

St Olave's Grammar School



EXAMS POLICY

Introduction

St Olave's is committed to ensuring that all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions.

Roles and responsibilities

The Headteacher (HM), Senior Leadership Team (SLT) and Exams Officer (EO) will be familiar with the contents of relevant annually updated JCQ publications regarding examination regulations and procedures.

The EO will ensure exam administrative procedures are undertaken and key dates and deadlines met. The EO will recruit and train a team of external invigilators.

The Special Educational Needs Co-ordinator (SENCo) will be familiar with the contents of the annually updated JCQ regulations on Access Arrangements and Special Consideration. SENCo will collect the evidence to support the access arrangements and reasonable adjustments process, including evidence of Specialist Assessors' qualifications.

Heads of Department (HoDs) will ensure teaching staff undertake key tasks, within the exams process and meet internal deadlines set by the EO and SENCo.

Reception staff will support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times.

Premises staff will support the EO in relevant matters relating to exam rooms and resources.

Invigilators will adhere to JCQ Instructions for Conducting Examinations ensuring the integrity and security of exams.

Candidates will confirm accuracy of exam entries and ensure they are familiar with relevant JCQ Information for Candidates documents. Candidates will attend examinations in accordance with school expectations (including behaviour and uniform) and JCQ regulations.

Access Arrangements

The SENCo identifies candidates' access arrangement needs from written evidence from external sources (Statement or Educational, Health & Care (EHC) Plan, Psychologist or Specialist Assessors' report or medical evidence) together with evidence of need and normal way of working within school.

A signed Data Protection Notice will be obtained from the candidate before an application is made via Access Arrangements Online (AAO).

Relevant evidence will be kept on file for JCQ inspection purposes.

Teachers should ensure that candidates are allowed their access arrangements in any assessment in the classroom, especially those which count towards their final grade.

Use of a Word Processor in exams

The normal way for candidates to take exams at this school is to hand write them. The use of a word processor must reflect the candidate's normal way of working within school and be appropriate to the candidate's educational needs. The particular types of candidates who would benefit from the use of a word processor in exams are those with a learning difficulty which has a substantial and long term adverse effect

on their ability to write legibly; a medical condition; a physical disability; a sensory impairment; illegible handwriting; or severe planning and organisational problems when writing by hand.

The School will provide a word processor which meets the requirements of the JCQ for eligible candidates to use in exams. It will be necessary for these candidates to provide their own laptop for normal school use, to enable the School to collate a portfolio of evidence which must be made available for inspection by the JCQ, if requested. The use of a word processor in a particular exam must be appropriate to the nature of the exam.

Any candidate who believes they should be using a word processor for exams should contact the SENCo by the end of the Autumn term of the academic year in which they wish to use this facility. Applications for use of a word processor made after January mocks will only be allowed under exceptional circumstances and must be at the instigation of a subject teacher.

During an examination the candidate must adhere to the following (in addition to all other exam regulations):

- Only a school provided laptop may be used. Only word processing software, without spell check, will be available.
- The candidate must use the exam template document.
- It is the candidate's responsibility to advise the invigilator immediately if the laptop they are using does not appear to be functioning correctly.
- The candidate will be responsible for regularly saving their work to both the laptop and the memory stick provided.
- It is the candidate's responsibility to tell the invigilator if they have completed any questions in the normal answer booklet.
- The candidate must remain under exam conditions until they have handed in a printed copy of their work which they have signed on all pages.

Separate invigilation within the centre

Access arrangements candidates with extra time, rest breaks or use of word processor in exams will normally be accommodated together but separate from the main venue for the exam.

Entries

St Olave's does not accept entries from Private Candidates. GCSE re-takes are not available in school. Entries for extra subjects are not accommodated unless not feasible to be taken elsewhere due to exam clashes.

Where estimated entries information is required by the awarding bodies this will be supplied by the EO based on Specification Information sheets completed by from HoDs and numbers of students on courses.

Entries will be made according to Specification Information sheets. HoDs are responsible for checking that the correct entries have been made in their subject.

Year 12 students will only be entered for AS Level exams for the subject they are not continuing in Year 13.

