

## Examinations – Overview Statement

---

At the end of every academic year all students in the Senior School take either external or internal examinations. In Years 7, 8, 9, 10 and 12 these will be internal and in Years 11 and 13 external.

Examinations are an important part of school life, they allow students to show what they have learnt in a more formal setting for internal examinations and provide the academic stepping stone for those wishing to study A Levels or move on to Higher Education, Training, or Employment.

### External Examinations

St Dunstan's College is an Examination Centre (10752) inspected under JCQ/CAIE guidelines. Students entered for examinations at this centre are accommodated under the provision of this guidance as outlined by the Joint Council for Qualifications (JCQ).

### Non-Examined Assessments

- To be completed following the specification guidelines on student feedback and marking as set out by the relevant Exam Board
- Students are to be given two working weeks to appeal their grade prior to the Exam Board deadline
- Further details on the appeals process can be found in the NEAs policy in <M:\College\Support\Exams\Exam Policies>

### Access Arrangements

- All access arrangements are put in place for a student's normal way of working as determined by the SENDCo. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo.
- Students with access arrangements will sit all examinations in the same room as those without specific arrangements, except for students with anxiety or other specific medical conditions.
- The SENDCo will inform subject teachers of candidates with special educational needs and any access arrangements through the SEND register on iSAMS.
- Rooming of access arrangement candidates will be arranged by the Examinations Officer.
- Invigilation and support for access arrangements candidates, as defined by JCQ/CAIE, will be organised by the Examinations Officer.

### Examination Fees

- Examination fees are set according to the published examination, certification, and resit fees by the relevant awarding exam board.
- An administrative fee of 5% will be added to the total of examination fees and a 10% administration fee will be added per resit examination.
- Withdrawals approved by the College made before or after the exam board deadline (21 February each year) will result in a refund (less any administration fee). Withdrawals not approved by the College will not be refunded.
- Further details on the Exams Fees Policy can be found at:  
<M:\College\Support\Exams\Exam Policies>

### Staff Responsibilities for External Examinations

#### Head of Centre:

- Has overall responsibility for St Dunstan's College as an examinations centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice, in reference to the JCQ/CAIE.

#### Examinations Officer:

- Manages the administration of internal exams and external exams.
- Advises the Assistant Head (Director of Studies), Heads of Department, Tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary non-examined assessment and/or controlled assessments are completed on time and in accordance with JCQ/CAIE guidelines.
- Provides and confirms detailed data on estimated entries to the awarding bodies.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks, and stores securely all exam papers and completed scripts, along with ensuring that scripts are dispatched as per the awarding body guidelines.
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ/CAIE publications.
- Accounts for income and expenditures relating to all exam costs/charges.
- Ensures candidates' non-examined assessment / controlled assessment marks are submitted correctly and on schedule, along with any other material required by the appropriate awarding bodies.
- Tracks, dispatches, and stores returned non-examined/ controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and
- Forwards, in consultation with the SSLT, any post results service requests.

**Heads of Department:**

- Guidance and oversight of candidates who are unsure about exam entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Accurate completion of non-examined assessment / controlled assessment mark sheets and declaration sheets.
- Guidance on post-result service applications.
- Supplying information on entries, coursework and controlled assessments as required by the Director of Studies and the Examinations Officer.

**College SENDCo (supported by the Senior School Learning Support Coordinator):**

- Identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they can process any necessary applications in order to gain approval (if required).
- Working with the Examinations Officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators:**

- Assisting the Examinations Officer in the efficient running of exams according to JCQ/CAIE regulations.
- Collection of all exam papers in the correct order at the end of the exam and ensuring that they are returned to the Examinations Officer. Including the printing of exams completed on laptops where access arrangements are in place.
- Reporting any suspected cases of malpractice to the Examinations Officer.

**Candidates:**

- Confirmation and signing of entries and informing the Examinations Officer of any errors.
- Understanding non-examined assessment / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ/CAIE regulations.

**Post Results Services**

**Results**

- Candidates are expected to collect their examination results in person on Results Day. Any uncollected results will be posted first class to the candidate's home address.
- Candidates can nominate someone else to collect their results on their behalf. They must speak to the Examinations Officer in person prior to Results Day to organise this. Results will under no circumstances be given out to anyone other than the candidate unless prior permission has been received.
- The results slip will be in the form of a centre produced document and awarding body statement of results.
- Arrangements for the centre to be open on Results Days are made by the Examinations Officer.

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

### **Review of Marks and Resits**

- Full details of the Post-Results services will be made available by the Examinations Officer prior to results day
- Candidates will need to pay for any resit, mark reviews or script returns unless a Head of Department is willing to pay for this from their departmental budget
- Candidates wishing to have the marking of their papers reviewed should do so after consultation with the appropriate Head of Department
- Candidates wishing to re-sit a paper should first discuss this with the appropriate Head of Department. Candidates will need to collect a Resit Request Form provided with the Post Results Services letter.

