



# RICKMANSWORTH SCHOOL

## Examinations Policy

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## OVERVIEW

### Purpose

This policy governs the process for all public examinations and is based on the guidance and expectations outlined by the Joint Council for Qualifications (JCQ).

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

### Review Process

This document will be reviewed in accordance with our policy review process on a yearly basis or on the introduction of new or amended relevant guidance, legislation or if our curriculum offer changes.



**Tony Walker**  
**CHAIR OF GOVERNORS**



**Matthew Fletcher**  
**HEADTEACHER**

## **Introduction and aims**

Rickmansworth School is committed to ensuring that examinations are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of examinations is conducted in the best interest of candidates
- Our system of examinations administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## **Roles and responsibilities**

### **Everyone**

Everyone involved in our examination processes, including staff and pupils, must read, understand and implement this policy.

### **Head of centre**

Our head of centre is the Headteacher, Mr Matt Fletcher

The head of centre:

- Has overall responsibility for the Rickmansworth School as an examinations centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ [guidance on malpractice](#).

### **Examinations officer**

The Examination's officer is responsible for the administration of examinations. They:

- Manage the administration of Yr 11 and Yr13 internal and external examinations.
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual examinations timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all examinations in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates

- Ensure that candidates and their parents are informed of, and understand, aspects of the examinations timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their examinations
- Receive, check and securely store all examination papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage examination timetable clashes
- Account for income and expenditures relating to all examination costs/charges
- Line manage the senior examinations invigilator in organising the recruitment, training, and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of examination results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ [guidance on suspected malpractice in examinations and assessments](#)
- Advise on examination appeals and re-marks

### **Heads of Department**

Heads of Department are responsible for:

- Advising the examinations officer of any changes to syllabus or assessment details for their subjects
- Advising the examinations officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about examinations entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the Examinations officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

### **Teachers**

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department and the Examinations Officer

### **Special educational needs and disability coordinator (SENDCO)**

The SENDCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the Examinations officer in good time so that they can put Examination day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the Examination officer to provide the access arrangements required by candidates in Examination rooms

### **Lead invigilator(s)**

The lead invigilator(s) are responsible for:

- Assisting the examination officer to run examinations efficiently, according to JCQ regulations
- Collecting examination papers and other material from the examinations office before the start of the examination
- Collecting all examination papers in the correct order at the end of the examination and ensuring they're returned to the examinations office

### **Candidates**

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all examinations according to the JCQ regulations.

## **Qualifications offered**

The SENDCO or Leadership Team decides the qualifications we offer.

We offer the following types of qualifications:

- A-Level and GCSE +[ Cambridge National (creative i media)]

The subjects offered for these qualifications in any school year may be found in our prospectus . If there will be a change to a specification for the next year, the examinations office must be informed by 1<sup>st</sup> October.

Informing the examinations office of changes to a specification is the responsibility of heads of department/faculty. Decisions on whether a candidate should be entered for a particular subject will be taken by the head of department/faculty in consultation with teachers and the SENDCO.

## **Examination series**

Internal examinations (mock or trial examinations) and external examinations (public examinations) are scheduled in the School Calendar or published on the School website.

Internal examinations are held under external examination conditions (valid mock conditions).

The Headteacher decides which examination series are used in the centre.

## **Examination timetables**

Once confirmed, the Examinations Officer will circulate the examination timetables for internal and/or external examinations at a specified date before each series begins.

## **Entries (including entry details and late entries)**

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an examinations centre for other organisations.

Entry deadlines are circulated to heads of department/faculty via email and briefing meetings.

Heads of department/faculty will provide estimated entry information to the examinations officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the examinations officer.

### Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs
- A-levels

Re-sit decisions will be made by Heads Of Department in consultation with the senior leader overseeing examinations.

### Examination 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.

The Examinations Officer will publish the deadline for actions well in advance of each examinations series.