Any re-takes of AS modules (legacy specifications) must be paid for by the candidate and are subject to approval by the relevant HoD. A re-take form must be handed in to the Exams Office and payment made before the allotted deadline, otherwise no entry will be made. If a candidate wishes to re-take a linear AS Levels this will only be considered where the subject is not taken for A Level, all costs will be covered by the candidate.

Students may be allowed to re-take A level examinations at St Olave's, in the year following their departure, at the discretion of the Examinations Officer.

The school will pay the AEA/STEP entry fee for candidates who are required to sit the exam as part of a university offer. Extra STEP entries will be paid for by the candidate.

Candidates will receive an exam Statement of Entry and are responsible for checking them and reporting any errors or omissions before the entry deadline. For any later amendments that will incur a fee, the candidate will pay the fee.

Candidates may be required to reimburse the school for entry fees if they fail to complete any course.

Following an agreement that a student will drop a subject, the Assistant Head Pastoral or Director of Sixth Form will inform the Exams Office as soon as possible so that entries can be amended and refunds obtained where possible.

Pre-exams

Information for candidates

The EO will issue relevant JCQ information for candidates.

Individual candidate timetables will be sent to candidates and the rooming information will be available on the school website.

The EO will issue information on exam clashes to relevant students.

Invigilation

St Olave's will apply for a DBS check for any invigilator that doesn't already have a current DBS certificate which has been applied for through the London Borough of Bromley.

The EO will:

- recruit and train invigilators
- provide an invigilation handbook or brief invigilators accordingly
- allocate invigilators to exam rooms as per the required ratios

Internal assessment (GCE coursework, GCSE controlled assessment and non-examination assessment)

(Also see Internal Appeals and Appendix 2)

HoDs will ensure that teachers in their department follow the appropriate JCQ instructions for conducting coursework (CW)/controlled assessment (CA)/non-examination assessment (NEA).

Candidates and teachers will authenticate work as per awarding body requirements.

HoDs will supply marks for internally assessed components to the EO at least 3 weeks before the awarding body deadline. As per JCQ regulations, students will be informed of the marks awarded, prior to submission of marks to the awarding body. The moderation process may result in changes to the marks so these must not be converted to equivalent grades.

The EO will ensure all marks are submitted by the awarding body deadlines.

HoD will prepare required samples with all necessary paperwork to send to the moderator. EO will keep a log of samples sent to moderators.

HoDs will ensure that the work of candidates not included in the moderation sample is kept secure until any possible post results enquiries or appeals are completed.

During exams

Block study leave will be provided for summer examination sessions for students in Years 11 and 13.

Candidates must ensure they are familiar with the JCQ Information for Candidates – Written Exams document. They will attend examinations in accordance with school expectations on behaviour, in full school uniform and will abide by JCQ regulations.

In accordance with JCQ regulations **no mobile phones, electronic devices or wrist watches** are allowed in the exam room, these should be placed in a locker before the start of the exam.

Food and drink

Candidates may bring water into the exam room in a clear plastic bottle without a label. Candidates may also bring a snack or sweets provided that these are in clear plastic bag, with no other wrapping, and do not contain nuts.

Verifying the identity of candidates

Desk cards will include the candidate's photo from SIMS together with candidate number and legal name. In main venues a printout of the same information will be available for invigilators to refer to, if the identity of a candidate is in question.

Candidate absence

Once candidates are seated in the exam, invigilators will assist by alerting Exams Office staff to the absence of any expected candidates. Once the exam has been started the EO will make every attempt to contact the candidate or their parents to ascertain whether they are ill or should be in the exam. If they are late the EO will assist with making arrangements to keep them under supervision to meet JCQ requirements for late candidates and ensure the security of the exam. In the case of a very late candidate the EO will warn the candidate that their work may not be accepted by the awarding body and will report the necessary information.

Candidate illness and other mitigating circumstances

Candidates who are ill before an exam should email examsofficer@saintolaves.net immediately and speak to the exams officer by telephone (01689 820101) or in person no later than 45 minutes before the start of the exam.

