

HINCHINGBROOKE SCHOOL

Inspiring Excellence Fulfilling Potential Developing Character



Policy Statement
on
EXAMINATIONS

Revised:

3 Yearly (C&S Committee)

Adopted by Governing Body:

February 2020

EXAMINATIONS AT HINCHINGBROOKE SCHOOL

1 Introduction

At Hinchingsbrooke School, we are committed to administering all examinations in a professional and competent manner to ensure the security and integrity of all examinations. All of the school's protocols and procedures reflect the instructions for conducting examinations in accordance with the Joint Council for Qualifications (JCQ) and CIE Handbook and LIBF and these Regulations will prevail in all circumstances for external examinations. Internal examinations are considered as practice for the 'real thing' and as such the school endeavours, as far as possible, to make them as close as possible to the experience a student will have in a final examination.

2 Aims of the Policy

This policy seeks to

- Ensure the integrity and security of the Examinations in accordance with the JCQ General and Vocational Qualifications: *Instructions for Conducting Examinations*, to include receipt and despatch of examination papers.
- Ensure the integrity and security of all Examinations in accordance with LIBF Instructions and guidelines
- Allow all students to access examinations, conforming to The Equality Act 2010 as applicable.
- Ensure the JCQ General and Vocational Qualifications: *Access Arrangements and Reasonable Adjustments*, The CIE Handbook and LIBF regulations are followed as applicable.
- Comply with Health & Safety Legislation.
- Provide Invigilators in compliance with the JCQ General and Vocational Qualifications: *Instructions for Conducting Examinations*, The CIE Handbook and LIBF Regulations.
- Provide Amanuensis, where formal arrangements are in place, in compliance with the JCQ General and Vocational Qualifications: *Instructions for Conducting Examinations*, JCQ Access Arrangements and Reasonable Adjustments, the CIE Handbook and LIBF Regulations.
- Ensure procedures meet auditory and regulatory requirements.

3 Qualifications Offered

All examinations offered at this centre have been approved by the relevant Awarding Organisation.

- For any new qualifications or examination boards, Department Heads will seek agreement from the Vice Principal with final approval being sought from the Head of Centre prior to a syllabus commencing.
- Upon approval from the Head of Centre, Department Heads are to advise the Examinations Manager of all new courses and examination boards, in order that registration may commence.

To note:

- In the event of a University entrance exam being required, it is the discretion of the centre as to whether this will be available. If it is not possible to offer such assessment, the Examinations Manager will provide help and advice to access it at another establishment.
- We are only registered as an On-line testing centre for BTEC qualifications.
- We do not currently accept Private Candidates. If we are to accept Private Candidates in the future this will only be with confirmation of any accompanying restrictions (eg coursework units must be carried forward by the candidate).

4 Who does what?

As the recognised Head of Centre, the Principal will ensure there are clearly defined roles and responsibilities laid down to ensure the effective and efficient carrying out of examinations within the school.

The day to day management and administration of all examinations falls to the Examinations Manager, who is employed specifically for this purpose.

Heads of individual departments are responsible for ensuring coursework and all accompanying paperwork is submitted by the deadline, completing all entry and mark sheets and for signing and checking student re-sit forms. They must also sign off any withdrawals from examinations for their subjects, for verification by the Vice Principal: Achievement and Curriculum.

For students with additional and special needs, the SENCO is responsible for liaising with the Examinations Manager to ensure these needs are met.

Invigilators

The school employs a number of invigilators to ensure the examinations are carried out in an appropriate manner that is compliant with examination board requirements.

All invigilators are required to:

- conduct themselves in accordance with the JCQ Regulations General and Vocational Qualifications: *Instructions for Conducting Examinations*, LIBF Regulations and the CIE Handbook at all times;
- attend all training as deemed necessary by the Examinations Manager and to keep their personal handbook up to date at all times;
- ensure the full security and integrity of the examination, its inhabitants and venue is maintained at all times;
- report any suspected malpractice, in accordance with training guidelines, to the Examinations Manager immediately;
- ensure the Examinations Manager is kept fully informed of any issue in an exam, using the exam telephone to request assistance;
- ensure students with an authorised access arrangement are accommodated correctly;
- comply with all JCQ, CIE, LIBF and Awarding Body Inspections, making all information available upon request;
- maintain confidentiality at all times.

