

St. Patrick's College



Examination Policy

1.0 **Purpose**

1.1 The purpose of this policy is to ensure the:

- Planning and management of exams is conducted efficiently and in the best interest of candidates;
- Operation of an efficient exam system with clear guidelines for all relevant staff.

1.2 It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

2.0 **Exam Responsibilities**

2.1 The Head Of Centre (Principal) has overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks;
- Is responsible for reporting all suspicions or actual incidents of malpractice.

2.2 The **Exams Officer** (Mr Gerard Coyle) manages the administration of external exams:

- Advises the SMT, Heads of Departments, subject, class teachers and other relevant support staff on exam timetables and application procedures as set by the various awarding bodies;
- Oversees the production and distribution to staff and candidates of exam series timetables 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;
- Provides and confirms data on estimated entries;

- Receives, checks and stores securely all exam papers and completed scripts;
- Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration;
- Identifies and manages exam timetable clashes;
- Accounts for income and expenditures relating to all exam costs/charges;
- In conjunction with the Head of Centre and SMT, oversees the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams;
- Submits candidates' coursework marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule;
- Arranges with other staff members the dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any appeals/re-mark requests;
- Maintains systems and processes to support the timely entry of candidates for their exams.

3.0 Qualifications Offered

3.1 The qualifications offered in conjunction with RVLC are: GCE, Applied GCE, GCSE, BTEC, Entry Level and Occupational Studies.

3.2 The subjects offered for these qualifications in any academic year may be found in the centre's published option booklets for that year, the School Prospectus and the school's website.

4.0 Exam Series and Timetables

4.1 Exam seasons:

- External exams and assessments are scheduled in November, January, March, May and June;

4.2 Timetable

- Once confirmed, the exams officer will circulate the examination timetables for external exams. These timetables should be checked by candidates, subject teachers, HODs, SMT and the Head of Centre for clashes and potential timetabling problems

5.0 Entries, Entry Details and Late Entries- (see St. Patrick's College's Examination Entry Policy for more details)

- Candidates are selected for their exam entries by the heads of department, with recommendations from subject teachers;
- Candidates or parents/carers can request a subject entry, change of level or withdrawal, but the school may make the final decision;

- Entry deadlines are circulated to heads of department via Email and Internal Post/Pigeon hole;
- Late entries are authorised by the Exams Officer and Head of Centre;
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, SENCO, subject teachers, Head of Department and Head of Centre;
- Candidates are responsible for confirmation and checking all entries;
- Retake decisions will be made in consultation with Candidates, subject teachers, Exams Officer, HODs and the Head of Centre.

6.0 Exam Day Responsibilities

The Head of Centre, Examination Officer and those delegated by them may in the exam room:

- Start and finish exams, including reading the paper rubric at the start of the exam;
- Assist with the identification of candidates;
- Deal with any disciplinary matters;
- Check that candidates have been issued with the correct question paper, (particularly where optional or tiered papers are involved);
- Check that candidates have the appropriate equipment and materials for the examination;
- Identify whether the candidates have been prepared for the set texts highlighted on the question paper.

6.1 Teachers must not:

- Sit and read the examination question paper in the exam room;
- Enter the exam room, uninvited, with the sole intention of accessing the examination question paper;
- Have access to the examination question papers unless this is specifically requested by either the Exams Officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the Exams Officer needs this verified by the relevant subject teacher before forwarding the issue to the awarding body;
- Give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- Communicate with candidates, except in Art timed tests, Science Practical examinations and controlled assessment, or when maintaining discipline in the examination room;

- Enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- Enter the examination room and read candidates' scripts.

6.2 The SEN Coordinator (SENCo) is responsible for:

- Identification of candidates needing additional support;
- Access arrangements;
- Provision of additional support - with spelling, reading, dyscalculia, dyslexia, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

6.3 Invigilators are responsible for:

- Taking the register and informing the exam officer if any student(s) is/are missing;
- Ensuring the exam takes place in accordance with the guidelines set;
- Providing students with appropriate stationery;
- Collecting exam papers and other material from the exams office before the start of the exam;
- Collection of all exam papers in the correct order at the end of the exam

7.0 Exam Fees

- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies;
- Late entry or amendment fees may be paid by the Centre;
- Fee reimbursements are not sought from candidates who fail to sit an exam for medical circumstances.

8.0 Disability Discrimination Act

8.1 Disability Discrimination Act:

- All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006;
- The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and provision made where necessary to accommodate the needs of any child with a known disability.

8.2 Access Arrangements:

- The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam;
 - A candidate's access arrangements requirement is determined by the SENCo;
 - Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Officer;
 - Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo;
 - Accommodating access arrangement candidates will be arranged by the SENCo with the Exams Officer;
- Invigilation and support for access arrangement candidates will be organised by the SENCo and the Exams Officer.

9.0 **Estimated Grades**

9.1 Heads of Department are responsible for submitting estimated grades to the exams officer within a given timescale.

10.0 **Managing Invigilators**

10.1 Managing Invigilators:

- Members of staff and appointed invigilators are used to invigilate examinations;
- Invigilators will be used for external exams;
- Recruitment of invigilators is the responsibility of the Head of Centre and the Exams Officer;

• Invigilators are timetabled, briefed and trained by the Exams Officer.

10.2 Malpractice

- The Head of Centre is responsible for investigating suspected malpractice.

10.3 Exam Days

- The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator;
- Exams Officer is responsible for making arrangements for setting up the allocated rooms;
- The lead invigilator will start all exams in accordance with JCQ guidelines;
- In practical exams subject teachers will be on hand in case of any technical Difficulties.

11.0 Candidates

11.1 Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times;
- Unless otherwise stated candidates must wear full school uniform when sitting Public Examinations at St. Patrick's College
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage;
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or senior invigilator;
- Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They will be accompanied by a member of staff or invigilator at all times;
- The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

11.2 Clash Candidates

- The Head of Centre and Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

11.3 Special Consideration

- 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 by providing a letter from the candidate's doctor;

12.0 Assessments

12.1 St. Patrick's College's Policy on Internal Assessments (Appendix 1)

12.2 St. Patrick's College's Policy on Controlled Assessments (Appendix 2)

13.0 Results, Enquiries About Results (Ears) And Access To Scripts (Ats)

13.1 Results, Enquiries About Results (Ears) And Access To Scripts (Ats)

- Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses.

13.2 Ears (Enquiry About Result(s))

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates' consent is required before any EAR is requested;
- If a result is queried, the Head of Centre, Exams Officer and teaching staff will investigate the feasibility of asking for a re-mark and this may be at the centre's expense;
- After the release of results, candidates may ask subject staff to request the return of papers and this may be at the candidate's expense;
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

14.0 Certificates

- Certificates may be presented in person and signed for;
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so;
- Certificates may be withheld from candidates who owe fees;
- A transcript of results may be issued if a candidate agrees to pay the costs incurred.

15.0 Monitoring And Evaluation

- 15.1 This policy is monitored on a biennial basis;

Reviewed: March 2017