
Charters School

Examinations Policy
Incorporating Invigilation policy

Updated September 2009

Examinations Policy

Approved on 09.11.09 Minute number 85/10

Review Date September 2012

Statutory requirements applying: none

Clerk to Governors to indicate where information is to be displayed

Website First Class Folder

Approved by Curriculum Committee

Examination Policies

Principles

- a. To ensure that all pupils have the opportunity to sit examinations in optimum conditions, enabling them to concentrate fully and achieve of their best.
- b. To ensure that all pupils, staff and external invigilators are fully aware of their responsibilities during examinations.
- c. To ensure that examinations are conducted efficiently for the benefit of all concerned.

Aims

- a. Clarification of the examination programme regarding internal school examinations.
- b. Provision of good conditions for school examinations.
- c. Avoidance of any excessive disturbance of normal school routine for pupils not doing examinations.
- d. Efficient administration and organisation of all aspects of the examinations.

Internal School Examinations

Year 7

- a. All Departments except Art and PE will organise formal examinations. Papers 1 hour in length. These will take place within normal lessons in classrooms (duration: one lesson). All Departments will organise tests and/or other formal assessments throughout the year.

All these results will form part of the discussions at the Parents' Evening.
- b. In addition, when pupils enter the school in September they will complete a set of CAT tests to establish a baseline for future achievement over Key Stage 3.

Year 8 and Year 9

- a. All departments will organise formal examinations. Papers should be 1 hour in length. These will take place in one hour timetabled sessions organised by the Examinations Officer. Timetable to be published well in advance in the Bulletin and on First Class.
- b. All departments will be expected to set written examinations to fit this format except Art and PE.
- c. The pupils will take their examinations within a fixed period of time usually taking three examinations per day. Examinations to be conducted under strict examination conditions in the Gym or the Main Hall and pupils to be assigned seats. Any additional assessments necessary should take place within two weeks prior to or following the main examination period.
- d. Arrangements will be made by the Examinations Officer in consultation with the Special Education department for those pupils who require special arrangements such as a Reader.
- e. In addition, pupils in Year 9 will complete a set of CAT tests in September to establish a baseline for future achievement over Key Stage 4.

Year 10

- a. The formal examinations for Year 10 will take place in the summer term.
- b. Each examination slot will be in accordance with the length of time of the final GCSE examination. Flexibility within this period of time enables departments to set a number of papers as required.
- c. All written examinations will take place in the Gym and Main Hall.
- d. Pupils will have assigned seating for these examinations and this, together with the timetable, will be the responsibility of the Examinations Officer.
- e. Practical examinations e.g. Drama and Music, will have timetable slots allocated during the week. Music examinations will take place in the Hall. Practical Drama Examinations will take place in the appropriate rooms.
- f. It is anticipated that the examination period for Year 10 will be five working days.

Year 11

- a. The Mock GCSE examinations will take place in December and will follow arrangements broadly similar to the summer examinations in Year 10. It is anticipated that examinations can still be conducted in one week.
- b. Art will be allocated one full day, either within or just prior to the formal examination week. Practical examinations e.g. Drama, Music, PE, MFL will take place at the discretion of the departments (usually prior to the formal written examination week).

Year 12

- a. Assessments in lesson time will be conducted in January to give an early indication of students' progress in those subjects which do not provide an opportunity for sitting external AS examinations.
- b. The AS examinations are sat by all Year 12 students in May and June.

Year 13

- a. In subjects where no external A2 examination is available in January, internal assessments will take place in lesson time.
- b. At the discretion of the departments, external A2 examinations may be taken in both January and June, or in June only

Invigilation of Examinations

Principles

- a. In line with the national directives on teacher workload, invigilation should be undertaken by external invigilators.
- b. Invigilators should be fully alert and silent, concentrating totally upon conducting the examination. They must not perform any other task, such as packing of exam papers, whilst an exam is taking place.
- c. Invigilators may not leave the examination room unless there is an emergency (eg a fire) or it is on a task directly related to the conduct of the examination and must always maintain a pupil : invigilator ration of 30 : 1.
- d. Invigilators should set out the examination room prior to an examination commencing. Invigilators should patrol the room frequently during the examination to ensure rules are being obeyed.
- e. Invigilators should report any malpractice in writing to the Examinations Officer. This is especially important in external examinations but is also good practice in internal examinations. The Examinations Officer will consult with the relevant staff regarding appropriate sanctions.

