**Bingley Grammar School Exams Procedures**

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**Purpose:**

The purpose of the examinations policy is:

- To ensure the planning and management of exams is conducted in the best interest of all candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- To ensure the security of Bingley Grammar School as an examination centre.

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

The exam policy will be reviewed every two years by the head of centre, leadership team, exams manager, curriculum deputy and governors.

Examinations provide important assessment data about knowledge, understanding and skills achieved. This gives information to students, parents, educational institutions, local authority and government agencies and employers. External exams, set and marked by Awarding Bodies, are held during Key stages 3, 4 and 5. Domestic Exams, set and marked within our subject departments, are held annually in order to check each students progress and as preparation for public exams.

1. Exam responsibilities
Deputy Headteacher (Student Experience):

Overall responsibility for the school/college as an exam centre:

- Advises on school appeals and remarks
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.
- Line management of the relevant curricular and examinations processes

Senior Leadership Team:

- Ensure all candidates are fully briefed about exam regulations and behaviour expectations.
- Support Exams Team in managing all aspects of exam procedures.
- Provide additional behaviour support as and when required during exams.
- To consider risk assessment and emergency contingency plans.
- Make the final decisions about GCSE disapplications in consultation with subject teachers, heads of house, candidates and parents.

Exams Department:

Responsible for the administration of public and domestic exams and provision of exam results:

- Process entries, amendments, forecast grades and coursework marks and submit to Awarding Bodies to meet their deadlines.
- Advise the Senior Leadership Team, subject and class tutors and other relevant support staff about annual exam timetables and application procedures as set by the various awarding bodies.
- Oversee the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Receive, check, securely store and despatch all exam related materials.
- Issue up to date Post 16 statements of entry and timetables to all candidates.
- Ensure suitable accommodation for exams, produce seating plans and communicate requirements to appropriate colleagues.
- Manage timetable clashes and overnight supervision arrangements in accordance with both Awarding Bodies regulations and Child Protection Policy.
- Ensure Awarding Bodies regulations are upheld at all times and report any potential malpractice.
- Provide adequate invigilation, including recruitment, training and managing.
- Administer and apply for Access Arrangements, Special Considerations (using the JCQ Access Arrangements) and Post Results Enquiries within the Awarding Bodies deadline dates.
- Publish all up to date exam related information.
- Process results and issue to candidates.
• Deal with post results enquiries.
• Receive, check and securely store certificates for the required period.
• Quality assure the examinations process

**Heads of Faculty/ Department or Subject:**

• Advise the Exams Office at the start of each school year of Awarding Bodies and specifications of each course being studied together with estimated numbers of candidate entries.
• Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
• Appropriate support of students through Individual Advice and Guidance (IAG)
• Provide up to date information about entries, amendments and withdrawals (including tiers of entry) within the deadlines set by the Exams Office. To be aware that any Awarding Body penalty costs incurred by not doing so may be charged to departments.
• Refer any requests for GCSE disapplication to the Deputy Head (Student Experience).
• Provide forecast grades and coursework marks within the given deadlines.
• Collate and despatch all coursework and controlled test materials and corresponding declaration sheets accurately and at the correct time.
• Provide domestic exam question papers of suitable content and length together with answer paper, tapes, MP3s and DVDs etc as required.
• Be familiar with the rules of aggregation and certification and give advice to staff and students accordingly.

**SENCO and SEN/ Exams Liaison:**

• To regularly discuss requirements of candidates entitled to Access Arrangements in exams.
• Provide the written evidence required to support Access Arrangements applications to Awarding Bodies within the given deadlines.
• Provide trained staff to implement Access Arrangements according to requirements e.g. scribes, readers etc.

**Candidate:**

• Check Post 16 statement of entry ensuring accuracy of personal details and unit/tier of entry. To ensure it is signed and returned by the relevant deadline date.
• Make sure they have been given an up to date personal timetable and check that this accurately reflects their entries. To familiarise themselves with any arrangements arising from timetable clashes.
• To conform to Pupil Code of Conduct (see appendix 1) and Awarding Bodies Regulations (see appendices 2,3,4,11)
• Submit coursework in accordance with Awarding Bodies’ Regulations (see appendix 5) and within given deadlines.
2. Exam seasons and timetables

2.1 Exam seasons:
There are four external exam seasons:-

- Autumn (November GCSE Maths and English)
- Winter (January AS and A2 units and GCSE units)
- Spring (March GCSE Maths Units, Entry Level English),
- Summer (April, May, June GCSEs and A levels)

The timing of domestic exams is kept under review by the Deputy Headteacher (Student Experience).

2.2 Timetables:

A detailed school examination timetable will be published on the school website by the exams office once the information has been made available by the Awarding Bodies. The exams office will provide personalised exam timetables for each candidate and make them available to parents upon request.

3. Entries, Entry Details, Late Entries and Retakes

3.1 Entries:
All candidates are entitled to have access to examinations. Specific decisions about entries, including tier of entry, are taken by the subject teachers under the guidance of the Deputy Headteacher (Student Experience). Candidates or parents may request a subject entry, change of level or withdrawal with the Head of Faculty/Department. The final decision rests with the Head of Centre.

