



EXAMINATIONS POLICY

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1. Examinations responsibilities:

Head of Centre (Headteacher)

Overall responsibility for the School as an Examination Centre.

Deputy Head Academic

- Line management of Examinations Officer
- Ensuring that all necessary documentation for access arrangements in conjunction with Head of Learning Support and Examinations Officer.

Examinations Officer

- Manages the administration of external and internal examinations and works with the SLT and data manager on analysis of examination results.
- Access arrangements paperwork collated for the examination boards in conjunction with the Head of Learning Support.
- Supports in the preparation and presentation of reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years.
- Advises the SLT, Heads of Department, subject Leaders and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various examination boards.
- Communicates regularly with staff concerning imminent deadlines and events.
- Ensures that pupils and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with the SLT to ensure that necessary coursework/controlled assessment is completed on time and in accordance with examination board regulations.
- Provides and confirms detailed data on estimated entries.
- Is responsible for reporting all suspicions or actual incidents of malpractice.
- Receives, checks and stores securely all exam papers and completed scripts.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Submits pupils' coursework/controlled assessment marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to pupils and forwards any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of pupils for their examinations.

Heads of Department / Subject Leaders

- Organisation of teaching and learning.
- External validation of courses followed at Key Stage 4 and Key Stage 5.
- Guidance and pastoral oversight of pupils who are unsure about examination entries or amendments to entries.
- Involvement in the access arrangements for pupils.
- Involvement in post-results procedures.

- Accurate completion of coursework mark sheets and declaration sheets.
- Involvement of teachers in the completion of entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Provide yearly information to Deputy Head Academic and Examination Officer with regards to course / syllabi running at all levels.
- Notify Deputy Head Academic and Examination Officer of any changes to chosen courses during the academic year – within a reasonable time frame for entries.

Heads of Year / Director of Sixth Form

- Guidance and pastoral oversight of pupils who are unsure about examination entries or amendments to entries.
- Involvement in the access arrangements for pupils.
- Involvement in post-results procedures.
- Supporting in the accurate completion of entry and adherence to deadlines as set by the Examinations Officer.
- Notify Deputy Head Academic and Examination Officer of any changes to chosen courses during the academic year – within a reasonable time frame for entries.

Teachers / Head of Learning Support

- Notification of access arrangements (requirements) as soon as possible after the start of the course.
- Submission of pupils' names to Heads of Department.

Pupils

- Check all entries are accurate through confirmation and signing of entries.
- Ensure that the correct personal details are with the Examination boards.
- Understanding coursework regulations and signing a declaration that authenticates the coursework/controlled assessments as their own.
- Responsibility to turn up to the examination at the correct date, fully prepared and prior to the published exam time.
- Ensure, prior to the end of term/examination season, that they can access websites to receive results on assigned dates.

2. Examination seasons and timetables

2.1 Examinations offered

The external qualifications offered by Sherborne Senior School are iGCSE, GCSE, BTEC, AS and A level, IAS and IAL. The subjects offered for i/GCSE, AS and A level qualifications in any academic year may be found in the i/GCSE Booklet and Sixth Form Courses Booklet for that year.

2.2 Examination Seasons

External examinations are scheduled as per exam boards in May-June. The school may allow, at their discretion some resits for Year 12 and 13 as deemed appropriate by the SLT in October/November and/or January (dependent upon exam board).

2.3 Timetables

Once confirmed by the examination boards, timetables will be issued by the Examinations Officer for all examination sessions: mock examinations, internal (KS3) exam weeks and external sessions. A full timetable will be issued to all parents and staff with, where required due to clashes, personalised timetables issued to pupils closer to the time.

2.4 Mock examinations

Mock examinations for all external examination subjects (Years 11, 12 and 13) are taken by all pupils as per the assessment calendar for the year. Such results will be reported in a progress report to both pupils and parents. The timetable for these will be issued by the Examinations Officer following guidance from Heads of Department on requirements. The Heads of Department should ensure that these examinations, in conjunction with other in class assessments, give a true reflection of the terminal examination.

The structure of these examinations should, as a result of online subscriptions held by pupils and parents, not always be restricted to the most recent examination season, nor be a full past paper as these have been proven to be available online. It is at the discretion of the Head of Department to determine how papers should be collated to allow for a realistic assessment of a pupil's ability in examination conditions.