Practice

- a. Invigilators will be notified of the times they are required well in advance of examination periods.
- b. A member of teaching staff for each subject is required to be present at the start of all external examinations.
- c. Internal examinations will use sufficient invigilators as are necessary to conduct the examination in the required manner. This may not be in strict accord with external regulations.
- d. One invigilator will be designated as Senior Invigilator throughout each examination.

Responsibilities (Internal Exams)

Departmental

- a. It is the Head of Department's responsibility to ensure that sufficient copies of the relevant examination papers are available at the correct time.
- b. The Head of Department should ensure that printing and preparation of papers for examinations is done in accordance with the published calendar. Papers should be carefully proof-read before printing to avoid errors and unnecessary burdens of invigilators in the examination room. The quality of production is considered an important feature in all examinations.
- c. Examination papers will be transferred directly from reprographics to the examinations office. It is the responsibility of the Senior Invigilator for that examination to ensure transfer of papers to the examination room (i.e. Hall or Gym)
- d. Heads of Department should arrange an appropriate and proper de-brief for all students as soon as possible after the examinations. All results should be moderated before being issued.

Tutors/Heads of Year

- a. Tutors and Heads of Year should facilitate the examination process and the smooth conduct of examinations:
 - i. By informing pupils clearly of their examination commitments – when papers are set, times of papers, length, any special arrangements.
 - ii. By stressing the importance of proper revision and preparation, instilling sense of the need for an organised programme of revision and encouraging the study skills necessary for proper learning and understanding of work.
 - iii. Heads of Year (and Deputies) should be present at the beginning of each examination session e.g. start of day, to support invigilators in setting the correct standards for the conduct of the examinations.

Pupils

- a. All pupils should prepare for internal examinations by undertaking appropriate and sufficient revision in order to give of their best under examination conditions.
- b. All pupils should make themselves familiar with the examination timetable and of all instructions issued.
- c. All pupils should attend the examination room on time and bringing with them the necessary equipment (e.g. pens, pencils, calculator, ruler etc., in a transparent case or bag)
- d. All pupils in Years 7 to 11 should attend the examination room wearing the correct School Uniform except in respect of footwear where special regulations have been issued (e.g. in the gym).

Calendar of Activity

Academic Year

- a.

September	-	Year 7 + 9 CAT tests
December	-	Year 11 mock examinations
February	-	Year 9 examinations
April	-	Year 10 examinations
- b. A detailed schedule will be issued for each examination period and each student will be given an Individual Candidate Timetable.

External Examination Entries

Year 10 – Increasing numbers of subjects will enter Year 10 pupils for GCSE examinations.

Year 11 – It is school policy that Year 11 pupils should be entered for GCSEs, BTEC and OCR Nationals in all subjects on their timetable. Entries for English Literature will be at the discretion of the Department.

All proposed non-entries should be raised as soon as possible by Heads of Department with the Deputy Headteacher and the appropriate Head of Year.

Parents will naturally be made aware of such non-entries and previous communications arising from Academic Reviews will have kept parents informed.

Sixth Form

It is school policy that BTEC, NVQ, AS and A level candidates should normally be entered for all subjects studied.

Candidates will normally be entered for:

- a. BTEC First Diploma combined with up to two AS level examinations in Year 12
- b. Up to five AS level examinations in Year 12
- c. BTEC combined or otherwise with an A-level examination in Year 13
- d. Three or four A2 examinations in Year 13.

Preparation and Organisation during the Academic Year

The preparation and organisation of external examinations at GCSE and A Level is the responsibility of the Examinations Officer.

