



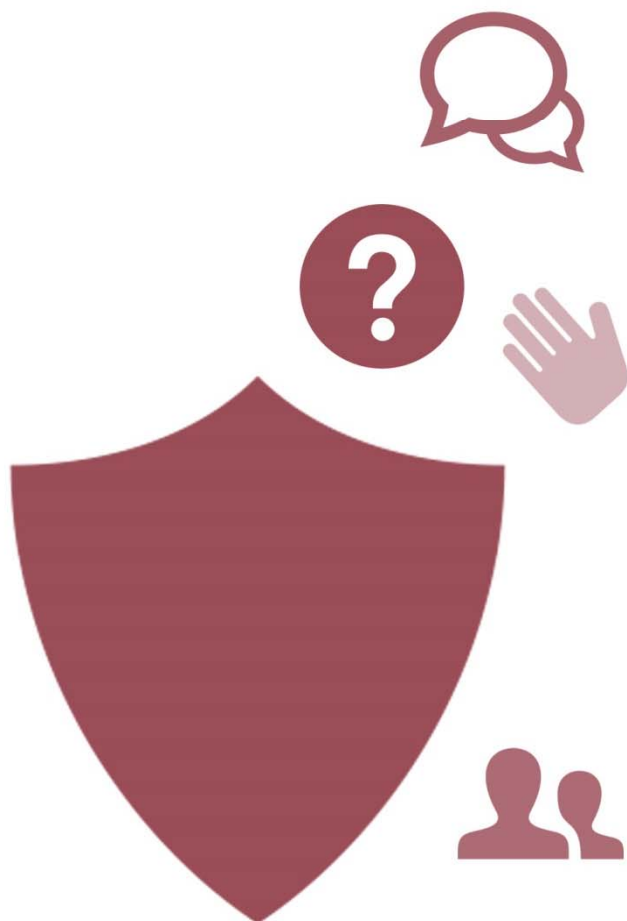
YSGOL GYMUNEDOL  
**CWMTAWE**  
COMMUNITY SCHOOL

# EXAMINATIONS POLICY

DATE OF POLICY: NOVEMBER 2018

HEADTEACHER / HEAD OF CENTRE: Mr. C. L. Hitchings

EXAMINATIONS OFFICER: TBC



## INTRODUCTION

The school examinations policy contains guidance on the operation of internal and external examinations held throughout the academic year.

We endeavour to keep parents, pupils and other stakeholders up-to-date with school information via our website at [www.cwmtawe.org](http://www.cwmtawe.org). Many of our examination documents can be downloaded from the website. Further information on the policies and procedures of awarding bodies are available from the Joint Council for Qualifications [www.jcq.org.uk](http://www.jcq.org.uk).

The 'examinations centre', 'school' or 'centre' is Cwmtawe Community School. The 'Awarding Body' may be any one of the six main UK awarding bodies for the qualifications offered by the school (i.e. WJEC, AQA, OCR, Pearson, City & Guilds & CEA). The 'subject leader' is the Head of Department. A candidate's representative may be a parent, carer or other appropriate adult authorised to act for the candidate.

## PURPOSE

The examination system aims to:

- Provide pupils with the opportunity to demonstrate their knowledge and skills at the highest level they are capable of
- Allow pupils to gain appropriate and recognised qualifications for their chosen learning pathway
- Provide accurate and timely examinations data to inform target setting
- Ensure all pupils have equal access and opportunity
- Prepare pupils well for external examinations so they understand expectations of behaviour and conduct
- Assist staff in understanding their obligations and responsibilities with regard to the effective provision of examinations
- Ensure all external examinations are undertaken in line with awarding body guidelines

## RESPONSIBILITIES

The examinations process requires complex and detailed organisation and involves a wide range of staff to ensure its efficient and effective operation.

- **Headteacher** – overall responsibility for the centre.
- **Examinations Officer** – responsible for organising and overseeing the examinations process, setting up venues, organising training for staff and liaising with external agencies (e.g. JCQ inspectors, awarding body staff).
- **Internal Examinations Coordinator** – responsible for organising and overseeing the internal examinations process, setting up venues and communicating information to staff under the guidance of the examinations officer.
- **Admin Office i/c examinations** – responsible for entries/amendments and all examinations administration.
- **ALNCo/SEN Support** – responsible for identifying and communicating requirements for access arrangements and completion of relevant awarding body documentation to facilitate the application of Access Arrangements. Also responsible for organising the provision detailed in the support plan through the effective deployment of Learning Support staff and communicating any potential issues to the Examination Officer.
- **Subject Leaders** – responsible for identification of appropriate programmes of study, accuracy of entries and amendments and general subject-based administration.
- **Head of Year** – responsible for the dissemination of examinations related communication to pupils and pupil conduct for internal examinations.
- **EWO/Attendance Support Officer** – responsible for checking candidate attendance at each venue for external examinations and instigating a ‘fast response’ to any unexplained absences. This would include home visits with the aim of ensuring pupils commence the examination within 1 hour of the official start time.
- **Invigilators** – responsible for the effective operation of the examination session in line with JCQ guidance, ensuring appropriate pupil conduct and behaviour and communicating any issues which arise to the Examinations Officer.
- **Parent/Guardian** – responsible for advising the school of any changes to circumstances or inability to attend examinations.

