

Rationale

The school must have a clear set of guidelines covering all types of examinations carried out at Fairfield. This is seen as fundamental to the successful planning, preparation and execution of all examination procedures.

Scope

This document lays down the basic guidelines for all aspects of examinations carried out at Fairfield. It does not overrule - and must be read in conjunction with - regulations laid down by the DfE, Ofqual and Examination Boards. If changes by anyone lead to a conflict with the contents of this document, then the government and/or regulatory body requirements take precedence.

Internal exams that are not controlled by an outside regulatory body are dealt with in a separate section but will broadly follow the same ethos as for externally controlled examinations. Included in this section will be externally marked test systems such as **Cognitive Ability Tests**.

Responsibilities

The **Headteacher** as Head of Centre has ultimate responsibility for all examinations carried out in the school.

A **designated** member of **SLT** will be responsible for all examinations on site (excluding class tests). They are responsible for the efficient and effective timetabling, preparation and execution of all examinations. They will also monitor and evaluate the success of procedures and policies on a regular basis and, in consultation with all relevant staff, make any necessary changes as may become necessary through, for example, curriculum changes.

The **Exams Officer** will be responsible for examination timetabling, entry, setting-up and all other functions as detailed in the job description and those detailed in this document. The Exams Officer will report to the SLT member as detailed above and ensure all decision points noted in this document are followed.

Directors of Faculty will meet the relevant deadlines and follow all relevant requirements for examinations; both internal and external.

Directors of Faculty will ensure all deadlines are met for examination entries, changes, coursework, controlled assessment, returns for their department, and items identified in this document.

All **teaching** and **Learning Support** staff are required to be familiar with this document and all relevant examination documents published by the relevant authority or exam board. They will be responsible for meeting any deadlines set.

Invigilators will follow all requirements laid down by the school and authorities and follow the instructions of the Exams Officer and/or SLT.

External Examinations

Entry Requirements

Entering students for external examinations must follow the aims and ethos of the school and be in accordance with any relevant parts of the School Improvement Plan. Details of all students who are to be entered for an examination must be passed to the Exams Officer by the deadline announced (by the Exams Officer) for that examination. The default will always be that all students on a particular course are entered for the examination(s) in that subject. If it is felt there is a valid reason why a student should not be entered, then the name and full details (including reasons and details of all interventions tried) must be submitted to the SLT member who is responsible for examinations. Only SLT can authorise the non-entry of a student on a course for that course's examinations.

Likewise, withdrawing a student from an examination entry can only be authorised by SLT. Again, the name and full details (including reasons and details of all interventions tried) must be submitted to the SLT member who is responsible for examinations. There is usually a cost for doing this and, except in unusual circumstances, the cost will be taken from the departmental budget.

In the rare circumstances where a student is withdrawn from an examination, their timetable will continue as normal and they will be expected to do other work in the lesson of the subject from which they have been withdrawn.

It is important to note that, even if a student is not entered for, or is withdrawn from, an examination, the student will still form part of the calculation used to assess the progress of the class and subject.

Pre-Public Examinations

The timetabling and invigilator arrangements for these will be carried out by the Exams Officer. The procedures for them will, as closely as is practical, follow those for real examinations. However, Directors of Faculty will be responsible for making sure examination question papers and answer sheets are delivered to the examination room at least 30 minutes before the start of the examination. They will need to ensure that adequate arrangements are made for any students who have been withdrawn or who are not entered. Generally, one member of SLT will also be present. The Director of Faculty will arrange for their self or an appropriate member of their team to be present at the start of each examination to answer any queries.

Late Entries

Full details of the reason for late entry need to be passed to the SLT member with responsibility for examinations, who will decide if they can happen or not. Except in unusual circumstances, the cost will be taken from the departmental budget.

Pre-examination Preparation

The SLT member who is responsible for examinations will ensure that relevant dates are published on the Fairfield website. They will also ensure that staff, parents and students are advised of the requirements and procedures in good time for the relevant examination(s).

Achievement Co-ordinators and Directors of Faculty will ensure that students are given appropriate advice on best exam practice and subject-specific advice prior to the examination. It is important to note that advice like this cannot be given to students once they are in the examination room.

Directors of Faculty will ensure that each student is very clear about which exam paper they are sitting.

SENCO will ensure that any students requiring access arrangements are informed and told what time and where to go.

The Equality Act 2010, Special Needs, Disability and Access Arrangements

Equality Act 2010:

The Equality Act 2010 aims to protect disabled people and prevent disability discrimination. It states that a person has a disability if:

- He or she has a physical or mental impairment
- The impairment has a substantial and long-term adverse effect on the individual's ability to carry out normal day-to-day activities

All school staff must ensure that the access arrangements and special consideration procedures and guidance are consistent with the law.

