



**Stockport School**

**Examinations Policy**

**2023/2024**

*This policy should be read in conjunction with other related policies including the Controlled Assessment Policy, Curriculum Policy, Teaching & Learning Policy, Inclusion & Special Educational Needs Policy and the Disability Equality Scheme/Accessibility Statement.*

**Contents:**

- 1. Examination Roles & Responsibilities**
- 2. Qualifications Offered**
- 3. Examination Seasons and Timetables**
- 4. Entries, Entry Details, Late Entries and Retakes**
- 5. Exam Fees**
- 6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**
- 7. Estimated Grades**
- 8. Managing Invigilators and Examination Days**
- 9. Candidates, Clash Candidates and Special Consideration**
- 10. Controlled Assessment and Appeals against Internal Assessments**
- 11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)**
- 12. Certificates**
- 13. Review**

**Appendices:**

- 1. Internal Appeals Policy for Internal Assessment Decisions relating to External Qualifications**
- 2. Controlled Assessment Policy**



## Stockport School

### **The purpose of this Examination Policy is:**

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in Stockport School's exam processes to read, understand and implement this policy. *(Please see Section 14. Agreement and Confirmation).*

This Examination Policy will be reviewed annually.

This Examination Policy will be reviewed by the Headteacher, Associate Deputy Headteacher (in charge of examinations), and the Examinations Officer.

### **1. Examination Roles & Responsibilities**

#### **Head of Centre (Stockport School) – Headteacher: Mr I Irwin**

Overall responsibility for Stockport School as an exam centre:

- Advises on appeals and re-marks to Directors of Subject.
- The Headteacher is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document 'Suspected Malpractice in Examinations and Assessments'.

#### **Examinations Officer: Mrs S Wordsworth**

Manages the procedures of all Public and (Year 7, 8, 9, 10, 11) internal exams.

Advises the Senior Leadership Team, Directors of Subject, Class Teachers, and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards; Also:

- Oversees the production and distribution to 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 exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines.



## Stockport School

- Provides and confirms detailed data on estimated entries.
- Receives checks and stores securely all exam papers and completed scripts.
- Using the JCQ 'Access Arrangements and Special Considerations Regulations and Guidance' relating to candidates who are eligible for adjustments in examinations, administers the sending of access arrangements (in liaison with the SENCO) to relevant exam boards and makes applications for special consideration.
- Identifies and manages exam timetable clashes.
- Invoices for income and expenditures relating to all exam costs/charges in liaison with Stockport School Finance Manager.
- Line manages all exam invigilators. Organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Submits candidates' controlled assessment marks, tracks dispatch and stores returned controlled assessment and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Exam administration of students with access arrangements (in liaison with Director of SEN).
- Responsibility of *exam administration* for candidates with access arrangements in Access Arrangement rooms.
- Organises and manages the Examinations Office.
- Distributes any exam material to candidates via Form Tutors and Directors of Subject from the Exams Office.
- Collection of exam papers and other material from the exams secure storage before the start of the exam.
- Collection of all exam papers in the correct order as the Exam Board registers at the end of the exam and their secure return to the Exams Office.
- Prepares statistics for national and local press/DfE/NAA returns

### **Associate Deputy Headteacher (in charge of Examinations): Mr C Beever**

- Overall line management of the Examinations Officer.



## Stockport School

- Co-ordination of the School staff in relation to examinations.
- Organisation of teaching and learning in conjunction with SLT
- External validation of courses followed at Key Stage 4 / Post-16.
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

### **Directors of Subject:**

- Accurate completion of entry and all other mark sheets and adherence to realistic deadlines as set by the Examinations Officer.
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Accurate completion of controlled assessment mark sheets and declaration sheets.
- Involvement in post-results procedures and guidance to candidates.
- Ensure (in liaison with the Associate Deputy Headteacher and Examinations Officer) that the venue is suitable for the requirements of the examination.
- Prepare students for examination days by ensuring that all students know:
  - What equipment they need;
  - How to complete an examination paper and questions, by having practiced past papers, and analysed previous answer booklets (*The Examination Officer will provide a copies of answer booklets that can be photocopied*);
  - How to check that they have the correct examination paper / level / tier.

### **Directors of Progress and Heads of Year:**

- Prepare all candidates in Year groups during the run up to exams – on procedures and expected standards of behaviour.
- Support the Exams Officer in supervising the student's entry and exit from the examinations

### **Subject Teachers:**

- Notification of suspected access arrangements to SENCO (as soon as possible after the start of the course).