Examinations are also supported by the ICT team, the Site team and the Data Manager.

Students

It is important that students understand the importance of their conduct in respect of examinations and we ask that parents underline this at the appropriate times with their children. Incorrect information, as a result of it not being checked and amended in time, may result in incorrect information being printed on official certificates and may result in a charge being levied by the examination board.

All students taking examinations must:

- abide by examination protocols set out by the school, both verbal and written, and to conform to the JCQ Regulations General and Vocational Qualifications: *Instructions for Conducting Examinations*, LIBF Regulations and The CIE Handbook at all times;
- arrive at the correct venue, at least 20 minutes prior to the listed start time on the Individual Candidate Timetable, fully equipped with all stationery required for each specific exam and wearing full school uniform;

- All Sixth Form candidates must wear their school lanyard as formal identification;
- conduct themselves in accordance with the behaviour and demeanour expected by the school at all times;
- acknowledge and understand that any disruptive behaviour or suspicions of a malpractice incident will be reported in accordance with the regulations for internal and external exams;
- check all entries on the Statement of Entry, querying any anomaly with the Head of Department: tiers of entry in particular;
- attend all examinations as per timetable and entries.

5 Examination Procedures

5.1 Registrations/Exam Entries, Late Entries/Withdrawals and Resits

All registrations and examination entries are administered by the Examinations Manager upon completion of the relevant data sheets and forms.

5.2 Registrations

- Registrations for all BTEC examinations and Cambridge Technical subjects must be with the Examinations Manager by 1 October each year.
- All students withdrawing from these examinations must be advised to the Examinations Manager immediately in order that registrations may be withdrawn. A charge may be levied for any late withdrawals.

5.3 Candidate Details

Students and parents are responsible for ensuring the correct completion and return of all Student Data forms which are distributed at the beginning of each autumn term. If details change after the forms have been returned, it is their responsibility to update the Data Manager of any changes immediately. Exam registrations and entries are made in accordance to the data held on the school data system.

5.4 Private Candidates

The school is not registered to accept private candidates who are not currently on roll or studying here. It is at the Examinations Manager's discretion whether to accept a student who has previously studied at the school to return to take an exam with the intention of increasing their grades to gain entry to University. If we are to accept Private Candidates in the future this will only be with confirmation of any accompanying restrictions (eg coursework units must be carried forward by the candidate).

Students previously at this centre are only permitted to take a unit from an exam syllabus previously studied here. If an external student is accepted as a private candidate, they are responsible for ensuring they arrive at the examination at the correct time, reporting to the main Reception in order that they may be escorted to their venue. Current, photographic ID must also be brought to all exams for legal, recorded identification checks to be conducted.

5.5 Exam Entries

All Examination Entries are made by the Examinations Manager upon completion of Data sheets which must be returned to the Examinations Manager within the timescale specified.

Students will receive a Statement of Entry detailing all examination entries for a forthcoming examination season, at which time queries highlighting any issues must be made. Once a submission has been made to the Examination Boards all changes of tier/level or complete withdrawal of a subject or candidate from an exam must be authorised using the relevant paperwork. A charge will be incurred for a change of tier not instigated by the school

An Individual Candidate Timetables will be produced and provided in hard copy via the Form Tutor. Copies will be sent electronically to the Student Support Officer for the relevant cohort.

5.6 Late Entries

An entry is deemed late if it is requested after the Examination Board's published deadline date. In such an occurrence, it is at the Examinations Manager's discretion whether or not the entry will be accepted. All late entries will incur a cost dependent on the date the request is made. The nearer to the exam season, the higher the cost, with treble entry fees being instigated one month prior to the commencement of the exam season.

5.7 Withdrawals

Withdrawal from any examination is a formal process. The relevant forms must be completed in full.