3.2 Late Entries:

Entry deadlines are circulated to heads of department via email and school calendar. Late entries are authorised by the Deputy Headteacher (Student Experience). Late entry fees should be charged to the department where the late entry/amendment is caused by error or omission at department or faculty level.

3.3 Resits:

Candidates are allowed to retake subjects at GCSE, AS and A level. The school will usually make a charge for this unless the school is directing the candidate to retake. Retake decisions will be made in consultation with the candidates, heads of faculty/department and the Deputy Headteacher (Student Experience). (See also section 4: Exam fees)

3.4 External Candidates:
In support of the ethos of lifelong learning, the school will endeavour to accommodate post 16 external candidates who left the school in the previous academic year. This will be wholly at the candidates own expense and only under conditions which are in no way prejudicial to the interests of existing Bingley Grammar candidates.

4. Exam fees

All initial registration and entry exam fees are paid by the centre. Late entry or amendment fees may be charged to departments (see 4.2 above).

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. Any made out of the time allowed by the awarding bodies will be charged to the department.

Reimbursement will be sought from candidates who fail to sit an exam, commit malpractice or failed to meet the necessary coursework requirements. Results may be withheld from candidates until reimbursement has been made.

Retake fees for first and any subsequent retakes may be required to be paid by the candidates.

Enquiries about results that are not instigated by the school must be paid for by the candidate. Fees must be paid to the school before an EAR request will be submitted (See also section 9.2: Enquiries about results [EARs])

5. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

5.1 DDA:
The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

5.2 Special Needs:
A candidate’s special needs requirements are determined by the educational psychologist / specialist teacher / SENCO.

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 may be granted during the course and in the exam.

5.3 Access Arrangements:
Making special arrangements for candidates to take exams is the responsibility of the exams officer, informed by advice from the SENCO.

Completing access arrangement applications is the responsibility of the SENCO; submitting these to the awarding bodies is the responsibility of the exams officer.

Rooming for access arrangement candidates will be arranged by the exams officer in consultation with the SENCO.

Allocation of staff to support access arrangements for candidates will be organised by the SENCO with the exams officer.

6. Managing Invigilators and Exam Days

6.1 Managing Invigilators:
External invigilators will be used for all exam supervision. The recruitment of invigilators is the responsibility of the exams office. Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Headteachers PA. CRB fees for securing such clearance are paid by Bingley Grammar School. Invigilators are timetabled and briefed by the exams office. Invigilators’ rates of pay are set by the Finance Manager.

6.2 Exam Days:
The exams office will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

The Site manager is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

In practical exams, subject teachers may be on hand in case of any technical difficulties.

7. Estimated Grades

The Heads of Faculty/Department will submit estimated grades and coursework marks to the exams office when requested by the exams office according to the timescales given.

8. Candidates, Clash Candidates and Special Consideration
8.1 Candidates:
The centre’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 the centre 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 staff must accompany them.

The exams office who will try to make contact with the candidate who are late for their exams, or do not turn up at all.

8.2 Clash Candidates:
The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

8.3 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 centre, or the exam invigilator, to that effect.

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

The exams office will then submit a completed special consideration application to the relevant awarding body within seven days of the exam.

9. Coursework and Appeals against Internal Assessments

9.1 Coursework:
Candidates who have to prepare portfolios should do so by the end of the course or centre defined date.

Heads of department will ensure all coursework is ready for despatch at the correct time.

Ensure marks for all internally assessed work are entered into SIMS by the subject teachers.

9.2 Appeals against internal assessments:
The centre is obliged to publish a separate procedure on this subject, which is available from the exams office. The main points are as follows;

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

10. Results, enquiries about results (EARs) and access to scripts (ATS)

10.1 Results:
Candidates will receive individual results slips on results days in person at the centre / by post to their home address on the following day (candidates to provide sae).

Arrangements for the school to be open on results days are made by the Exams Department and the Site Manager.

The provision of staff on results days is the responsibility of the Headteacher.

10.2 EARs:
EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking providing the candidates written consent has been obtained.

When the centre does not instigate an EAR, a candidate may apply to have an enquiry carried out, and will be charged in line with awarding body fees. (See section 5: Exam fees)

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a remark at the centre's expense.

10.3 ATS:
After the release of results, candidates may request the return of photocopy scripts (A Level) or original scripts (A Level and GCSE).

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

Remarks cannot be applied for once an original script has been returned.

11. Certificates
Certificates are presented in person to pupils at our Awards Evening. Pupils, who are not attending Awards Evening, collect and sign for their certificates from the Exam Office.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authority to do so.

The centre is only obliged to retain certificates for one year.

**Additional Policies:**

- External Candidate Policy (see appendix 1)
- 6th Form Re-Sit Policy (see appendix 2)
- Appeals Procedures - Internal Assessment of Coursework (see appendix 3)
- Access to Question Papers by Staff (see appendix 4)
- Missed Exams Policy (see appendix 5)
- People Present in the Exam Room (see appendix 6)

*Originator: LAW*
*Partner Governor: CQ*
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