## **Stockport School**

- Submission of candidate entry levels (in negotiation with students) to Directors of Subject.

### **SENCO: Mrs H McNicholls /Ms Lauren Jennings (acting SENCO)**

- Identification and testing of candidates' requirements for access arrangements.
- Sharing information in a timely manner to the Examinations Officer.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment etc. — to help candidates achieve their course aims.
- Responsibility of *candidates* with access arrangements in Access Arrangement rooms.

### **Premises & Community Hire Manager: Mr P Whitehead and Site Manager : Mrs D Broadhurst**

- Organisation and management of the caretakers for the setting up of the examination rooms, desks, chairs, notice boards, clocks, letters and number allocations on walls.
- Maintain Health and Safety regulations in all examination rooms.

### **Assistant Examinations Officer – Mrs Emma Chilton**

- To help the Examinations officer with all aspects of the examination process

### **Cover Manager: Mrs K Rosser**

- Organisation (in liaison with the Associate Deputy Headteacher and Examinations Officer) of cover for internal exams not supervised by external invigilators.
- Allocation of rooms available for the examinations for the students with Access Arrangements (in liaison with Examinations Officer and the Deputy Headteacher).

### **Invigilators:**

- Ensure high standards of supervision at all times in the examination hall/rooms.



## Stockport School

- Collection of all exam papers in the correct order as the Exam Board registers at the end of the exam and their secure return to the Examinations Office.
- To help with the administration of papers after the examination

### **Administrative Staff / Office Manager:**

- Posting of coursework papers to be sent by Directors of Subject - Certificate of Postage required.
- Storage of completed scripts in safe prior to collection by Parcelforce

### **Candidates:**

- Confirmation and signing of entries.
- Understanding Controlled Assessment regulations and signing a declaration that authenticates the Controlled Assessment as their own.
- Arrive on time for exams in accordance with the Examinations Office regulations.
- Understanding and adhere to JCQ regulations for exam day procedures.
- To read and understand the Examination Handbook

## **2. Qualifications Offered**

The qualifications offered at Stockport School are decided by the Headteacher, Senior Leadership Team, Directors of Subject and the Governing Body of the School.

The qualifications offered are currently focus mainly on GCSE's. There are a small number of students studying additional qualifications.

The subjects offered for these qualifications in any academic year may be found in Stockport School's published curriculum for the year. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by 1<sup>st</sup> September.

### **At Key Stage 4 (Years 10 & 11):**

- All candidates will be entitled, and prepared, to achieve an entry for qualifications from an external awarding body.



## Stockport School

### **3. Exam Seasons and Timetables**

#### **3.1: Exam Seasons**

Internal exams are scheduled according to the assessment calendar.

External exams are scheduled in May/June.

Internal exams in Y10 & Y11 mock examinations are held under external exam conditions.

The exam series used in Stockport School is decided by the Associate Deputy Headteacher in liaison with the Examinations Officer and the SLT.

#### **3.2: Timetables**

The Examinations Officer will produce and circulate the exam timetables for both external and internal exams once these are confirmed.

### **4. Entries, Entry Details, Late Entries and Retakes**

#### **4.1: Entries**

Candidates are selected for their exam entries by the Directors of Subject, Directors of Progress, Pastoral Managers and the Senior Leadership Team.

A candidate or parent/guardian can request a subject entry, change of level or withdrawal in agreement with the Director of Subject and the Associate Deputy Headteacher. An amendment form must be completed, signed and sent to the Examination Officer.

Stockport School only accepts entries from external candidates under certain circumstances (*these are to be agreed with the Headteacher in advance*).

#### **4.2: Late Entries**

Entry deadlines are circulated to Directors of Subject via memo and e-mail from the Examinations Officer,

Late entries are to be authorised initially by Directors of Subject and then finally by the Associate Deputy Headteacher and Headteacher.



## Stockport School

Late Entries incur a considerable extra cost to the School, and should therefore be avoided where possible. All Late Entries fees and Amendments fees will be charged to the relevant subject area capitations.

### **4.3: Retakes**

Retakes no longer form a valid route of entry to certification.

\*Please note that as of 1<sup>st</sup> September 2012, students beginning a new GCSE course follow the terminal course entry route, as opposed to the previous modular entry courses. Directors of Subject are responsible for ensuring that course specifications and associated exams are clearly identified, and that students are fully prepared for the key examination dates.

## **5. Exam Fees**

GCSE initial registration and entry exam fees are paid for by Stockport School.