### **Enquiries about Results (EAR)**

- EARs may be requested by centre staff or the candidate following the release of results. A request for a review of marking requires the written consent of the candidate.
- Request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.
- The cost of EARs will be paid by the candidate unless the Head of Department is willing to pay for the cost from their departmental budget.
- All decisions on whether to make an application for an EAR will be made by the Examinations Officer.
- If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure document, see appendix. Processing of all EARs will be the responsibility of the Examinations Officer, following the JCQ/CAIE guidance.

### **Certificates**

- Certificates will arrive in the centre in November (IGCSE/GCSE/A-Level).
- Candidates will receive their certificates either:
  - in person at the centre;
  - by post to their home address via recorded delivery.
- All current students will be expected to collect their certificates in person whilst certificates will be sent by recorded delivery to all former students.
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.
- The centre retains all examination certificates that are uncollected or returned.
- A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred. The Examinations Officer can provide a Confirmation of Grades letter if required and if it is suitable for the candidate's needs.

### **Additional Compliance Policies**

Additional information and more detailed policies can be found on the below areas at <M:\College\Support\Exams\Exam Policies>

- Emergency Evacuation Policy
- Examination Contingency Plan
- Internal Assessment Appeals Procedure
- Special Consideration Policy
- Non-Examination Assessments (NEAs)
- Disability Examination Policy
- Complaints and Appeals
- Exams Archiving Policy
- GDPR Exams Policy
- Word Processor Policy
- Supervised Rest Break Policy
- Post Results Services booklet and forms

### **Internal Examinations**

These are taken by all students throughout the year, students will take a selection of the below.

- Trial Examinations (Trials)
- Benchmarks
- Internal End of Year Examinations

The above examinations must all adhere to the expectations outlined in the External Examinations. These include, but are not exclusive to:

- Access arrangements: Students are to follow the access arrangements as detailed by the College SENDCo. These could include:
  - 25% extra time – where this is awarded students should change pen colour whilst using their extra time.
  - Laptop (SPaG disabled) – students will use their own laptops as part of the BYOD policy for all internal exams except for trials in Year 11, 12 and 13.
  - Modified papers (coloured papers)
  - Overlays
  - Rest breaks
  - Prompts
  - Reading pen
  - Additional Room
  - Live Speaker
- Examination conditions - students should be silent and always facing the front during an examination
- Seating - care should be taken to seat students separately where possible. In internal examinations students will be sat next to students sitting a different examination to maintain the integrity of the examinations

- Malpractice – all incidents of malpractice should be reported to the appropriate Head of Department and Head of Section. Parents should be informed, and an appropriate sanction should be issued to the student.
- Invigilation – Trial examinations are invigilated by external invigilators; all other examinations are supervised by teaching and teaching support staff. It is the responsibility of the supervising member of staff to ensure all exam procedures are followed and adhered to.
- Feedback and Follow-up – staff should feedback to the Assistant Head (Director of Studies) and the Examinations Officer as appropriate at the end of the exam cycle. Any urgent or significant concerns should be raised with the Examinations Officer and Assistant Head (Director of Studies) as soon as possible.

### **Staff Responsibilities for Internal Examinations**

#### **Assistant Head (Director of Studies)**

- Plan examinations with appropriate time for Heads of Department to plan and mark assessments.
- Oversee the Head of MIS and Data in ensure reporting cycles and data entries are correct and organised.
- Stand in for the Exams Officer in case of absence.
- Work with the appropriate Head of Section to ensure the examination integrity is maintained by all students. This includes intervening when malpractice is reported.

#### **Examinations Officer**

- Manage the administration of internal examination timetables for Trial and End of Year examinations. To include:
  - Sourcing and briefing external invigilators
  - Providing seating plans
  - Creating the examination timetable
  - Distribute papers to invigilators and ensure students are given the correct papers as per the seating plan.
- Ensure students and parents are informed of and understand the aspects of internal examination. Including providing support documentation to students on exam expectations.
- Report any malpractice reported from invigilators to the appropriate Head of Section and the Assistant Head (Director of Studies).

#### **Heads of Department**

- Provide guidance to students on the content to be assessed in each examination.
- Ensure assessments set are appropriate for the cohort and enable students to be able to access the highest grades.
- Provide clear and accurate front sheets with instructions for invigilators.
- Ensure accurate marking and moderation of papers.
- Calibration of grade boundaries to ensure an appropriate range of grades are given in line with school expectations.
- Accurately report on all internal examinations and oversee the upload of this data to iSAMS.

### Heads of Section

- Ensure all students are aware of the exam protocols and procedures as outlined by the Examinations Officer.
- Ensure Heads of Year are briefed and can support staff/students with the internal examinations' week.
- Provide support to invigilators and staff with enforcing student behaviour during internal examinations.

<b>Examinations</b>			
<b>Author/s:</b>	Jonathan Holmes	<b>Date Reviewed:</b>	Michaelmas 2021
<b>Date Ratified:</b>	Michaelmas 2021	<b>Next Review Date:</b>	Michaelmas 2022
<b>Committee:</b>	N/A	<b>Clerk to the Governors</b>  <b>Signature:</b>	N/A