Special Educational Needs

A candidate's special needs requirements are determined by the SENCO and/or an educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that 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.

Access Arrangements

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
- Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Officer.
- Rooming for access arrangement candidates will be arranged by the SENCO and the Exams Officer.
- Invigilation and support for access arrangement candidates will be organised by the SENCO and the Exams Officer.

See Appendix 1 for the Exam Access Arrangements and Reasonable Adjustments Procedure

Timings of Examinations

These will be notified well in advance and may be subject to change from one year to the next.

External examinations

- Main summer GCSE exams – arrive at 8.45 am to begin at 9 am for morning exams; 1.45 pm arrival for afternoon exams

Timings will be set, wherever possible, to allow the examination to start as near to the beginning of the allowed 'start window' as possible (9 am for morning exams, 1.30 pm for afternoon exams).

Internal examinations

- 9:05 am for morning exams; 2.05 pm for afternoon exams

As far as possible timings will follow the lesson start times of the school day.

Assembling and Entry to Exam Room

Assembling for the Examination

For all examinations that require an invigilator the following system will be used.

- Students will line up in Tutor Groups in the hard court area or the school atrium if there is bad weather.
- Students with extra time allowance will queue up in a separate line.
- Students with other access arrangements will make their way to the appropriate room to be let in by the invigilator.
 - The SLT lead for Examinations will decide 60 minutes before the exam if the weather is not suitable for lining up outside the building. In that situation the same system of assembling will apply but will be carried out in the Atrium
- Staff on exam duty will send students to the exam room in the call order supplied by the Exams Officer.
- Staff (a director, SLT member or Head of Year) on duty will be at the door to the main exam room and will identify students on entry.
- Students must remove coats and non-uniform items before going into the exam room
- They should also have ready the exam equipment needed for the examination and show this on entry to the exam room. Any student without essential items may go and get them before entering the room. Once students have entered the exam room, they may not leave to get equipment.
- Any staff present in assembly area or exam room should also ensure that students comply with all exam condition requirements and support the exam procedures detailed in this document.

In the examination room

Staff that should be present in the exam room at the start of the examination are a member of SLT (to identify students and instil discipline, and to assist the exams officer in checking for absentees), Exams Officer and any Learning Support Staff for candidate support in an examination.

It is very useful for a Director of Faculty, the Subject Leader or a member of staff who has been involved in teaching the course to be present at the beginning of the exam to help with queries such as tiers of entry or any problems with the exam paper. Staff are reminded that they must **NOT enter the exam hall (unless specified above) or** open and read any examination material; if they do so, they will need to remain in the exam room until the end of the examination.

On student entry into the exam room exam conditions will be in force. Students must be silent and follow all instructions given to them by any staff or invigilators. Any coats and bags will be stored in an area at the side or back of the hall but must not be placed within 3 metres of any exit. They must not present any safety hazard.

Students will be required to sit in the seat allocated by the Exams Officer and indicated by a seating card on the desk. This card must remain face up and visible throughout the examination.

The SLT lead or Director at the door (or invigilator if in a separate room) will check that each student is complying fully with exam rules; in particular:

- Only basic equipment allowed by the exam board (**BLACK ink pen/biro**, pencil, ruler, rubber) is on the desk.
- Any pencil cases used must be **completely** see-through.
- Plain water in a bottle is allowed, but all labels must be removed from the bottle.
- Any calculator lid must not contain printed instructions or formulae.
- If a student requires a dictionary for translation, then this must be provided by the Exams Officer.
- Any items found that are not allowed must be moved to the front of the exam room

The Lead Invigilator, or someone designated by them, will read out the regulations as required by the examining authority.

NB - if any person in the exam room has sight of the contents of any of the exam papers they may not leave the room until the examination has finished.

Absentees

If a student is noted as absent in the exam room the SLT member will collect names and pass them to Reception, so that a phone call can be made in an attempt to get them to attend. (It should be noted that for some of the short exams lateness would mean the student could not enter. The Exams Officer's word on this is final). Reception will be tasked to call home for all absentees as soon as the details arrive.

The Exams Officer will also ensure a copy of the list showing those present is sent to the Attendance staff, so that registers are correctly updated.

The school will issue a bill for the cost of any examination missed, unless there is a doctor's note or extenuating circumstances authorised by SLT. Students will be expected to settle the invoices before they receive their examination results on results day.

If authorisation is given for a student to re-sit an examination due to absence, the school will pay the cost of the entry fee, provided settlement for the missed examination (if appropriate) has been received.

Toilet facilities

Students escorted to toilets in accordance with exam regulations must not use any adult toilet facilities. The invigilator must escort them to the nearest appropriate student toilet area and ensure no contact with anyone else.