Late entry or amendment fees (after the published date) are paid for by Subject Areas. (Exceptional circumstances may be sanctioned by SLT).

Candidates or Subject Areas will not be charged for changes of tier, withdrawals made following the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary Controlled Assessment requirements.

The fees reimbursement policy will be communicated in writing to candidates and parents/guardians at the start of GCSE.

Candidates must pay the fee for an enquiry about a result, should the School not uphold the enquiry and the candidate insists on pursuing the enquiry.

*(See Section 11.2: Enquiries about Results [EARs])*

## **6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

### **6.1: DDA**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre (Stockport School) staff must ensure that the access arrangements and special consideration regulations





## Stockport School

and guidance are consistent with the law. This policy should be read in conjunction with the School Disability Equality Scheme/Accessibility Statement. Every effort will be made to ensure that ALL students will be able to access their end of course examinations.

### **6.2: Special Needs**

A candidate's special needs requirements are determined by the SENCO, GP and the Educational Psychologist / Specialist Teacher.

We strongly recommend to all parents and students that all external cognitive assessments are carried out by a chartered Educational Psychologist.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam (once confirmed). The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### **6.3: Access Arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO

Rooming for access arrangement candidates will be arranged by the Cover Manager in liaison with the SENCO, the Examinations Officer, and the Associate Deputy Headteacher.

Invigilation, administration and support for access arrangement candidates will be organised by the Examinations Officer and SENCO prior to the start of the exams.

## **7. Predicted Grades**

Directors of Subject will submit predicted grades to the Examinations Officer, and SLT at appropriate times in the academic year and at the request of the Examinations Officer, and SLT.

## **8. Managing Invigilators and Exam Days**

### **8.1: Managing Invigilators**



## Stockport School

External invigilators will be used for external exam supervision. They will be used for all Public Examinations which includes BTEC, OCR Nationals, GCSEs.

The safe recruitment of invigilators is the responsibility of the Associate Deputy Headteacher in charge of Exams and the Examinations Officer, in liaison with the and Headteacher. (*Please see the School's policy on Recruitment*)

Securing the necessary Enhanced DBS check for new invigilators is the responsibility of the Headteacher's PA once she has been notified by the Examinations Officer.

DBS fees for securing such clearance are paid for by Stockport School.

Invigilators are timetabled, briefed and managed by the Examinations Officer.

Invigilation and Reader, Scribes etc. for Access Arrangement Students are timetabled by the Examinations Officer and SENCO.

Invigilators' rates of pay are set by the Headteacher in conjunction with the Finance Manager and Examinations Officer.

### **8.2: Exam Days**

The Examinations Officer will book all exam rooms after liaison with the Associate Deputy Headteacher, Cover Manager, and other users.

The Examinations Officer will make the question papers, other exam stationery and materials available for the invigilators.

The Examinations Officer will manage all exam day procedures.

The Estates Officer is responsible for setting up the allocated rooms, as per the agreed format.

A member of staff (Head of Year, Director of Progress, Director of Subject or member of SLT) will be available for the supervision of students outside the examination room to help prepare them for examination conditions. Lining up in rows and waiting in silence. The members of staff will be notified by email from the Cover Manager.

The same member of staff will go into the examination room once the students have filtered through to help with identifying students and any, liaise with the Attendance Office or Main Office to ring home, who will then contact the Examinations Officer to inform her of the reason and outcome.

An invigilator / Examinations Officer / Assistant Exams Officer / Member of SLT will start all exams in accordance with JCQ guidelines.

Subject staff may be present outside the exam room at the start of the exam to assist with the identification of candidates (*see examination supervision rules below*).

In practical exams subject teachers will be available in case of any technical difficulties.



## Stockport School

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. If any teacher does read an exam paper, they must remain in the exam room for the remainder of the allocated time for that exam paper.

Spare exam papers will be distributed to Directors of Subject after all exam papers have been checked, collated and sealed ready for collection by the Exam Boards and not before.

All invigilators and any internal staff used for external exams will have completed The Exams Office Online Invigilator training prior to being involved in exams.

### **9. Candidates, Clash Candidates and Special Consideration**

#### **9.1: Candidates**

Stockport School's published 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 Stockport School accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of invigilation staff must accompany them.

Candidates should only bring the equipment that is needed for the examination into the examination room. They should leave everything else in their bags in their lockers or other agreed location.

#### **9.2: Clash Candidates**

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

#### **9.3: Special Consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the School, Examinations Officer, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.