In Key Stage 4 - Parental consent, Departmental consent, Head of Year and Vice Principal signatures are required prior to any withdrawal taking place.

In Key Stage 5 – Student consent, Departmental consent and Head of Sixth Form signatures are required prior to any withdrawal taking place.

A refund is only issued for a withdrawal if it takes place prior to the published Examination Board's deadline.

5.8 Resits

Students wishing to re-sit an examination must complete a form relevant to the level of qualification. These forms are available from the Sixth Form Office and the Examinations Office. All forms must be completed in full and signed by the Head of Department to confirm the details on the form are correct. In the event that an entry is discovered to be incorrect after the deadline, all costs to correct such entry will be entirely the responsibility of the student requesting the resit.

The centre does not accept private candidates who are not on the school roll who wish to sit examinations. If we are to accept Private Candidates in the future this will only be with confirmation of any accompanying restrictions (eg coursework being carried forward by the candidate).

5.9 Examination Fees and Invoicing

Examination fees are required to be paid at the initiation of all entry requests. Failure to provide payment will prevent entry to the Examination. Invoices will be sent to students for the full cost of the examination who refuse to enter the examination hall to sit a designated exam.

5.10 Equality Act, Access Arrangements and Reasonable Adjustments

The Equality Act 2010 extends to general qualifications to ensure that all students are given the opportunity to access examinations on an equal footing with arrangements being made to ensure no one is advantaged or disadvantaged in the taking of an examination. The SENCO will ensure that all access arrangements, reasonable adjustments and special consideration applications comply with, and are consistent with, the law.

5.10.1 Reasonable Adjustments

A reasonable adjustment is any action which helps to reduce the effect of a disability or difficulty which places the learner at a substantial disadvantage in an assessment situation. It is made to an assessment to enable a disadvantaged learner to demonstrate his/her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

- Must be approved and set in place prior to the assessment activity taking place and constitute an arrangement to give the learner access to the programme. The use of a reasonable adjustment will not be taken into consideration during the assessment of the learner's work.
- Students will be identified by the SENCO/Disability and Special Needs Co-ordinator and the Examinations Manager, with the Head of Department advised prior to the assessment
- Must not invalidate the assessment requirements of the qualification
- Must not give the learners an unfair advantage over their peers

- Must reflect the learner's normal way of working
- Be based on the individual needs of the learner

A reasonable adjustment cannot affect the integrity of any assessment, but may include:

- Changing usual assessment arrangements i.e. allowing a learner extra time to complete the assessment activity
- Adapting assessment materials such as providing braille material
- Providing assistance during an assessment such as a sign language interpreter or a reader
- Re-organisation of the assessment room, such as removing visual stimuli for an autistic learner
- Changing the assessment method, i.e. from a written assessment to a spoken assessment
- Using assistive technology, such as screen reading or voice activated software
- Providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper based assessments
- Providing and allowing different coloured transparencies with which to view assessment papers

Hinchingbrooke School is required by law to do only what is 'reasonable' in terms of providing reasonable adjustments. What is considered 'reasonable' will depend on individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Health and Safety factors must also be taken into consideration.

5.10.2 Access Arrangements

- Prior to any Access Arrangement being submitted, Hinchingbrooke School requires all students, regardless of whether a privately commissioned report has been completed, to be assessed by the school SENCO.
- Responsibility is held by the Examinations Manager and SENCO to ensure all Access Arrangements, whether temporary or permanent, are submitted to the Awarding Organisation for approval prior to any examination taking place, with supporting evidence being retained on file.
- Students who may require access arrangements are identified during admissions, enrolment and normal working environment.
- All students who may fall into the category who require an access arrangement must be assessed in accordance with SENCO processes with additional evidence produced being utilised as supporting evidence.
- In the case of an individual requiring access arrangements, the SENCO will consult with the Examinations Manager and they will submit an application to the exam boards. Upon approval being granted the student's name will be placed on the general and Examination SEN list.
- The Examinations Manager will arrange for all students with access arrangements to be seated in the appropriate venue to accommodate their requirements. No student can be guaranteed a single venue.
- Students requiring only extra time will be accommodated in the main exam hall.
- In the event that a student is entitled to an access arrangement, but declines such support, they must sign the form waiving such agreement. This form will be retained in the student's file within the SEN Department. In the event of a student declining an access agreement, the centre cannot be held responsible for exam performance during associated exams.
- All students who do not use their assigned Access Arrangements may lose their exam entitlement, in line with JCQ, LIBF and CIE regulations.
- All students who are entitled to Access Arrangements must sign the Data Protection Form prior to a submission being made for such arrangement to permit it to be sent electronically. Forms will be retained in students' files in the SEN Department.