3. Entries, entry details and late entries

Curriculum changes: in the early stages of a course, pupils may look to change a subject*. This is not a situation that is a common occurrence, but it is recognised that this can happen once option choices have been made both for KS4 and KS5. The early stage of the course (the first academic year) is the only time this can occur and a maximum limit is placed on when this can occur. The deadline is set per year but is usually within the first five weeks of the Autumn term, anything beyond this deadline creates an unreasonable workload to catch up with for the pupil concerned.

During the academic year, extenuating circumstances may require entries to be reconsidered, this is undertaken by the relevant Head of Year, in consultation with the Deputy Head Academic, to ensure there are sound educational reasons for any amendments to courses taken in school.

*Subjects cannot be dropped without a replacement unless there are exceptional circumstances and these will be dealt with on a one-to-one basis.

3.1 Entries

It is not the policy of Sherborne Senior School to advise early entry of subjects either through the school or outside. In such cases pupils often perform below their potential as the course is designed to be for two academic years and thus development is structured within this time frame. Such results do not benefit the pupils in the longer term and could, for entry to universities of a high calibre, hinder progression.

Pupil examination entries are confirmed by the Head of Department. A change to the subject entry, change of level or withdrawal cannot be made other than in exceptional circumstances (to be confirmed by the relevant Head of Year and Deputy Head Academic). This decision is not taken lightly. No formal removal of entries is taken prior to the results of the mock examinations in Year 11, and a meeting with both pupil and parents.

3.2 Late entries

Entry deadlines are circulated by the Examinations Officer to the Head of Department. All late entries should be signed and agreed by the pupil, Head of Department, Head of Year and Deputy Head Academic. Fees for late entries will be charged to the pupil.

3.3 Entry for examination subjects not studied at Sherborne Senior School

It is not the policy of Sherborne Senior School to advise entry for examinations of subjects not being studied as part of the curriculum here in school. However we do recognise that in some cases, such as for native speakers, this could provide useful for the next steps of education. In these cases the school will consider, in conjunction with the relevant Head of Department and Head of Year, the possibility of such examinations and each will be judged on an individual case by case basis. Once considered appropriate, the school will allow the potential facilitation of the subject at examination level (both for i/GCSE, i/AS and i/A Level) on the condition that in each academic year, when end of year examinations / mock examinations are taking place, an exam is sat for this subject by the candidate. The examination will be marked along with the cohort, and the subject specialists will determine whether this is an appropriate entry to make. Should the examination demonstrate that not enough knowledge or skill is evident and they believe this could be detrimental to the overall educational well being of the pupil concerned then the offer shall be withdrawn. Only in the case of satisfactory progress and understanding being demonstrated to the subject staff through the examinations will the entry be made.

- Any school entrance examinations for leavers are to be organised by Heads of Year.
- Sherborne Senior School is not a centre for SATs or IELTS.
- All financial costs for the examination(s) are to be borne by the pupil.
- This will not be considered for any pupils below Key Stage 4, or as early entry, or for any pupils deemed as underperforming across the board.

3.4 Resits of i/GCSE examinations

The possibility of a resit at Sherborne Senior School, beyond that of i/GCSE English and Mathematics, is one that sits with the school. The undertaking of a resit is not encouraged, as it conflicts with the next stage of learning, taking time from the subjects being studied and

additional revision time. However it is recognised that in some circumstances this may be necessary.

In such a case, the school will consult with the Head of Year, Head of Department, parents and Deputy Head Academic to ascertain if this can be undertaken, provided that all costs* incurred are covered by the pupil / family in advance. Once the full situation has been established and the HoD / school is in agreement that this can take place then paperwork must be completed and submitted to the Examinations Officer. Entry will only be made once notification has been given that payments have been made to the Finance Office at Sherborne Qatar.

* costs will include entry via examination board, invigilation, additional staff where necessary and any associated costs to the school.

3.5 Resits of AS examinations

The situation with a resit of an AS module is slightly different to that of the i/GCSE in that this counts towards the final grade at A level. Staff in all subject areas will advise where necessary which modules should or could be retaken in the Upper Sixth exam session. As with the i/GCSE resits the consultation with the subject teacher and Head of Department will result in an agreement before the paperwork is undertaken. Paperwork must be completed and submitted to the Examinations Officer. Entry will only be made once notification has been given that payments have been made to the Finance Office at Sherborne Senior School.