## EXAM SEASONS

The school enters candidates for examinations during all examination seasons (i.e. November, January & June). However, not all subject awards are available in all seasons. Individual subject leaders are responsible for advising the Examinations Officer as to which examination seasons they wish to enter candidates for well in advance of the awarding body entry deadlines which are published on their respective websites.

## ENTRY POLICIES

Candidates may be entered for awards with any of the main examination awarding bodies. The awards include GCSE qualifications as well as vocational options such as the Welsh Baccalaureate Skills Challenge and SWEET qualifications. Details on individual subject choices are available within the relevant options booklet. It is the responsibility of subject leaders to advise the Examinations Officer of the correct specification code and candidate details for entry. Changes to awarding body or specification must be discussed with the Headteacher before subject leaders commence a programme of study with pupils.

Pupils are entered for the qualification providing they have met the minimum requirements with regards to attendance, coursework, orals and practical work. The cost of initial entry is met by the school. Candidates will be entered for the final examination opportunity unless the subject teacher feels that they would achieve their best grade at another entry point. If an early entry is considered, the subject teacher will discuss this with parents/carers. The school will not enter pupils early at the request of parents/carers if it is felt that the candidate will not achieve their best grade at that entry point.

If a pupil misses an external examination without the school's authorisation, then the school reserves the right to charge the candidate's parent/carer the cost of entry and subsequent withdrawal. Non-payment may result in the invoice being passed to the Local Authority's Finance and Legal department.

## AMENDMENTS

Subject leaders are responsible for informing the Examinations Officer of any amendments to entries. It is essential this is done prior to the awarding body deadline for amendments to avoid additional fees. Amendments will only be permitted after the amendment deadline in extreme cases. If candidates wish to amend/withdraw their entry after the amendment deadline, they should discuss the issue with the subject leader. In these circumstances, the school reserves the right to charge the candidate's parent/guardian the cost of the amendment.

## WITHDRAWALS

Candidates may only be withdrawn from external examinations after following a programme of study with the agreement of the Headteacher. If a candidate has not satisfied the minimum requirements for the award (e.g. attendance issues, coursework, orals or practical work) the Headteacher may decide to withdraw the candidate. In these circumstances, the school will make every effort to contact the candidate and/or their representatives to discuss the withdrawal. Candidates and/or their representatives may also request withdrawal by writing to the Headteacher. The school reserves the right to charge candidate's parents/carers the cost of initial entry and subsequent withdrawal.

## EXAMINATION PROCEDURES – EXTERNAL EXAMINATIONS

The daily organisation of external examinations is the responsibility of the Examinations Officer. The start time for all external examinations is 9.00am for morning sessions and 1.15pm for afternoon sessions. Pupils are required to arrive 15 minutes before the start time. The provision of appropriate equipment is the responsibility of the pupil. A subject representative may attend each exam venue prior to the start of the examination to respond to any entry queries. However, they must leave the venue before the start of the examination and cannot read any examination paper or remove any papers from the venue.

## EXAMINATION PROCEDURES – INTERNAL EXAMINATIONS

Internal examinations take place in the summer term at key stage 3 and during the Christmas and Summer terms at key stage 4. The Internal Examinations Coordinator, under the guidance of the Examinations Officer, is responsible for gathering appropriate information from subject leaders, formulating the examination timetable, allocating venues and providing timely information to the Head of Year. The Head of Year will then communicate appropriate information to pupils. The Head of Year will assist in ensuring appropriate pupil conduct within the examination venues in conjunction with the Senior Leadership Team. The Internal Examinations Coordinator will liaise with the ALNCo to organise suitable provision for any Access Arrangements necessary.

## NON-EXAMINATION ASSESSMENTS (NEA)

Candidates are required to complete Non-Examination Assessments (NEA) in several subjects. Individual deadlines are advised to parents during the Year 11 Parents' Evening and also to candidates by subject staff. Following the deadline, NEA tasks are assessed by subject teachers and the subject leader will initiate a moderation and standardisation exercise. This will ensure all work has been assessed fairly, in line with the awarding body's specification.

