



Objective

To set up an efficient exam system with clear guidelines for all users.

Exam Officer

The Exam Officer is responsible for the organisation of all external and mock exams.

Accountability of departments

Each Head of Department is responsible for all exam entries, withdrawals and amendments for their subject. At the start of each academic year, the Exam Officer will confirm with each Head of Department which qualifications they will be working towards with their students. If the Head of Department wishes to change syllabus or exam board, or offer additional qualifications, this must be authorised by the Senior Management Team and the Exam Officer must be informed.

Entries

Examination entries are made by Heads of Departments and then passed to the Examination Officer. It is the responsibility of each Head of Department to ensure that the correct lists are issued to the Exam Officer. All external entries are scrutinised by the relevant members of the school's Senior Management Team. Requests for non-entry of certain students by Heads of Departments will be considered once all entries are received.

Amendments

All candidates will be entered for the relevant exams by the due date set by the exam boards. Amendments such as changes of exam tier will be accepted by the Exam Officer up to the date set by the exam boards. Any late entries or amendments will be charged to the relevant department, except in exceptional circumstances.

Special Needs

It is the responsibility of SENCO to liaise with the Exam Officer regarding access arrangements for candidates with special needs, ensuring all information needed on each candidate is available. The Exam Officer will ensure requests for access arrangements are applied for to the relevant exam boards.

Separate rooms and invigilators are required for students needing extra time in exams, and for students needing a reader as well as extra time. Preferably the reader should be from the Learning Support department and be familiar to the students.

Examination Fees

Normal registration and exam fees will be paid by the centre.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Re-sit fees

AS and A2 Examinations. The school will pay for one re-sit per AS or A2 module per subject. Any further re-sits will have to be paid for by the student, in advance of the examination. However, the school recommends that no more than three module examinations, including re-sits, take place in the January exam series of any year

GCSE Examinations. Only one attempt at re-sitting a GCSE subject will be paid for by the school.

Students who miss an examination for any reason other than illness will be charged for the examination missed.

External Invigilators

The Exam Officer is responsible for the recruitment and ongoing training of a team of external invigilators, who will be used to invigilate all external and mock exams.

External Examinations

1. Final entry numbers and levels are agreed between the Exam Officer and each Head of Department.

2. All exam papers are received and counted by the Exam Officer, before being stored securely.
3. No exam papers can be viewed by teaching staff, or removed from the exam room, until after the exam session has finished.
4. All exams will be conducted according to the rules laid down by the exam boards and within the start and finish times determined by the boards.
5. The Exams Officer will attempt to contact any candidate who is not present at the start of their exam and deal with them in accordance with exam board guidelines.
6. Any misconduct or irregularity must be reported to the Exam Officer and Senior Management Team, who will then inform the relevant exam board.
7. In the absence of the Exam Officer at the end of the exam, exam papers will be collected in by Invigilators and taken to Main Reception.

Mock Examinations

Mock GCSE exams will be run in December for all Year 11 and some Year 10 students, and mock A Level exams for Year 13 students. The Exam Officer will organise the timetable, accommodation and invigilation of these exams. Each department is responsible for producing suitable exam papers for these mocks and ensuring these are given to the Exam Officer ready for the exams. After each exam, departments must ensure they collect the completed papers as soon as possible from Main Reception.

Coursework

Candidates who have to prepare coursework should do so by the required date. It is the responsibility of each department to ensure all coursework and coursework paperwork is ready to be despatched at the correct time. The coursework sample is to be passed on to the Exam Officer, who will post the coursework, and keep a record of all coursework sent off. Marks for internally assessed work are to be provided to the Exams Officer by the Heads of Department.

Appeals against internal assessments

The centre has a separate policy on this subject, which is available from the Exams Officer. The main points are:

1. 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.
2. Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistency or in accordance with the specification for the qualification
3. Appeals must be made in writing to the Exams Officer who will meet with an Assistant Head and another Senior member of the teaching staff, to decide whether the process used conformed to the necessary requirements.
4. The findings will be notified in writing and recorded for awarding body inspection.

Results

Results for external exams will be available for collection on the day specified by the exam boards. Candidates and Heads of Department should check all results carefully and discuss any queries with the Exam Officer.

Enquiries About Results

EAR's for general qualifications may be requested by centre staff or candidates if there is reasonable grounds for believing there has been an error in marking. The Exam Officer will discuss the feasibility of a re-mark with the Senior Management Team.

Centre staff may also request scripts for investigation or for teaching purposes. The candidate's consent must be obtained and the relevant department will be charged.

Certificates

Certificates are to be held securely by the centre and then presented in person. Certificates may be collected by a third party, on behalf of the candidate, provided they have been authorised to do so.

Fire Alarms and Evacuations

In the event of a fire alarm during an exam, invigilators should await the signal to evacuate before taking action. Normal evacuation procedures should then be followed. Invigilators should note the

time and duration of the disturbance and, once the exam has been resumed, should add the relevant time onto the end of the exam.