## Stockport School

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

### **10. NEAs and Appeals against Internal Assessments**

#### **10.1: Non-Examined Assessment (NEAs)**

Candidates who have to prepare portfolios should do so by the end of the course or School defined date.

Directors of Subject will ensure all controlled assessments are ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work must be provided to the Examinations Officer by the Directors of Subject.

#### **10.2: Appeals against Internal Assessments**

Stockport School is obliged to publish a separate procedure on this subject (Appendix 1); and which is also available from the Exams Office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30<sup>th</sup> June to the Headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Headteacher's findings will be made available in writing, copied to the Examinations Officer and recorded for awarding body inspection.

### **11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)**

#### **11.1: Results**

Candidates will receive individual results slips on results days in person at Stockport School. If collection of results is to be by another person the Examination Officer must be informed in writing and identification must be brought in by the person authorised to collect the results.



## Stockport School

Arrangements for the School to be open on results days are made by the Headteacher, and the SLT.

The provision of staff on results days is the responsibility of the Headteacher, Associate Deputy Headteacher, and the SLT.

### **11.2: EARs (Enquiries about Results)**

EARs may be requested by School staff or candidates if there are reasonable grounds for believing there has been an error in marking.

Directors of Subject should contact the Associate Deputy Headteacher and Examinations Officer in the first instance if they suspect that an error in the marking process for their subject has occurred.

The Headteacher is ultimately responsible for agreeing to an EAR and the cost will be allocated from the exams budget if agreed, otherwise it will be allocated from the departmental budget.

Individual students may request an EAR re-mark via the Examinations Officer, after they themselves have firstly discussing it fully with the relevant Directors of Subject. Any individual student who requests an EAR re-mark must meet the potential costs of this in full themselves prior to the remark being submitted

*(See Section 5: Exam Fees)*

## **12. Certificates**

Certificates are presented in person, collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing to the Examination Officer and photographic identification must be brought in by the person authorised to collect the certificates

Stockport School Examinations Officer in liaison with the Associate Deputy Headteacher has the overall responsibility for the issuing and returning of examination certificates.

Stockport School retains certificates for ten years. After the ten years they will then be disposed of securely.

Ex-students requiring copies of their results will be charged £10.00 for an email / letter confirming the results they achieved whilst they attended Stockport School

## **13. Review**



## **Stockport School**

Stockport School Examination Policy has been produced by the Examinations Officer and has been reviewed by the Associate Deputy Headteacher.

This policy is reviewed annually and implemented each September;

- All new members of staff, and staff involved directly in the examinations process must understand and implement the agreed policy.

**Last Revised and Modified: September 2023**

**Review date: September 2024**



## Stockport School

### **Appendix 1:**

#### **Internal Appeals Policy for Internal Assessment Decisions relating to External Qualifications**

Stockport School is committed to ensuring that whenever staff assess students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the Examinations Board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to her work, she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students and parents. This procedure is available from the Examination Officer and the School Website [www.Stockport.stockport.sch.uk](http://www.Stockport.stockport.sch.uk)

#### **Appeals Procedure**

- 1. Appeals should be made as soon as possible, and must be made two weeks before the end of the last externally assessed paper in the examination's series. (So, the appeal must be made before a date in mid-June for the summer series as presently timetabled).**
- 2. Appeals should be made in writing to the Examinations Officer, who will in conjunction with the Associate Deputy Headteacher investigate the appeal. If the Examinations Officer or Associate Deputy Headteacher were directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the Examination Officer or Associate Deputy Headteacher is not able to conduct the investigation for some other reason.**
- 3. The Examinations Officer and Associate Deputy Headteacher, or other member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the Qualifications & Curriculum Authority (QCA). This will be done before the end of the series (currently the end of June for the summer series). All investigations will be reported to the Headteacher as Head of Centre, before any final conclusions on the appeal are made.**
- 4. You will be informed in writing of the outcome of the appeal, including any correspondence with the Examinations Board, any changes made to the assessment of your work, and any changes made to improve matters in the future.**
- 5. The outcome of the appeal will be made known to the Headteacher, and will be logged as a complaint under the complaint's procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.**



## Stockport School

- 6. If the appellant is unhappy with the decision made, the parent or student may ask for a personal hearing, where the panel will consist of two persons not previously involved, normally including the Headteacher and Associate Deputy Headteacher.**

After work has been assessed internally it is moderated by the awarding body (Examinations Board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Stockport School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant Examinations Board.