



# Sacred Heart School

Service Before Self

## Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

## Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

**Curriculum**

## Examination Policy - School

### Objective:

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

### Accountability of Departments:

- One person should be nominated from each department to take responsibility for exam entries/withdrawals etc., usually the Head of Department.
- Each department is responsible for keeping their examination material in a labelled wallet/file. Materials should be kept by the Head of department who will liaise regularly with the Examination Officer.

### Entries:

- All candidates will be entered by the due date set by each board. It is the responsibility of the Head of Department to ensure that correct lists are issued to the Exams Officer.

### Amendments:

- Withdrawals and changes of tier will be accepted by the Exams Officer up to the date set by the Boards. The Exams Officer must be informed ***in good time and in writing***.

### External Examinations:

The Exams Officer is responsible for the organisation and conduct of all external exams.

- The final confirmation of entry numbers and levels will be made by the Head of Department. All exam paper packages arriving in the school will be counted by the Exam Officer or assistant, and locked away
- No exam papers may be removed from the exam room before the end of a session
- All exams will be conducted according to the rules laid down by the Exam boards and JCQ and within the start and finish times stated
- Any misconduct or irregularity will be reported to the Exams Officer, who will contact the Exam Board concerned
- In the absence of the Exam Officer at the end of an exam, papers will be collected and taken to the front office and given into the care of the secretary to be locked securely away in the exams (completed papers) safe
- Students will not be allowed to leave an exam except in the case of a medical emergency, when they will be escorted by the invigilator's assistant

### Controlled Assessment:

**\*The supervision and timing of controlled assessment tasks are the responsibility of the teaching staff. (See Controlled assessment policy)**

It is the responsibility of each department to ensure that all controlled assessment is despatched at the correct time. The Head of Department will liaise with the Exams Officer as necessary. The Exams' Officer will supply necessary boxes and bags for posting work.

### Despatch of exam scripts:

The school will despatch exam papers to examiners or examination boards by the new traceable system, collection times being agreed between the Exams officer, Parcelforce and the school secretary.

### **Invigilation:**

- Each exam session will have a designated invigilator in charge and an assistant who meet the candidates in the music room, usually with the Exams Officer. The candidates are arranged in desk order, alphabetically in foundation and higher tiers. As candidates pass the room layout plan on the stairs, they sign in to acknowledge their attendance. Once on the stairs, silence should be maintained
- The invigilator will check attendance according to the seating plan prepared by the Exams Officer. Clocks and notices need to be checked and the information board for candidates completed clearly, with a check made that this is visible and clear for all. JCQ regulations must be adhered to throughout the time of the examination. These are clearly set down in the yellow 'instruction' booklet. Invigilators should familiarise themselves with this before any examination
- **The invigilator must not take work into the exam room, but give full attention to the conduct of the exam.** The supporting member of staff may work in silence at the back of the room when not required to assist the invigilator
- It is the responsibility of the session three invigilator to relieve the lesson two invigilator half way through break

### **Results:**

- Available for collection on the day appointed by the Exams boards at 10.30am
- Heads of department should check for the possibility of a re-mark/re-grade within a week of scrutiny of the results. Departments should be aware that the likelihood of success on appeal is slim
- If a result is queried the Exams' Officer will investigate the feasibility of a re-mark.

### **Internal Examinations:**

The Exams Officer will be responsible for the preparation of timetable, accommodation and invigilation for these exams. Each department should advise the Exams Officer of their time requirement for their exams and will be responsible for producing papers that are suitable for the slot allocated to their subject. Exam rules and examples of misconduct will be discussed with each class during PSHE. Departments should be at the start and finish of their exams if this is possible. If an internal exam finishes during lunch or after school the Department should invigilate.

Any misconduct in internal exams should be reported to the Exams Officer who will liaise with Senior Management to decide on action to be taken.

