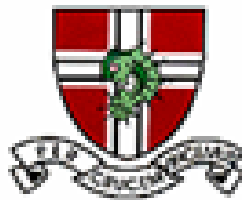


# **St John Fisher Catholic High School**



## **Policy for External Examinations: Teachers and Support Staff**

**March 2012**

**This policy should be read in conjunction with the policy for parents/ students.**

- **Specification/ Awarding Body:**

The Headteacher and line manager decide awarding body after representation from HOF. Notification would be in June; however, in exceptional circumstances it may be mid-year.

- **Exam Seasons:**

All exams are offered at every opportunity subject to availability.

- **Entries:**

- A full entry for all subjects with exceptions decided by SMT. The faculty highlights codes for entry and signs off with the Exam Secretary.
- Dates are informed by the Exam Secretary. Though the Awarding Body may have a final date for return of entries, the school reserves the right to create a earlier deadline for return of entries to allow for collation and inputting of entries.
- Late entries are paid for by the faculties.
- AS/A2 are automatically aggregated. We claim at the end of Y12 for AS and un-claim if the student goes on study the subject Y13.
- Entry for Re-sits are decided by HOF, in discussion with students and, possibly, parents. School directed re-sits are paid for by the school. If a parent, against school advice, wishes for the re-sitting of an exam, the payment will be made by the parent.

- **Amendments to entry (after the deadline has passed):**

HOF decides, consulting students and parents. The Faculty pays. In the case of a borderline decision and the faculty is reluctant, then the student can pay and enter. It is not acceptable for parents to direct entry.

- **Withdrawals:**

The Headteacher, via the line manager, gives approval for withdrawal at GCSE. In exceptional circumstances a student may be withdrawn for medical reasons. For A-level, withdrawal can only be accepted when approved by the AHT responsible for sixth form.

- **Coursework/Controlled Assessments-**

HOF is responsible or, where appropriate, the subject leader is responsible for collating the marks/coursework/ controlled assessments. The Exam Secretary distributes mark sheets and posts the top copy of the mark sheet. The other copies are sent off by the HOF or subject leader when complete in the coursework parcel. Once the request for samples is received, the sample is parcelled up by the faculty and returned to the Exam Secretary for posting. The faculty must keep the exam secretary informed and retain photocopies of the mark sheets sent off. HOF/LOL have to ensure that the posting of coursework is handled by the school office or by themselves if they so wish. If HOF/LOL undertakes this role a certificate of posting must be obtained.

The exam office tracks the coursework parcel.

- **Forecast grades:**

These are estimates about the likely outcome. It is a professional judgement. OMR sheets are used for completion. The forecast grades should be copied by the Exam Secretary unless they have been scanned into assessment manager. Forecast grades are used by the board to flag up mismatches between actual performance and the prediction based on professional judgement.

- **Access arrangements:**

SENCO deals with all access requirements.

- **Candidate briefing:**

After statement of entry, there is a letter issued by the Exam Officer for students outlining expectations for the examinations. The senior invigilator will clarify and outline procedures in an assembly for both KS4 & KS5 exams, supported by senior management.

- **Clashes:**

- Clashes will be alerted by students to the Exam Secretary on the basis of the student's statement of entry.
- Clashes will be dealt with in the best interests of the candidates.
- Supervision over the lunch period will be carried out by support staff/invigilators.
- In the event of an exceptional clash permission will be sought to take the exam on the following day. Every effort will be made to ensure that the student takes the exam so that the integrity of the examination is maintained.

- **Storage of papers-**

Exam Officer is responsible for the storage of papers. The receptionist and caretaker are responsible for receiving papers and making them initially secure. The Exam Officer checks the inventory of the package. The papers are stored within a secure room within a double-locked filing cabinet. There are two keys.

- **Exam Venues:**

The SMT and Exam Officer between them will decide on the best venues for exams.

- The caretaker sets out the venue and the senior invigilator checks that all requirements have been met.
- The seating plan and cards are the responsibility of the invigilators under the direction of the senior invigilator.

- **Invigilation-**

The senior invigilator organises invigilation and is supported by the exam officer.

- The rate of pay is determined by the Governing Body, taking into consideration local agreements.
- A member of SMT interviews prospective invigilators and training is the responsibility of the senior invigilator.
- The invigilator starts/ finishes exams.
- Before the start candidates are instructed to read the rubric.
- Subject teachers are not allowed in until an hour after the exam has started. Papers may only be read at the back of the exam hall and must not be removed.
- Invigilator will put spares into trays (HOF/ subject leader) at the end of the examination.
- If malpractice takes place (talking, phones, notes, writing insulting material) then the unauthorised material should be removed from the candidate. The student is given the opportunity to write a statement and the invigilator writes a statement. The Exam Officer completes the paperwork. Disruptive candidates may be removed from the exam room to finish their exam in another place.
- Absent candidates. The invigilator takes an absence list to the attendance officer a.s.a.p. The attendance officer attempts to contact the student. Late candidates are allowed in till 9.30 am or 2.00 pm as appropriate. From 9.30 till 10.00 am candidates may enter but the

Examining Board retains the right to reject the paper if they are not satisfied that the integrity of the examination has been secured. The same applies from 2.00 to 2.30 for the pm session. Where possible, candidates who are late will be given the full time allocation.

- NB/ Candidates after 10.00 am (1 hour after the start of the examination) and 2.30 pm (1 hour after the start of the examination) will be refused entry to the exam.

- **Special Consideration:**

All requests for special consideration will be judged on their merits and evidence must be available on request. The exam officer and the SENCO to meet and to discuss arrangements for these candidates and, thereafter, with the senior invigilator.

- **Results:**

The results are downloaded by the Exam Officer the day before publication and passed on to the HT. On the day of publication results are disseminated by the SMT and Directors of Study. The HT produces a press statement or talks to the press.

- **Access to Scripts/Re-Marks:**

Faculties can request re-marks via the HT. The policy is that faculties pay except in exceptional circumstances. Parents/ students can request re-marks but the parent/ student pays.

The faculty and individual student can decline grades. As a school policy we should decline all U grades.

- **Certificates:**

These are given out at Prize-Giving. The Exam Secretary organises this.