. During the main examination seasons in May/June, the majority of examinations are sited at BWS with alternative venues used as necessary to accommodate particular

requirements.

## **APPEALS**

20. **Candidate Actions.** In this section 'parent' is to be substituted for 'candidate' if the candidate is less than 16 years of age.

21. **Appeals Against an External Examination Result.** A candidate may appeal the result of an external examination. There is a deadline for receipt of an appeal by the examination board which is advised to candidates. The procedure is as follows:

- a. Requests, verbal or written, are to be made to the School Examinations Officer outlining the reason for the appeal.
- b. The School Examinations Officer is to explain that there are two types of appeal: a clerical check of marks on the papers or a re-mark of the papers and that both could result in the candidate's marks and grade being raised or lowered. If the candidate wishes to continue with either type of appeal the Examinations Officer is to obtain the candidate's consent for the appeal in writing.
- c. The School may not support an appeal if it does not believe that this in the best interest of the candidate. This decision can be appealed by the candidate: see Paragraph 23 below.
- d. If the School supports the appeal, the Examinations Officer is to complete the on-line application form which includes confirmation to the awarding body that the candidate's written consent for the appeal has been obtained.
- e. Written appeal consents are to be retained by the Examinations Officer for at least six months following the outcome of the appeal or any subsequent appeal.
- f. The Examinations Officer will be advised of the result and is to notify the Candidate.

22. **Appeals Against Decisions Not to Support an Appeal for an External Examination.** A candidate appeal regarding an external examination result will often be supported. However, if the School decides that there are no grounds for an appeal, this decision may itself be appealed as follows:

- a. The appeal is to be addressed to the Head stating the details of the complaint and the reason for the appeal.
- b. All appeals are to be copied to the Examinations Officer within two working days of receipt. Any response by the Examinations Officer is to be made in writing to the Head who is to copy the response to the appellant within two working days.

c. Should the appellant be dissatisfied with the response, he may request in writing a personal hearing with the Head which is to be arranged within five working days of the receipt of the request.

d. The hearing is to be chaired by the Head with two other individuals who have not previously been involved in the appeal. One is to be a member of the Leadership Team and one a Bishop's Governor. The Examinations Officer and the candidate's parents are to be invited to attend.

e. A written record of the appeal is to be made, including the outcome of an appeal and the reasons for that outcome. The candidate is to receive a copy within two working days. This decision is final.

**23. Appeals against Non-examination Assessments of Public Examinations.** A candidate may appeal the grade or mark given by the school for a Non-Examination Assessment by writing (or emailing) within five days from receipt of the mark to the School Examinations Officer stating the reasons for the appeal. The Examinations Officer is to inform the relevant Head of Department/Teacher concerned within two working days so the procedure below can be initiated and completed before the awarding bodies' published deadlines for the submission of marks:

a. Each candidate with an entry for centre-assessed work is to be informed of the mark(s) awarded and advised that he may request copies of materials to assist him in considering whether to request a review of the School's marking of the assessment.

b. If a candidate requests copies of material, they are to be made available to him promptly.

c. Candidates are to be given sufficient time (at least 5 days) in order to allow them to review copies of materials and reach a decision.

d. Sufficient time is to be planned for the marking review to be completed and the candidate informed, in writing or by email, of any changes to the marks before the awarding body's deadline.

e. The review of marking is to be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review. The assessor is to be instructed that the candidate's mark is consistent with the standards set by the School as an exam centre. If the review is by an external assessor a fee will be charged. The fee is to be advised to the candidate before the review is commenced.

## **MONITORING**

24. This Policy is monitored by the Deputy Head and Examinations Officer working with the Head.

## **EVALUATION**

25. This policy will be evaluated and reviewed annually by Governors.

This policy was adopted by Governors on 9.05.06, 5.10.06, 09.10.07, 02.12.08, 17.11.09, 16.11.10, Annex A adopted and added on 12.01.11, 23.11.11, 21.11.12, 14.11.13, 18.11.14, 10.11.15, Annex C added 30.03.16, 17.11.16, Annex A amended for non-exam Assessments 18.04.17, 20.03.18, 18.03.19

### **Annexes:**

- A. Staff Responsibilities Non-examination Assessment.
- B. Use of Word Processors in Examinations.
- C. Contingency Plan – Examinations Officer Absent on an Exam Day.
- D. Register of Interests.

## **STAFF RESPONSIBILITIES - NON-EXAMINATION ASSESSMENT**

1. The main staff responsibilities for Non-examination assessment are outlined below.

### **SENIOR LEADERSHIP TEAM**

2. Responsible for the safe and secure conduct of non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

### **HEAD OF MIDDLE SCHOOL/ HEADS OF SIXTH FORM**

3. Coordinate with Heads of Department to schedule non-examination assessments.

4. As part of this in conjunction with the Deputy Head to resolve:

- a. Clashes/problems over the timing or operation of non-examination assessments.
- b. Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc).