Once complete, it is the subject leader's responsibility to follow the guidelines provided by the awarding body on presentation, sample selection, accurate completion of candidate declaration forms and assessment sheets and appropriate packaging of work. This information is available from awarding body websites or from the subject officer. When directed by the subject leader, the school office will arrange the collection of coursework and retain proof of posting.

Following assessment, subject teachers and subject leaders must make raw marks available to candidates, so they may exercise their right to appeal if they so wish. Under no circumstances should staff attempt to convert a raw mark into an indicative grade.

## ACCESS ARRANGEMENTS – GENERAL NOTES

The school regularly assesses pupils to ascertain if they need additional arrangements to access the school curriculum and their examinations. This is a continual process throughout key stage 3 and key stage 4 and forms the basis of the provision of support. It should be noted that the criteria used for the award of an access arrangement for an internal examination differs from that used for an external examination. Therefore, a pupil may be awarded access arrangements for internal examinations, external examinations or both depending on their individual circumstances.

## ACCESS ARRANGEMENTS – INTERNAL EXAMINATIONS

The ALNCo is responsible for the identification and provision of support for pupils during internal examinations and the appropriate organisation of these pupils within examination venues. The school library is utilised as a venue for pupils that require readers, writers, laptop computers etc. Candidates that qualify for 'extra time only' may be accommodated within the main examination venues.

## ACCESS ARRANGEMENTS – EXTERNAL EXAMINATIONS

As they approach their terminal examinations, the ALNCo is responsible for identifying individual pupils that qualify for an access arrangement and the effective completion of Awarding Body application forms. The centre will then apply to the Awarding Body for access arrangements to ensure those candidates identified are not disadvantaged in their examinations. It is the responsibility of the candidate (or their representative) to inform the school of any factor unknown to the centre which may place them at a disadvantage in examinations and we will take all reasonable steps to reduce or alleviate the disadvantage.

## SPECIAL CONSIDERATION

Occasionally, there may be instances where candidates may be disadvantaged immediately prior to or during an examination. This could be due to illness, bereavement

or other relevant reason. In these circumstances, the Examinations Officer will assess whether it is appropriate to apply for special consideration for the candidate. However, candidates and/or their representatives are advised to contact the school for advice immediately in these circumstances.

## CANDIDATE COMMUNICATION

The school will endeavour to keep the candidate informed at all times. Prior to each examination session, candidates receive a guidance letter/booklet outlining examination procedure, examination dates/times and the appropriate notices and warnings issues by JCQ. Relevant documents are also published on our website at [www.cwmtawe.org](http://www.cwmtawe.org).

## STORAGE OF CONFIDENTIAL MATERIALS

The school office will inform the Examinations Officer immediately when confidential materials arrive from the awarding bodies. If the Examination Officer is unavailable, the office staff will check boxes against the delivery note and store the sealed boxes in the secure storage facility until the Examinations Officer becomes available for checking. All confidential materials must be securely stored at all times and the delivery log must be completed. Subject leaders must check the relevant specification requirements for the secure storage of NEA materials and ensure that they are able to comply. If there are any issues, they should discuss their concerns with the Examinations Officer.

## INVIGILATION & SUPERVISION

Candidates are supervised in examination venues by a team of invigilators. In each venue, a 'lead' invigilator will ensure that JCQ guidelines are followed and candidates conduct themselves appropriately. Invigilators are fully trained to JCQ requirements and are expected to be familiar with the JCQ Instructions on Conducting Examinations. A senior member of school staff will visit each venue at the start of examinations to ensure compliance and on an ad-hoc basis throughout the examination. External invigilators must be fully trained and comply with the relevant JCQ ICE (Instructions for Conducting Examinations) booklet. In particular, they must

- Ensure a seating plan is completed and check candidate attendance, informing the Examinations Officer of any issues.
- Refrain from taking any work into examination venues – they must pay full attention to the conduct of the examination in session.
- Refrain from talking or disrupting candidates in any way.

## PUBLICATION OF RESULTS

The results of external examinations are issued to school following the examination and the school will advise pupils of their results in due course. During the June series of examinations, results are published during the school holidays. In light of this, the school will open from 8.30am to 12.00pm on the published results day for candidates to collect their results. The publication dates for results are available from awarding body websites. Unfortunately, results can only be collected by the candidate.

## RE-TAKES

Candidates may decide to re-take individual examinations to gain enhanced grades. In the first instance, they should discuss their intention with the subject leader. In some cases, candidates (or their representatives) will be required to cover the cost of re-takes, which must be settled in full with the school office prior to entry.

## EQUALITY ACT 2010

The school will make all reasonable adjustments to ensure that candidates with disabilities covered under the Equality Act are not disadvantaged in any examination, or during the course of their studies.