It is normally best to sit an exam if feeling slightly unwell but infectious candidates may not be allowed to sit an exam. It may not be in a candidate's best interest to sit an exam while very unwell. The EO will advise if necessary. Any candidate who feels unwell during an exam should notify the invigilator at the time.

Candidates should, where possible, obtain medical evidence of any illness.

Candidates experiencing other difficulties at the time of the examination should notify the EO, if possible before the examination but at the latest within 24 hours of the exam.

The EO will apply for Special Consideration where appropriate.

Emergency evacuation procedure

Should the fire alarm sound in an exam, invigilators will follow the procedure for Emergency Evacuation during an Exam, which is included in the Invigilator Handbook and also as a laminated card in the invigilation box. A member of Exams Office staff or SLT will go to assist. Candidates must not communicate in any way so that the exam can continue once it is safe to return to the room.

Malpractice

Any suspected malpractice during exams or internal assessment will be investigated and dealt with in accordance with the JCQ Malpractice guidelines. Any incidents in exam rooms will be recorded on the Exam Record Sheet.

Unauthorised material

Candidates must adhere to the JCQ Regulations for unauthorised material as outlined in the JCQ Information for Candidates - Written Exams. Possession of unauthorised material during an exam is malpractice and will be reported to the relevant awarding body.

Plagiarism in internal assessment (CW/CA/NEA)

Plagiarism is defined as attempting to pass off someone else's work as your own. This includes text, visual images, musical ideas and data.

Any inclusion of work from published or unpublished sources of another person must be fully acknowledged. This should be done through quotation marks, referencing and a bibliography.

1) What to do if plagiarism is suspected:

In the first instance the HoD will meet with the student to determine whether, on the balance of probability, the plagiarism is intentional or unintentional (e.g. forgetting to reference work correctly) and inform the Assistant Head Pastoral or Director of Sixth Form (as appropriate to year of student) of the outcome.

Intentional plagiarism:

- If it is a piece of non-essential controlled assessment/NEA (ie another piece can be entered in its place) then the student will receive zero for the piece of work and may receive an internal suspension. The letter to parents from the Assistant Head Pastoral or Director of Sixth Form will warn of the consequences of a second infringement (see below).
- If it is an essential piece of controlled assessment/NEA (ie no other piece could be entered in its place) then the student will redo the work under timed supervision as part of an internal suspension. The work will then be remarked and submitted as usual. The letter to parents from the Assistant Head Pastoral or Director of Sixth Form will warn of the consequences of a second infringement (see below).

Unintentional Plagiarism

- The student will redo the appropriate piece of work under timed supervision outside normal School hours. The work will then be remarked and submitted as usual. The letter to parents from the Head of Department will warn of the consequences of a second infringement (see below).

If a student knowingly allows their controlled assessment/NEA to be copied they may be given an internal suspension.

The Assistant Head Pastoral and Director of Sixth Form will keep a record of all cases of plagiarism.

2) Persistent plagiarism:

If a student is found to have plagiarised on a further occasion (whether intentionally or unintentionally) they will receive zero marks for that piece of work (whether essential or not) and may serve a fixed term exclusion. The School will reserve the right to refer the matter to the appropriate examination board in such cases. The examination boards have a number of options available to them including disqualification. (See JCQ Guidance for further information).

Post exams

Results

Collection of summer exam results will be on the published JCQ results days at the times specified on the school website. Results must be collected by the candidate unless prior authorisation has been submitted using the Collection of Results Form. Results will not be emailed or given out over the phone.

Information on summer post-results services will be posted on the school website and will be included with results.

Access to Scripts

Candidates may have access to their exam scripts subject to published fees and deadlines. Instructions will be enclosed with results statements.

Review of Marking

Candidates wishing to apply for a Review of Marking must notify the Exams Officer by the allotted deadline. Any candidate applying for a review of marking must sign the consent on the request form to confirm they are aware that marks can go down as well as up. Parents cannot sign on the candidate's behalf.

The Exams Officer will only apply once payment has been received from the candidate. The cost will vary depending on the awarding body. Full instructions will be enclosed with results statements and be available on the school website.