- Students entitled to access arrangements in written exams will also have an entitlement in controlled assessments and practical assignments where said arrangement is permitted in accordance with the JCQ General and Vocational Qualifications: *Access Arrangements and Reasonable Adjustments, Special Consideration, LIBF Regulations and The CIE Handbook*

6 Examination Day

All examinations will be held in accordance with the JCQ General and Vocational Qualifications: *Instructions for the Conduct of Examinations*, LIBF Regulations and the CIE Handbook, supported by the statutory legal ratio of trained invigilation staff. The JCQ, CIE and LIBF requirements for the people present inside an examination will be strictly adhered to at all times. It is the responsibility of all students to provide all necessary equipment with which to complete their exam. In the event of a calculator breaking during the exam, the Examinations Office will endeavour provide a replacement.

6.1 Examination Protocol

- Students are expected and responsible for arriving at their scheduled examination venue at least 20 minutes prior to the start time of all exams, as shown on their individual candidate timetable.
- Normal school regulations on dress and behaviour apply in all examinations. Key Stage 4 students must be in full uniform and Key Stage 5 students must be appropriately dressed and wearing their school lanyard
- Silence must be maintained by students throughout the duration of being in the exam hall.
- Students' personal belongings remain their own responsibility and the centre accepts no liability for any loss or damage.
- Awarding organisations' regulations on the use of mobile telephones and all other electronic devices including watches with a data storage facility, apply at all times in an examination venue.
- Students may take a water bottle into an examination venue, providing it is in a clear plastic bottle with all labels removed prior to entry into the venue.
- Unacceptable behaviour by any student will be dealt with in accordance with Awarding Organisation, JCQ, CIE and LIBF guidelines and school procedures.

6.2 Late/Absent Students

6.2.1 For GCE, GCSE, iGCSE, Functional Skills and LIBF Exams only

A student will be considered very late if:

- Arrival is more than one hour after the Awarding Organisation's published start time for a specified exam for exams that last for 60 minutes or longer.
- Arrival is either after the scheduled finishing time or 30 minutes after the Awarding Organisation's published starting time.
- Students who arrive less than 30 minutes late may sit the examination but will only be permitted the lost time at the Examinations Manager's discretion and providing it fits in with organisational requirements with exam consistency and integrity being maintained at all times.
- Students who are unavoidably delayed en route to an exam should try to notify the exams office as soon as possible. Wherever possible, students must remain under the supervision of a parent/carer at all times and not use their mobile telephone. The parent/carer and student will be asked to sign a statement to confirm the supervision arrangements prior to arrival at the school.

- If the candidate arrives very late the appropriate documentation will be completed and sent to the Awarding Organisation who will assess the situation. It is entirely the decision of the Awarding Organisation on whether the exam script will be accepted or not.
- It remains the discretion of the Examinations Manager on whether a candidate may be admitted into an examination or not, supported by the Head of Centre.

6.2.2 Other examinations:

This is dependent on particular Awarding Organisation regulations to be advised by the Examinations Manager at the time of arrival.

6.3 Examination Clashes

- The Examinations Manager is solely responsible for identifying clashed candidates for scheduled centre entered, written examinations and notifying students of new arrangements including change of venue, timetable and overnight supervision should it be required.
- Students are solely responsible for notifying the Examinations Manager of any practical clash of exams or a practical and written clash immediately it is discovered.