Finishing Exams

A member of SLT or designated adult will end the examination and ensure the following:

- Students remain under strict exam conditions of silence until they have left the exam room and the exam area.
- They must be dismissed in a way that does not cause any undue interruption or distraction for students remaining in the exam room.
- Students may not re-enter the exam room during the same session after being dismissed from it.

Invigilators

The Exams Officer will be responsible for booking and managing the invigilators.

The invigilators should arrive in time to be in the exam room half an hour before the examination starts. They must follow all instructions issued to them by the SLT Lead or Exams Officer and be fully conversant with exam regulations.

Breaches of Exam Regulations

Any breaches of the guidelines in this document or of any exam regulations must be reported to the Exams Officer and to the SLT member who is responsible for examinations at the earliest possible opportunity. It is important that no statements are taken from students until advised to do so by SLT.

Internal Examinations

The basic schemes outlined for external exams apply equally to these exams. The major addition is the role of the Director of Faculty or SLT member who has called for the examination/test. They will be expected to ensure that all paperwork required for the examination is available and delivered to the Exams Officer in good time. They will also be responsible for ensuring that completed scripts are collected from the Exams Officer after the exam.

Oral/Practical examinations

These are organised in liaison between the Director of Faculty and the Exams Officer. Students are required to attend at the allotted time. Full exam regulations apply as detailed by the exam board for the examination.

On-line exams and tests (including CATs, etc)

These require the same rigour and planning as for paper-based examinations; students will report to the appropriate classroom at the allotted time.

Controlled Assessment

These should be carried out in class time and the Director of Faculty is responsible for ensuring that all Exam Board regulations are met. The Exams Officer and the SLT member who is responsible for examinations must be notified of when and where they are taking place. Usual compliance checks will be carried out.

For further information on Controlled Assessment, please refer to the school's Controlled Assessment Policy.

Enquiries about Results

Requests for Enquiries about Results are at the discretion of the Director of Faculty. All requests must be submitted to the Exams Officer as soon as possible after the publication of results and before the deadline issued by the Exams Officer.

It is important to remember that Enquiries about Results can ONLY be made with a student's written consent, and that a student must understand the implications of such an enquiry, ie that the result can go down as well as up.

The Exams Officer will contact students involved to ask for their written permission to lodge an Enquiry about Results. If permission is received, the Exams Officer will submit the enquiry. The cost will be charged to the departmental budget, unless otherwise authorised by the Headteacher.

For further information on Enquiries about Results, please refer to the school's Enquiries about Results policy.

Related Policies

FHS Equalities Policy

Exams Malpractice and Maladministration Policy

Early Entry Policy

Exams Quality Assurance policy

Appendix 1

Exam Access Arrangements Procedure

Fairfield follows the JCQ regulations for access arrangements and reasonable adjustments. This may change from year to year. The procedures stated below apply to the exam year 1st September 2016 to 31st August 2017.

Definitions

Reasonable Adjustments

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage.

Access Arrangements

They allow candidates/learners with special educational needs, medical conditions, disabilities and temporary injuries to:

- access the assessment
- show what they can do without changing the demands of the assessment

Designated Specialist Assessor

Person holding JCQ recognised qualifications to assess exam access arrangements. A copy of the certificates will be kept on file.

Procedure

The SENCO manages the referrals and applications for access arrangements. Students with medical conditions and disabilities will need evidence from their doctor or other qualified professional stating the candidate's needs.

Students with learning difficulties will be identified by the SENCO and will include teacher referrals and those already on the SEN register.

Students with learning difficulties will then be assessed by the designated specialist assessor. If candidate meets the assessment criteria for a particular access arrangement **and** there is evidence from teachers that it is the candidate's normal way of working, an online application will be made to the JCQ for the arrangement. A Data Protection Notice will also be signed by the candidate before the online application is made to give permission for their personal data to be shared with the JCQ website.

A specialist assessor's report dated any time after the beginning of year 9 will be valid throughout the candidate's secondary education. Candidates going to Post-16 schools and colleges may take

their access arrangements paperwork with them and if there is evidence from Post 16 teachers that the candidate still needs the specific access arrangement, the specialist assessor's report can be used as a valid Section C to a new Form 8 for Post 16 exams.

Documentary evidence for Exam Access Arrangements

Documentary evidence will be kept on file to be made available for exams inspectors. Each student file will contain:

- Application approval document in date
- Form 8 for students with learning difficulties
- Statement of SEN or EHP for stated candidates
- For students without a Form 8 a statement from the SENCO summarising the candidates need for specific access arrangements
- Evidence of medical conditions or disabilities from appropriate professionals if appropriate
- Substantial evidence from teachers/Learning support assistants of candidate's needs and current normal way of working