Appeals following the outcome of an enquiry about results (EAR)

The school will only consider a request to appeal the outcome of a Review of Marking if the candidate has requested (and paid for) a copy of their reviewed script, which can be used to assess the merits of the case. The school will only appeal on behalf of a candidate if there are grounds for appeal. If the school is aware of grounds for appeal they will tell the candidate. An appeal has to be based on the awarding body not carrying out its procedures. For 2018 the additional grounds of the mark scheme not being applied correctly applies to AS/A Levels, Project qualifications and GCSE English or Maths (this will be extended to all GCSEs in 2019). An appeal will not normally result in further marking of the candidate's script.

The candidate should email the EO within **10 calendar days** of the notification of the EAR outcome to state their intent to appeal and the grounds for appeal. Subject to the centre's decision to support the appeal, this will allow the appeal to be processed and submitted to the awarding body within the required time. Awarding body fees which may be charged for the appeal must be paid by the candidate/parents in advance. If the appeal is upheld by the awarding body, this fee will be refunded.

Certificates

Students still attending St Olave's will receive their certificates via their form tutors. Leavers will need to collect their certificates from school reception or email to authorise another person to collect on their behalf. All certificates must be checked and signed for on receipt.

Internal Appeals

Appeals against Internal Assessment decisions (centre assessed marks)

St Olave's is committed to ensuring that whenever it's staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body specifications and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

St Olave's will ensure that candidates are informed of their centre assessed marks at least 2 weeks before marks are submitted to the awarding body, so that there is an opportunity to request a review of the centre's marking.

It is the responsibility of the student to seek clarification or request copies of material to assist them in considering whether to request a review of the centre's marking of the assessment. This must be done **within 3 days** of receiving their mark.

The HoD will, having received a request for copies of materials, promptly make them available to the candidate

Requests for reviews of marking must be made in writing **within 1 week** of receiving the mark, using the internal appeals form completed by the candidate and parent/carer (unless the candidate is over 18). Candidate permission must be given. A form can be collected from the Exams Office or printed from this policy. There will be a charge for requesting a review.

The review of marking will 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 review. The reviewer will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre.

The candidate will be informed in writing of the outcome of the review of the centre's marking.

The outcome of the review will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of the school and is not covered by this procedure.

Appeals against the centre's decision not to support an appeal of the outcome of an enquiry about results

The school will only consider a request to appeal the outcome of a Review of Marking if the candidate has received a copy of the reviewed script, which can be used to assess the merits of the case. The school will only appeal on behalf of a candidate if there are grounds for appeal.

If the candidate wishes to appeal against the centre's decision not to support an appeal, the internal appeals form should be completed and submitted to the centre within **5 calendar days** of the EO confirming a

decision. The grounds stated on the form will be considered by the Head of Centre and a further decision communicated to the candidate.

Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- an internal assessment decision (request for review of centre assessed marks)**
- centre decision not to support an appeal of the outcome of an enquiry about results**

FOR CENTRE USE ONLY	
Date received	

Candidate Number		Candidate Name	
Awarding body		Subject	
Unit/module/exam paper code		Unit/module/exam paper title	

Please state the grounds for your appeal below:

Continue overleaf if necessary

Appeal against an internal assessment decision (request for review of centre assessed marks)

Declaration

By signing here, I am confirming I understand that, as a result of the review of marking of internally assessed work, my mark could go down, go up or stay the same. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents and that the mark scheme was applied appropriately. I also understand that the mark submitted by the centre may be subject to change by the awarding body as a result of moderation. I confirm that I will pay the required fee for arranging the review of marking.

Candidate Signature:

Date of signature:

Parent Signature:

Appeal against a centre decision not to support an appeal of the outcome of an enquiry about results

Declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or alternatively for AS/A Levels, Project or GCSE English or Maths relate to the application of the mark scheme. I understand that appeals do not generally involve further reviews of marking of candidates' work. I confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Candidate Signature:

Date of signature:

Parent Signature:

The declaration against the relevant appeal must be signed, dated and returned to the Exams Officer. Parent signature is not required if the candidate is over 18.