6.4 Overnight Supervision

- The Examinations Manager is responsible for completing all documentation and making all suitable arrangements for overnight supervision in consultation with student and parent/carer.
- The Head of Centre's authorisation is required for all overnight supervision arrangements.

6.5 Special Consideration

- It is the student's sole responsibility to advise the Examinations Manager if they are too ill to sit an exam, suffer a bereavement, are taken ill in the exam itself or suffer any other trauma that affects them at the time of the examination.
- Special Consideration can only be applied for after the examination has taken place, within the timescale set down by the Awarding Organisation.
- All requests for special consideration must have supporting evidence ie a doctor's letter, provided by the Student within 5 days of the exam being taken and be authorised by a member of SLT as per JCQ Regulations.
- The centre cannot be held responsible for any request for special consideration that is received outside the agreed deadlines and refused by the Awarding Organisations.
- Special consideration must not provide the learner with an unfair advantage or cause the use of the certificate to be mislaid regarding the learner's achievements. The result must reflect achievement in the assessment and not necessarily potential ability.

Exceptions may arise as shown below for example, but this is not exhaustive, and the centre is dependent on advice from the Awarding Organisations

- Where an assessment requires the learner to demonstrate practical competence or where criteria has to be met fully, or in the case of qualifications that confer a License to Practice
- During on-demand assessments when it may be more appropriate to offer the learner the opportunity to take the assessment at a later date

7 Coursework and Internal Assessments including GCSE Controlled Assessments

7.1 Coursework/Controlled Assessments

- Students are responsible for submitting all coursework by the deadlines set by teaching staff.

- Any malpractice incident will be dealt with according to centre internal procedures and Awarding Organisation regulations.
- It is the responsibility of the Head of Department to parcel and send all Coursework to the Awarding Organisation, ensuring that a Certificate of Posting is retained as proof of postage.
- Marks for internally assessed work is sent to the Examinations Manager by the Head of Department before the deadlines set and submitted via secure online method upon advice to the Examinations Manager.

7.2 Appeals against internal Assessments/Coursework

- Students are provided with the mark for their coursework/assessment and a date by which any appeal against such mark should be made.
- Students should discuss initial concerns with their assessor.
- If the situation is not resolved the student should complete an Appeal Form and submit this with their work to the Internal Verifier who will consider the decision and inform the student of the outcome.
- If the student is still dissatisfied with the outcome it will be passed to an Appeals Panel. This panel will reach a decision within 14 working days and notify all parties in writing of the outcome. The decision of the Appeals Panel is final in most cases but where instances that involve an External Verifier, the Awarding Organisation's decision is final. A charge for all Appeals may be made by the Awarding Organisation and must be paid by the student prior to the Appeal being made.
- All Appeals can only be against the process taken by the school and not against the mark itself.
- No Teacher will provide a grade for coursework or an assessment as grades are only issued on result day

8 Malpractice

Malpractice, which includes maladministration, means any act, default or practice which is a breach of the Regulations or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate;

And/or

- Damages the authority, reputation or credibility of any awarding organisation or centre or any officer, employee or agent of any awarding organisation or centre.

Any reported suspected malpractice incident will be investigated in accordance with the relevant Awarding Organisation guidelines. The Appeals process will be made available upon request. All written assessments, practical components and coursework units can incur malpractice and any student who require further advice should contact their teacher or the exams office for clarification.

Plagiarism

Plagiarism falls under the auspice of Malpractice and is potentially particularly prevalent in coursework or controlled Assessment units.

Definition: To take someone else's work or ideas, whether written or otherwise, and pass them off as your own.

Plagiarism arises when a student copies written or pictorial work and fails to reference the source correctly. It is perfectly acceptable to copy work to use within coursework, but it must be comprehensively and correctly referenced to ensure there is no doubt that the student is not attempting to pass it off as their own. If in any doubt, the teacher should be asked prior to including any copied work.

All Awarding Organisations have dedicated teams who carry out extensive checks on students' work and if Plagiarism has been used it will be found out.