Candidates may be charged for the following:

Qualification Type	When Candidates Will Be Charged	Costs
GCSEs	<ul style="list-style-type: none"> <li>• Private examination entries</li> <li>• Re-sits at parents' request</li> <li>• Missed examinations (without medical or other extenuating circumstances)</li> </ul>	<ul style="list-style-type: none"> <li>• Dependant on charges levied by the examination board</li> </ul>
A Levels	<ul style="list-style-type: none"> <li>• Private examination entries</li> <li>• Re-sits at parents' request</li> <li>• Missed examinations (without medical or other extenuating circumstances)</li> </ul>	<ul style="list-style-type: none"> <li>• Dependant on charges levied by the examination board</li> </ul>
Enquiries About Results (EAR)	<ul style="list-style-type: none"> <li>• If requested by candidate</li> </ul>	<ul style="list-style-type: none"> <li>• Updated on school website</li> </ul>
Review of Results	<ul style="list-style-type: none"> <li>• If requested by candidate</li> </ul>	<ul style="list-style-type: none"> <li>• Updated on school website</li> </ul>

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the examinations officer.

## **Equalities**

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of centre, examinations officer and the SENDCO.

## **Access Arrangements**

The SENDCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the the SENDCO

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCO and teachers.

Room arrangements for candidates using access arrangements will be organised by the examinations officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the examinations officer and lead invigilator.

## **Contingency planning**

Contingency planning for examinations administration is the responsibility of the Head of centre or delegated member of senior staff and Examinations Officer.

Contingency plans are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

## **Estimated grades**

Heads of department are responsible for submitting estimated grades to the examinations officer when requested.

## **Managing invigilators**

External staff will be used to invigilate examinations.

These invigilators will be used for internal examinations and external examinations.

Recruitment of invigilators is the responsibility of the SLT lead and Examinations Officer.

If invigilators require Disclosure and Barring Service (DBS) checks, the HR department is responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the school.

Invigilators are recruited, timetabled, trained and briefed by the SLT lead and the examinations officer.

## **Malpractice**

The head of centre, in consultation with the Examinations Officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

## **Examination days**

The examinations officer will:

- Book all examination rooms (after liaising with other relevant users)
- Make question papers, examination stationery and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The invigilators and the Examinations Officer will start and finish all examinations in accordance with JCQ guidelines.

Subject staff may be present at the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the examination room and what they can do.

In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with invigilators and school support staff.

## **Candidates**

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the heads of department.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an examination room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer.

Candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer and pastoral team or attendance officer are responsible for handling late or absent candidates on examination day in accordance with JCQ guidelines.

### **Clash candidates**

The Examinations Officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue

- Arranging overnight stays where necessary

## **Special consideration**

If a candidate is unable to attend an examination because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an examination, they are responsible for alerting the invigilators, the Examinations Officer or the head of centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the examination.

The examinations officer will make a special consideration application to the relevant awarding body within the JCQ's recommended deadlines .

## **Internal assessment**

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. They will keep a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the examinations office by heads of department. The Examinations Officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document which is available on the school website and shared drive.

## **Results and certificates**

Candidates will receive individual results slips on results days in person at school or posted (by recorded delivery where stipulated by the Awarding Organisation), if a candidate requests this. The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by the Examinations Officer and relevant site staff.

The provision of the necessary staff on results days is the responsibility of the head of centre.

Dates of results days each year will be published for all candidates through the school website/information leaflets/letters home.

### **Enquiries about results (EARs)**

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be paid by either the candidate or the school depending on who has requested this process

Details of options available and costs are published/updated each year on the school website, and are handed to the students with their statement of results.

All decisions about whether to make an application for an EAR will be made by heads of department

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the Examinations Officer following the JCQ [post-results guidance](#).

### **Access to scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written examination papers within the Awarding Organisations' stated deadlines.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The Examinations Officer is responsible for processing requests for ATS.

The cost of ATS may be paid by the centre if a result is queried by teaching staff or HOD and supported by the head of centre or Examinations Officer.

If the candidate requests a review of marking, it is payable by candidate. The Examinations office will issue a refund if there is a change in the overall grade.

The cost of ATS/ RORs is set out in the NEA appeals policy.