### **Monitoring and Review:**

By Examinations' Officer on a yearly basis

## Special Needs Exam Policy

It is the responsibility of the SENCO to liaise with the Exams Officer about arrangements for candidates with special needs. The SENCO will supply the Exams officer with information about each candidate with special needs. The Exams Officer will send requests for special consideration to exam boards and process the replies.

The SENCO should be made aware of the examination courses chosen by SN pupils by Heads of Department. The SENCO will inform staff of special arrangements which individual pupils can be granted during the course and in the exam. These can be any or all of the following:

- Extra time for coursework and exams.
- Rest periods
- A reader
- An amanuensis
- Enlargements/models
- A helper
- A prompter
- Separate room/invigilator
- Use of word processing/ printing facility

Special arrangements can be made for pupils to take exams outside school, e.g. phobic pupils, hospitalised anorexics. Invigilation/examination rules must be adhered to.

If a pupil has special arrangements for controlled assessment the SENCO should inform the Exams Officer who should inform the Exam board at the beginning of the course.

A separate invigilator and room is needed for anyone with a reader and also for an individual or group who has/have been granted extra time above that at the schools discretion/rest periods/use of a word processor. If possible a reader/amanuensis should be an LSA with whom the pupil is familiar and who has practised with the pupil. No unauthorised help may be given to these pupils. The reader/amanuensis cannot also invigilate.

The SENCO, liaising with the Exams Officer will complete Special Arrangement forms for Special Needs candidates at the appropriate time and provide evidence to reach the Exam boards on the stipulated dates.

Early opening and checking of special Needs candidates' papers should be conducted in the presence of the Exams Officer only with the permission of the Exam boards, at an agreed time, and any further enlargements/modifications completed by the designated person in good time before the start of the exam. When the exam finishes after school hours, the candidate's papers will be collected by the Exams officer and locked away.

When pupils have extended extra time and cannot fit two exams in one day rescheduling will be needed. Candidates with visual impairment may be granted an early start to give time for rest breaks and extra time. These candidates must be properly supervised at all times and have no contact with other candidates taking the same exam.

**Appeal Procedures:****1. External Assessment Appeals:**

This applies to GCSE work that is assessed externally, i.e. written papers, or externally assessed controlled assessment or coursework.

It is possible to appeal against the **procedures** of an exams board in the conduct of an exam. This is not an Enquiry about Results, querying a mark. It is not possible to appeal against the outcome of a Results enquiry unless there is evidence that the Exam Board was not adhering to the Code of Practice. An appeal therefore is the inappropriate application of a mark scheme, or the change of a specification without properly making this known. In these cases the school would look carefully at the Code of Practice to see if there has been a procedural error. The process is time consuming and longwinded and the final conclusion may not be until long after the exam results are published. Appeals of this kind are rare.

Any appeal must be made through the school, not by individuals. The final arbiter is the Examinations Appeals Board.

**2. Internal Assessment Appeals:**

This applies to GCSE controlled assessments/coursework or performance which is assessed internally. If at any stage during an exam course there are concerns about procedures used to assess internally marked work for public exams, then this should be initially discussed with the teacher concerned, or Head of Department. Hopefully this will allay any concerns. Staff should make a written note of this and place in the child's file.

If the matter is not resolved, the Exams Officer should be seen to discuss a formal appeal. This would be a last resort and a request for a formal appeal would not be accepted unless other avenues have been first explored.

*An appeal would be weak if agreed deadlines have not been kept (unless this is what the appeal is about), or no attempt has been made to sort out the problem when it initially arose. Marks cannot be appealed against unless this has been due to a procedural error, which must be clearly identifiable.*

The Sacred Heart School is committed to ensure:

- Internal assessments are conducted by experienced professional staff who have appropriate knowledge, understanding and skills
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- Internal assessment is consistent, through careful, considered internal standardisation
- Staff responsible for standardisation have been properly trained (in a small school it is likely that only one teacher will be teaching and standardising work)
- Compliance with JCQ guidelines

Appeals may be made to the school regarding procedures used in internal assessment, but not against the actual marks or grades submitted by the school for moderation by the Awarding Body.