A check list of most aspects of preparation and organisation of external examinations, together with statements of those responsible, is given in Appendix 1.

External Examinations: Coursework and Moderation

The Examinations Officer will arrange for the distribution of information to Heads of Department regarding the moderation requirements of individual subjects as demanded by the examination board. This is with respect to both GCSE and A level. Arrangements vary but can be classified as follows:

- i. **Moderation** will either be by:
 - a. visit (either negotiated or stipulated dates)
 - b. post (board set date)
- ii. **Departments** must standardise marking prior to external moderation.
- iii. **Heads of Department** must carry out preparation procedures as required by the examination board prior to external moderation.
- iv. **Heads of Department** are responsible for:
 - a. despatching (proof of posting) coursework to moderators
 - b. providing a suitable room, where the work is laid out for moderation by visit.

Daily Conduct of Public Examinations

The daily conduct of public examinations is the responsibility of the Examinations Officer. The Examinations Officer must be fully aware of all aspects of the daily conduct of examinations, ensuring in particular that examination papers prior to the examination and completed scripts after the examination are always kept secure. Similarly the regulations of the examination boards must be effectively applied to the full satisfaction of examining groups' inspectors.

A complete check list of all aspects of the daily conduct of public examinations is given in Appendix 11.

APPENDIX 1

GENERAL PREPARATION AND ORGANISATION DURING THE ACADEMIC YEAR -CHECKLIST

1. Organise requests for remarking of individual papers. (EO)
2. Registration of Modular Science candidates from Year 9 and order the first module papers for them. (EO)
3. Check stationery inventory and return stock returns to the Boards. (EO)
4. Return estimated Entries forms to the Boards both for the following summer and in special cases the examination two years ahead. (EO)
5. Receive and check the certificates received from the Boards from the current year's summer examinations. (EO)
6. Preparation and despatch of entries for the winter examination series. (EO)
7. Organise requests for special arrangements for candidates with special needs. (SENCO and EO)
8. Organisation of external examinations for November, January, March and June. This to include seating plans, coursework forms and the invigilation arrangements. (EO)
9. Receipt and despatch of all papers as appropriate. (EO)
10. Circulation to Heads of Department of department of OMR entry sheets for completion and return. (EO)
11. Check the return of the entry sheets from departments and sending the entries to Examination Board. (EO)
12. Issue of entry checks to departments for them to check their departmental entries are correct. (EO)
13. Issue of entry check lists to students via Heads of Year and Tutors for checking. (EO)
14. Send entries to the Boards by EDI. (EO)
15. Receive results, certificates etc. (EO)
16. Distribution of CAMS and TEMS forms to departments for completion of coursework marks. (EO)
17. Receipt and checking of examination stationery on delivery. (EO)
18. Preparation of master timetable for summer examinations. (EO)
19. Organisation of bookings of External Invigilators (EO)

APPENDIX 11

DAILY CONDUCT OF PUBLIC EXAMINATIONS

1. Place cards will be put on the desks in the Examination Rooms by the invigilators.
2. Examination papers will be taken from the secure area immediately prior to the examination and issued to the invigilators.
3. Seating plans will be provided at the front of each room together with a board for putting the times on and a set of instructions for invigilators. The envelopes together with the address labels for the markers will also be provided.
4. Once the morning examination is in progress the invigilator will complete the attendance register, one copy of which will be despatched with the completed scripts while the other will be filed with all the day's registers and seating plans.
5. The external invigilators will collate the scripts at the end and prepare them for posting. If invigilation is external, all scripts must be returned to the Examinations Officer.
6. At **NO** time after an examination has been completed will the scripts to be left unattended, neither in the examination room or in an office. Once they have been packed and sealed for posting they will be locked in secure exams cupboard until collected by Parcel Force. Should an afternoon examination before half term finish too late to be collected by Parcel Force, scripts will be taken to the nearest Parcel Force PO
7. The Examinations Officer will be responsible for the above procedures being carried out correctly.
8. Any occurrence or incident of note should be recorded and reported immediately to the Examinations Officer. The Examinations Officer will then decide whether a report should be sent to the Board or any other action should be taken. The Headteacher must be consulted first, if the Examinations Officer proposes to send a report to the Examining Board.