5. Ensure that all staff involved have a calendar of events.

### **HEADS OF DEPARTMENT**

6. Decide on the awarding body and specification for a particular GCSE/A Level.

7. Ensure that at least 40% of overall assessment (non-examination and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.

8. Standardise internally the marking of all teachers involved in assessing an internally assessed component.

9. Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.

10. Ensure that individual teachers understand their responsibilities with regard to non-examination assessment.



11. Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
12. Supply to the exams office details of all unit codes for non-examination assessments.
13. Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
14. Ensure that candidates' work is secure between assessment sessions (if more than one).
15. Post completion: retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been completed.
16. Ensure that the students and supervising teachers sign authentication forms on completion of an assessment.

## **TEACHING STAFF**

17. Understand and comply with the general guidelines contained in the JCQ publication 'Reviews of marking – centre assessed marks GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments' (outlined in Paragraph 24 above of this Policy.)
18. Understand and comply with the awarding body specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
19. Supervise assessments (at the specified level of control). Undertake those tasks required under the regulations, only permitting assistance to students as the specification allows.
20. Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
21. Retain candidates' work securely between assessment sessions (if more than one).
22. Ask the access arrangements & learning support coordinators for any assistance required for the administration and management of access arrangements.

## **EXAMS OFFICE STAFF**

23. Enter students for individual units, whether assessed by non-examination assessment, external exam or on-screen test, before the deadline for final entries.

24. Enter students' 'cash-in' codes for the terminal exam series.

25. Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.

26. Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.

27. If a non-examination assessment cannot be conducted in the classroom, arrange suitable accommodation where it can be carried out.

## **ACCESS ARRANGEMENTS & LEARNING SUPPORT COORDINATORS**

28. Ensure access arrangements have been applied for and work with teaching staff to ensure requirements for support staff are met.

## **USE OF WORD PROCESSORS IN EXAMINATIONS**

1. **Aim.** The aim of this Annex is to ensure that the Joint Council for Qualifications (JCQ) regulations and guidance are correctly followed and applied in determining the use of word processors in examinations/assessments.
2. **Fundamental Principle.** A word processor may not simply be granted to a candidate because he prefers to type rather than write or can work faster on a keyboard, or because he uses a laptop at home.
3. **Permitted Use.** The use of a word processor must reflect the candidate's normal way of working within the school and be an appropriate aid for his condition. For example, the use of a word processor would be appropriate for a candidate with any of the following (and this list is not exhaustive):
  - a. A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly.
  - b. A medical condition.
  - c. A physical disability.
  - d. A sensory impairment.
  - e. Poor handwriting.
  - f. Planning and organisational problems when writing by hand.

**CONTINGENCY PLAN - EXAMINATIONS OFFICER'S ABSENT ON AN EXAM DAY**

1. If the Examinations Officer is absent for an exams' day the contingency plan is as follows. .
2. Site Team to be detailed to open the Exams Office.
3. Deputy Head/Assistant Head to take the lead and instruct invigilators and IT Staff.
4. Deputy Head/Assistant Head/Lead Invigilator to unlock the secure cabinet in order to access papers for the exam(s).
5. Lead invigilator to:
  - a. Move exam papers to the exam room.
  - b. Instruct other invigilators on their roles.
  - c. At the end of the exam(s) arrange for papers to be returned to the Exams Office, package up the scripts with the Attendance Register and lock completed papers in the secure storage to await despatch.
  - d. Complete Parcelforce log and await collection and signature from a Parcelforce employee.
6. Senior Information Officer to assist in any timetabling issues.
7. The main key holders for the Exams Office and the safe are:
  - a. Deputy Head /Assistant Head (Mr Harmsworth).
  - b. Lead Invigilator.
  - c. A member of the Finance Staff.

**ANNEX D  
TO PUBLIC EXAM POLICY**

**DECLARATION OF INTEREST REGISTER – 2017-2018**

To be completed by those members of staff who work for Examination Boards and:

- Set Examination Papers
- Moderate Coursework / Non-Examined Assessments
- Mark Examination Papers

Name	Set Examination Papers	Moderate Coursework /NEA's	Mark Examination Papers	Signature	Date
An other	yes		yes	An other	DD YMM YY
<b>Interests: eg setting exams for AQA, marking exams for OCR</b>					
<b>Interests:</b>					
<b>Interests:</b>					
<b>Interests:</b>					
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