A pupil or parent wishing to appeal against procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss to appeal. The appeal should be made in writing in time to be considered and resolved by the date of the last examination in the summer series. On receipt of a written appeal an enquiry will be conducted by the Exams Officer, the Deputy Head and another Head of Department not involved in the internal assessment decision.

The enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The school would encourage the candidate to be supported by a parent or guardian in the presentation of their case. The appeal decision will be recorded and filed.

The candidate will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and any steps taken to protect the interests of the candidate.

### Examination Officer Responsibilities:

- Preparing, planning, coordinating and conducting internal and external examinations.
- Following guidelines laid down by exam boards
- Liaising with staff to ensure correct entries are made for all External Examinations.
- Checking entries are correct
  
- Issuing Rules of Conduct to GCSE students.
- Informing students of the internal appeals procedure
- Issuing students with entry slips and making necessary corrections
- Drawing up timetables of exams as soon as practicable and informing Senior Management.
  
- Organisation and preparation of the Examination room.
- Ordering and supplying necessary stationery.
- Maintaining effective and secure systems of storage and retrieval
- Ensuring all exams are supervised in accordance with exam regulations
  
- Dealing with special consideration in liaison with the SENCO
- Ensuring all necessary certification for extra time is filed on time.
- Attending results days, distributing documentation to staff and dealing with queries.
- Checking statistical forms agree with entries and results
  
- Verifying exam data and providing external agencies with accurate data
- Ensuring Senior Management has all updates of results
- Circulating incoming information and logging important communications
- Checking exam boards' certificates and arranging their dispatch to students
- Keeping up to date with computer systems and examination requirements

## Appendix 4

### Fire Procedure

In the event of the fire bell ringing during an examination the invigilators present will escort the candidates from the examination hall, leaving the papers on individual desks.

The room will be shut off, but it is not possible to lock the room.

This being the case, one of the invigilators will take the candidates down to the fire assembly point and the other invigilator will stay outside the barn complex to ensure that no-one passes into the examination room.

The invigilator who is in charge of the candidates will inform the fire steward that the other invigilator is remaining outside the barn **complex**.

## Appendix 5:

## Policy for Late and absent pupils:

- Absent candidates at the start of the exam – parents or carers should be contacted and arrangement made for the candidate to be delivered to the centre as soon as is possible
- If a candidate is ill at the time of an examination, a special consideration form can be submitted to the examining body. The candidate must present evidence such as a doctor's note within 24 hours of the examination. The form is then sent off and the marks are viewed sympathetically. However, candidates and parents should be aware that the most compensation offered would be 5% in extreme circumstances. Usually the allowance, if any, would be 1% - 2%.
- If a unit is missed altogether and the candidate has completed 50% of the examination, special consideration can be applied for and in highly exceptional cases an award **may** be made.
- Candidates who arrive late for an examination may be allowed to sit the examination at the discretion of the school. Those arriving within an hour of the published time do not need to be reported to the examining body.
- Candidates arriving late will be allowed the full time of the examination
- Candidates who arrive very late i.e. more than an hour after the published starting time for an examination lasting 1hr or more (after 10am or 2.30pm) or, after the published finishing time if the exam is shorter, will be examined in the normal way with a report being sent to the relevant awarding body
- **The candidate must be warned that the awarding body may not accept the paper**
- Late candidates must be supervised to ensure that no contact is made with those candidates who have already sat the examination
- The parent or carer must keep candidate under supervision until the candidate is delivered to a member of centre staff. The parent and candidate should sign a declaration stating that appropriate supervision has taken place
- If a candidate arrives in the afternoon for an examination that has been moved to the morning session, the candidate may be allowed to sit the examination **as long as they have not had contact with any candidate who sat the examination earlier**
- If a candidate is persistently late then contact will be made with parents to ensure prompt arrival for examinations