UNDER RATIFICATION

APPENDIX III

POLICY FOR GRANTING EXTRA TIME OF UP TO 25%

An application **must** be submitted using Access arrangements online prior to the candidate's first examination.

Before the application is submitted the alternative of supervised rest breaks should always be considered.

If the candidate has learning difficulties, the School will assess the needs of the candidate based on one of the following documents, **which can be used throughout the candidate's GCSE and GCE examinations:**

- **A Statement of Special Educational Needs which has been carried out no earlier than Year 7** and which has reached the stage where an assessment has been carried out by the LA Educational Psychologist;
- **An assessment confirming learning disability which has been carried out no earlier than Year 7 by a specialist teacher nominated by the Head Teacher.** The assessment will confirm that the candidate is unable to complete a timed assessment in the time allowed by recognising low standardised scores using assessments of processing speed, reading and/or writing speed. Further evidence is to include at least one of the following:
 1. Samples of unfinished mock exams or other timed assessments.
 2. Individual Education Plan noting the need for extra time.
 3. Comments from Teachers and Teaching Assistants that the candidate works slowly.
 4. Evidence of a memory deficit which is compensated when time pressure is reduced.
 5. Significant improvement in legibility or content with Extra Time
 6. Significant improvement in the Standardised Score for a timed reading test when Extra Time is allowed.
- **A Privately commissioned report carried out by a qualified psychologist which must give a clear indication that there is evidence of need and be authorised by the Head Teacher.** (A statement typed on Charters headed paper and signed by the Head Teacher must be kept on file noting why the report has been accepted).

In other circumstances, such as a **medical, physical or psychological requirement**, or a **visual impairment** appropriate evidence of need will be available at the School for inspection. This may be a short and concise letter, signed and dated on School headed paper by the Head of Learning Support which confirms normal way of working within Charters School and the precise reason for extra time of up to 25%. This should be accompanied by medical or psychological evidence.

The School will also take into account evidence of need in the normal working arrangements made for the candidate and performance in internal assessments, such as mock examinations. It should also take account of any history of difficulties and any residual effects there may be from those difficulties. **For many candidates a smaller allowance, such as 10%, may be appropriate.**

UNDER RATIFICATION

APPENDIX IV

CONTROLLED ASSESSMENT POLICY

Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting; task taking and task marking. They have replaced coursework in new GCSE specifications.

Depending on the level of control defined within the specification, controlled assessments may take place in a normal timetabled lesson or other defined session under supervised conditions.

SLT:

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, through SLT links, begin coordinating with Curriculum Leaders/Subject Leaders/KS Co-ordinators to schedule controlled assessments.
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of controlled assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, etc.)
- Students must not be withdrawn for any extra-curricular activity during controlled assessments.
- Ensure that a Controlled Assessment Calendar is produced by Exams Office and circulated to all staff and that dates are included on the whole School Calendar.

Curriculum Leaders/Subject Leaders/KS Co-ordinators:

- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- 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.
- 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.
- Supply to the exams office the dates, times and venues of their controlled assessments.
- Supply to the exams office details of all unit codes for controlled assessments.
- Ensure that a secure area is available to store candidates work.
- 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.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Plan alternative sessions for absent candidates.
- Liaise with the Senior TA (Access Arrangements) for any assistance required for the administration and management of access arrangements.

Teaching staff:

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- 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.
- Ensure candidates' work is retained securely between assessment sessions (if more than one).
- 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 conveyed to the centre.

Exams office staff:

- Enter students for controlled assessment units, before the deadline for final entries.
- Where confidential materials are directly received by the exams office, be responsible for receipt then forward to CL/SL/KS Co-ordinator for secure storage.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out at the direction of the SLT.

Senior TA (Access Arrangements)

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for students, who need support staff, are met.