In the event of suspected Plagiarism, the school will be required to conduct a full investigation under the direction of the Awarding Organisation who will in turn review the findings and decide upon the outcome to be imposed. In the event that the student wishes to Appeal, then our Appeals procedure should be followed, under advice from the Examinations Manager.

Social Media

Discussing exam content on Social Media is also a source of Malpractice and must be discouraged. This includes discussions on exam content, case studies, oral and practical assessments

9. Results

It is the Examinations Manager's responsibility to place the appropriate embargo prior to all result days and to administer and co-ordinate arrangements for all Result days, providing advice and guidance to students and parents via normal school communication routes.

Results will be distributed to exam students on the official Result Days in August in sealed envelopes.

All students who are away from school may provide a stamped addressed envelope to have their results sent to them and these will be posted on official result day. Students who had already left the school and who paid to return to take a resit may come in to collect their results from the main school reception.

Students may nominate an adult to collect their results on their behalf, but a letter must be sent to the Examinations Office prior to result day to authorise this, with the nominated adult also bringing a copy of the letter to act as authorisation. Results will only be given to the student themselves unless prior written authorisation from the student has been received.

Hinchingsbrooke School does not send results by email under any circumstances.

Internal Exam Results will be disseminated to students following agreed arrangements with the Head of Year/Senior Leadership Team.

10 Post Results Services

10.1 Enquiries About Results (EARS)

All 'Enquiries About Results' requests (EARS) must be requested by the student themselves. Students are responsible for completion of the appropriate forms located in the Examinations Office and must include payment at the time of request. Requests for any post result service cannot be accepted without accompanying payment.

An Enquiry About Results cannot be requested if the form is received by the Examinations Office after the Awarding Organisation deadline.

It is the responsibility of the Examinations Manager to ensure all students accessing the Post Results Service sign to acknowledge awareness that any review request may involve their initial grade going up or down and that there is no appeal should a mark go down.

The Examinations Manager will refund all students whose overall final grade is changed following a review. A refund is not provided if the overall grade does not change.

10.2 Access to Scripts (ATS)

Exam candidates may request the return of their exam scripts following results, but payment must be attached with the request. Once an original script is requested, an enquiry about results cannot be applied for. Centre staff may request a copy of a script for teaching and learning purposes, however, must obtain the student's signature prior to the request being submitted to the Examinations Office. Centre staff will sign the accompanying invoice to confirm payment of any scripts for teaching and learning purposes.

10.3 Certificates

Heads of Department must ensure that all candidates who are certificating in a season are Exam Board compliant. Certificates will be collated on arrival at the centre into student folders and be available for collection at the end of the Autumn Term.

Collection events are arranged throughout the year with notification being placed on parentmail and the school website accordingly.

Certificates are not released to students until the end of the autumn term to ensure all certificates have been received by the boards.

Certificates will not be posted or released to any person, other than the named candidate unless the student has provided a signed letter authorising alternative collection arrangements. If a Certificate is not collected by the student themselves, the person nominated must be over the age of 18 years.

The student is responsible for advising the Examinations Manager of any anomaly in the personal details of their certificate before the end of the autumn term in order that the Examinations Manager may return the certificate for correction. It is the responsibility of the student to pay the Awarding Organisation for any costs incurred to correct any personal anomalies on a certificate if this has not been advised to the Examinations Office before the end of the autumn term after certification has taken place.

The school is obliged only to retain certificates for one year from the date of issue, following which they may either be returned to the Awarding Organisation or destroyed.

The school will retain a log of all certificates that have been returned to the Awarding Organisation or destroyed for a minimum of 5 years. Replacement certificates can be obtained by students direct from the Awarding Organisation, currently being charged a fee of approximately £35 - £40 per certificate.

10.4 Inspection

The JCQ, CIE, as well as individual Awarding Bodies e.g. AQA, Pearson, OCR, WJEC and LIBF may inspect the premises at any time. The Examinations Manager is responsible for ensuring the Inspector has access to all areas of remit of the Examination Office upon demand. The Examinations Manager will make themselves available upon arrival at the centre of a member from the Inspection Service. All paperwork following an inspection will be forwarded to the Head of Centre and a copy retained on file.