4. Access Arrangements and Special Consideration

4.1 Access Arrangements

Access arrangements are made in line with the Learning Support Policy (please see separate document) and are supported by work from class teachers and Heads of Department. The Examinations Officer is to liaise closely with the Head of Learning Support, and has responsibility for ensuring that all paperwork is submitted correctly and access arrangements are in place. Making special arrangements for candidates to take exams is the joint responsibility of the Head of Learning Support and the Examinations Officer, as is rooming for access arrangement candidates, and invigilation.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of Head of Learning Support, with any request being submitted to the Examinations Officer prior to the end of the Autumn term.

4.2 Special consideration

At Sherborne Senior School it is expected that all examinations are run in the manner expected by the individual examination boards. Therefore the Examinations Officer holds responsibility to ensure that the exams run are compliant in all areas. Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre, the Examinations Officer, or the Examination Invigilator, to that effect. In the case of special consideration being applied for, the Examinations Officer will ensure that

the relevant forms are completed with the necessary detail and within the time frame required. This information is subject to examination board approval and discretion therefore it remains within the school and no specific details are shared with the parents or pupils.

5. Fees

Examination fees: It is the responsibility of the pupil / parents to ensure these fees are paid. If an examination invoice is not paid by the payment deadline the entry will not be made.

In the event of late entries, a late fee is payable as this is charged by the examination boards.

6. Exam Days and Invigilation

The Centre's rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage. Disruptive candidates are dealt with in accordance with school policy. Should any issues arise that require it then the examination boards will be contacted as per the JCQ and board specific guidelines. This will be handled by the Examinations Officer in conjunction with the Deputy Head Academic and Head.

6.1 Managing invigilators

The arrangement of invigilators is the responsibility of the Examinations Officer in consultation with the Deputy Head Academic. Invigilators are to be trained by the Examinations Officer on invigilation procedures, and the acceptance document signed annually. This applies to both teaching staff and specially hired invigilators.

All Invigilators must adhere to procedures set by the Examination Boards.

6.2 Examination Clashes

The Examinations Officer will be responsible for arranging supervision of pupils with any clashes in their timetable, including escorting pupils in between examinations and having adequate supervision in place.

7. Predicted Grades

The school has a predicted grades policy to ensure that all factors are taken into account when pupils are applying for other institutions such as universities (please see policy document). For the examination boards, where estimated grades are required, teaching staff are to submit these to the Examinations Officer as requested, based on timing these may / may not differ from the predicted grades.

8. Results and Certificates

Candidates will receive access to websites, from the Examinations Officer in advance of results being issued and should check that these are accessible prior to the end of the previous term. All enquiries on this should be guided to the Examinations Officer.

The provision of staff on results days is the responsibility of the Head of Centre.

8.1 Enquiries About Results (EARs)

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the Examinations Officer, and Head of Department will investigate the feasibility of asking for a re-mark. A request to the exam board must be made through the official paperwork, as provided by the Examinations Officer, and with the relevant payment to the school. No request will be made to the examination board until both paperwork and payment is received by the Finance Office.

8.2 Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request a copy of the script – a request for the original is discouraged as it may have an impact on any further actions required (re-marks cannot be applied for once a script that has been returned). The request to the examination board will only be made once the paperwork is submitted and payment is received by the Finance Office.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

8.3 Certificates

Certificates are be collected in person once the certificates have been received in school. Certificates will only be released once the release document has been signed, or if, in advance, the document has been signed and the postage paperwork completed. All examination certificates can be collected from the Examinations Officer, once payments are confirmed. Replacement certificates are to be organised directly with the exam board not through the school.

9. Supplementary Documentation

JCQ regulations for the conduct of examinations and NEA are detailed and change on a frequent basis. It is not possible to cover them in sufficient detail in this policy, so the Examinations Officer is responsible for maintaining more detailed documentation, taking the form of procedures. These procedures will need to be updated on at least an annual basis. Supplementary documents which are particularly relevant are the following:

- Non-Examination Assessment (NEA) Policy
- Internal Appeals Procedure and documentation
- Word Processor Policy
- Emergency Evacuation and Exam Contingency Plan