

School Policy on External Examinations

Name of school: The Grange School

Date of Policy: 23rd June 2011

Member(s) of staff

Responsible: Mrs J Lock, Mrs S Aston

Review Date: June 2012

Objective

To set up an efficient exam system with clear guidelines for all users. To ensure that as many students as possible leave the school with an accredited qualification.

Responsibility

The senior assistant head teacher and examinations officer will work closely to ensure the smooth running of the external examinations system. Ultimately the responsibility for all external examinations rests with the head teacher.

Accountability of Departments

The head of each department along with subject teachers will take responsibility for exam entries and withdrawals.

All candidates will be entered by the due date set by the board. It is the responsibility of the head of department to ensure that the correct entry lists and estimated grades are returned to the exam officer.

Withdrawals or tier change amendments will be accepted by the exam officer up to the date set by the board. Any late changes except in exceptional circumstances will be charged to the department.

Communication

The assistant head teacher with the exam officer will liaise with students and parents over entries, examination timetables and examination conduct via a series of assemblies and handouts.

Exam Organisation

The senior assistant head teacher and the exam officer are responsible for the organisation and conduct of all external exams.

1. Final confirmation of entry numbers and levels will be made with the head of each department.

2. All exam papers will be counted in by the exam officer and locked away.
3. The head of department or other member of department will be present at the start of each subject exam.
4. All exams will be conducted according to the rules laid down by exam boards and within the start and finish times determined by the board.
5. Any misconduct or irregularity must be reported to the exam officer as soon as possible, who will then inform the exam board concerned.
6. Any problems regarding exam clashes will be sorted in advance and any supervision of students will be carefully administered.
7. 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 exams officer, or the exam invigilator, to that effect. The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.
8. In the absence of the exam officer at the end of any exam, papers will be collected and taken to the main office and given into the care of the office staff.

Controlled Assessments

(See the School's separate policy on Controlled Assessment)

Misconduct

This should be reported to the exam officer and the senior assistant head teacher in the first instance, who will decide what action will be taken.

Despatch of Exam Scripts

The examinations officer will despatch exam papers to examiners. This will be agreed between the exam officer, the carrier company and the school bursar.

Invigilation

The employment of external invigilators gives assured continuity and responsibility in an exam room even if a mix of teaching assistants and externals are used occasionally.

The exam officer and the senior assistant head teacher will set up a team of external invigilators, be responsible for their training and liaise with them regarding the dates and times of exams.

The centre will be responsible for the CRB checking of external invigilators.

Results

1. Results will be available for collection on the day notified by the exam boards only. Results will be posted to candidates not present.
2. Heads of department should check for the possibility of a re-mark/re-grade within three days of scrutiny of the results.
3. If a result is queried the exam officer will investigate the feasibility of asking for a re-mark.

Disability Discrimination Act and Special Needs, Access Arrangements

In accordance with the Disability Discrimination Act, the SENCO will liaise with the exam officer make arrangements for candidates with Special Needs to ensure access to external examinations.

The SENCO will ensure the exam officer has all information needed (as evidence) on each candidate with disabilities or special needs in good time to make appropriate arrangements. The exam officer will create the requests for special consideration to be sent to the boards and process the replies.

The SENCO will also ensure the provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, ICT equipment or other equipment — to help candidates achieve their examination aims.

The following measures should be put in place according to requirements:

Situation	Adjustment
Candidate is in a wheelchair	Ensure there is either level access to the exam room or a stair lift in place. Ensure there is room for the wheelchair to get through the door and also fit behind the desk. Ensure there is access to a disabled toilet should this be required
Candidate has poor eyesight	Along with any other AAO which may be put in place ensure the candidate is in a room which is well lit
Candidate keeps fainting	Arrange for the candidate to sit their exams in a separate room with an invigilator and a chaperone that is preferably first aid trained
Temporary injury at the time of exam, e.g. broken arm	Ring the examination board to inform them of the situation and get permission to use a scribe (in this case). Process the application through AAO as soon as possible

Situation	Adjustment
Infectious Disease	Process the application through AAO to get permission for candidate to sit exams at home. If more than one student take advice from examination board
Minor hearing difficulties	Sit the candidate in the centre of the exam room about 3 or 4 desks back from the front. This is to enable the candidate to hear the instructions from the invigilator. Also make the invigilator aware of the candidate so that he stands in the best place for the candidate to hear him.

Fees

The centre will pay all normal examination fees for external examination entries.

Late entry or amendment fees are paid either by the student, the subject department or exams office dependent on the reason for late entry.

Retake fees for first and any subsequent retakes are paid by the candidates unless the school wishes to re-enter a student in which case the school or subject department will bear the costs. If fees are to be paid by the candidate the candidate will not be entered for the examination until payment has been received. There will be a time limit dictated by the examination boards.

All costs associated with controlled assessment appeals will only be borne by the school if the Head agrees an appeal should be made once we have conducted our own independent moderation.

N.B. Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary controlled assessment requirements unless a medical certificate (or other deemed valid reason) can be provided.

Policy Review

This policy will be reviewed annually by the exam officer and the member of staff responsible.

Signed...I Walshaw..... on behalf of the Governing Body

Date...23.6.11.....

Signed... J M Thomas... on behalf of the School

Date...23.6.11.....