## PRIVATE CANDIDATES

The centre will consider applications from private candidates to take examinations at the same time as internal candidates. However, the school reserves the right to reject applications from private candidates if acceptance is likely to incur additional costs for the centre or it is likely to affect the service offered to internal candidates. Private candidates will be charged the full awarding body cost of the examination and an administration fee which must be settled in full prior to entry.

## INTERNAL ASSESSMENT – COURSEWORK/ORALS/PRACTICAL WORK

The school is committed to ensuring all internal assessment is carried out fairly, consistently and to a high standard in line with the specification for the subject award. All internal assessments are authenticated, moderated and standardised internally prior to marks being submitted to the awarding body. The awarding body then undertake external moderation to ensure assessment is consistent between examination centres. However, if a candidate feels that they have been unfairly treated with regard to any internal assessment, the following procedure should be initiated.

- If a candidate feels that coursework or another internally assessed unit of work has been unfairly assessed, they should raise the issue with the subject leader.



- If the subject leader and candidate fail to reach agreement, then candidates may appeal using the procedure documented below.
- The appeal can only be made against the assessment process and not the mark awarded.

### APPEALS POLICY (INTERNAL ASSESSMENT)

- Candidates (or their representative) should outline their concern in writing to the Examinations Officer, stating the details of the complaint and reason for appeal.
- The written appeal should reach the Examinations Officer a minimum of ten working days prior to the start of examination series to which the appeal relates.
- The subject teacher will receive a copy of the appeal and respond in writing to the candidate and/or their authorised representative.
- If the candidate is unhappy with the response, the school may organise a meeting with the Internal Appeals Panel.
- The school will contact the candidate in writing within 14 working days following the appeal hearing with details of the decision.
- A written record of all appeals will be kept at the school and made available to the awarding body on request.
- The awarding body will be notified by the school of any changes to internally assessed units as a result of the appeal.

### INTERNAL APPEALS PANEL

- The Internal Appeals Manager is the Examinations Officer.
- The Internal Appeals Panel comprises of the Headteacher, Examinations Officer and a School Governor.

### APPEALS POLICY (EXTERNAL ASSESSMENT) – ENQUIRIES ABOUT RESULTS (EARS)

- Enquiries About Results Services (EARS) concern externally assessed awards and have to be made by the centre to the awarding body.
- The school will consider instigating an EAR if the subject leader considers that a candidate should, under normal circumstances, have achieved a higher outcome.
- The school will seek written consent from candidates before instigating an individual enquiry. Candidates should recognise that marks could be increased or decreased as a result of an EAR.
- Candidates and/or their representatives may request an EAR by writing to the Examinations Officer at the centre within 5 working days of the publication of results. The school will review the EAR request with the subject leader and advise candidates and/or their representatives whether the EAR is likely to be successful.

- If the candidate and/or their representative wish to proceed with the EAR, the full cost including administration costs will have to be met in advance by the candidate. The EAR cannot be processed until payment is made in full to the school office.
- Candidates should be made aware that the EAR deadline occurs within a very short timeframe after the publication of results. EAR consent forms received after the deadline cannot be processed and the payment will be returned.
- The decision of the awarding body will be accepted by the school and candidates and/or their representatives will be advised on further courses of action should they remain unhappy with the outcome.

## CONTINGENCY PLAN



In the event of absence of the Examinations Officer, the Deputy Headteacher (Curriculum) will take responsibility for examinations. This will alleviate any disruption to pupils and the smooth operation of examination procedure.

In the event of disruption caused by adverse events, such as severe weather, the school will seek advice from the awarding body as appropriate. Our priority will be to do all we can to allow the examinations to continue and mitigate any potential disadvantage to candidates. The Examinations Officer, in conjunction with the Headteacher and Senior Leadership Team, will assess the impact of any disruption and seek redress for pupils through the Special Consideration process where appropriate.

## DATA PROTECTION & GDPR

All candidates should be aware that the school is required to share personal pupil data with the awarding bodies to process examination entries and for the general administration of examinations. Access to this information is strictly controlled but may be shared with other education partners where appropriate (e.g. Local Authorities and Welsh Government). This is exercised under Article 6 of GDPR. The school and/or awarding bodies do not share data with organisations involved in direct marketing or similar activities. The school's privacy statements are available from the school website.

Cwmtawe Community School is registered with the Information Commissioner for the purposes stated above, as are the main awarding bodies. More information may be found on their website [www.ico.org.uk](http://www.ico.org.uk). Candidates have a range of rights including the right of access to the data held at school level and at individual awarding bodies. However, the school and/or awarding body reserve the right to charge an administration fee for providing details following a request from a candidate.

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Chair of Governors	Mr. C. Osborne		11/2018
Headteacher	Mr C. L. Hitchings		11/2018