

MAGDALEN COLLEGE SCHOOL

EXAMINATIONS POLICY

Non-statutory Policy – Annual Review

GOVERNORS' EDUCATION & WELFARE COMMITTEE

Date next due for review by committee	Reviewed by committee	Any Changes YES/NO	Approved by Full Governors
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May 2016	17 May 2016	No	Ratified by committee
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October 2019			

Examinations Policy

Contents

1. Exam responsibilities
2. The statutory tests and qualifications offered
3. Exam seasons and timetables
4. Entries, entry details, late entries and retakes
5. Exam fees
6. Special needs and access arrangements
7. Internal Exams
8. Managing invigilators and exam days
9. Malpractice
10. Candidates, clash candidates and special consideration
11. Coursework, non examined assessment and appeals against internal assessments
12. On Screen Tests
13. Results, enquiries about results (EARs and access to scripts (ATS)
14. Certificates

Appendices

- 1 Word Processor Policy
- 2 Policy on Student Behaviour in Exams
- 3 Private Candidates' Policy
- 4 Coursework and Non Examined Assessment Procedure
- 5 Policy regarding staff responsibilities for GCSE Non Examined Assessment
- 6 Internal Appeals Policy for External Qualifications

The purpose of this exam policy is to ensure:

- the planning and management of exams is conducted efficiently and in the best interest of candidates
- the operation of an efficient exam system with clear guidelines and responsibilities for all relevant staff.
- All exams and external assessment processes are conducted in accordance with national and examining body regulations and specifically the Joint Council for Qualifications ("JCQ") Instructions for Conducting Examinations "ICE".

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. This exam policy will be reviewed annually by the Head of Centre, Senior Leadership Team and the Examinations Manager.

1. Exam responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- Is familiar with, refers to and directs relevant staff to the annually updated JCQ publications including the General Regulations for Approved Centres (“GR”) and the Access Arrangements (“AA”)
- Ensures courses followed at key stage 4 / post-16 are appropriately accredited
- delegates organisation and conduct of examinations to the Examinations Manager
- Approves students on registered courses not being entered for the final qualification

Examinations Manager

Manages the administration of public and internal exams in accordance with ICE and analysis of exam results by the following tasks:

- advises the senior leadership team, Heads of Faculty and Relevant Leaders of Learning on annual exam timetables and application procedures as set by the various exam boards relating to both general and vocational qualifications including BTEC
- oversees the production and distribution to staff and candidates of an annual calendar for all external exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Forwards to the Heads of Faculty the JCQ Instructions for the Conduct of Controlled Assessments, Coursework and Non Examined Assessment annually
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable and regulations that will affect them
- provides relevant information for the Centre web site.
- consults with teaching staff to ensure they are aware of the deadlines for completion of coursework/controlled assessment/NEA and the relevant regulations and procedures
- maintains systems and processes to support the timely entry of candidates for their exams and controlled assessments and coursework.
- submits estimated entries as completed by the departments to the relevant exam boards
- receives, checks and stores securely all pre-release material and exam papers and stationary including completed scripts until despatched according to JCQ requirements
- is familiar with the contents of the annually updated JCQ publication GR and is aware of information contained in AA where this may be relevant to the EO role

- administers access arrangements on behalf of the SENCO including maintaining an accurate record and supporting evidence of all students entitled to access arrangements in accordance with the AA
- Ensures invigilators supervising access arrangement candidates are trained in their role and understand the invigilation arrangements required for access arrangement candidates as detailed in [ICE 7](#) and 8
- Ensures cover sheets, where these are required by the arrangement are completed as required by facilitators
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates and the rooming of access arrangement candidates
- Ensures appropriate seating arrangements are in place where different arrangements may need to be made for a candidate to facilitate access to his/her exams
- Ensures invigilators are briefed prior to each exam session of the arrangements in place for a disabled candidate in their exam room
- Has a process in place to deal with emergency (temporary) access arrangements as they arise at the time of exams in terms of rooming and invigilation, Liaises with the SENCo where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams and applies for approval through AAO or through the awarding body where qualifications sit outside the scope of AAO
- makes applications for special consideration in accordance with the JCQ document a guide to the Special Consideration Process
- arranges the seating of exams in accordance with ICE taking into account access arrangements and any reasonable adjustments, ensuring the accommodation used is appropriate
- identifies and manages exam timetable clashes including supervision of candidates between exams and overnight supervision if required
- liaises with outside organisations for the conduct of exams for students educated off-site
- accounts for income and expenditure relating to all exam costs/charges including collection of fee payments for re-sits and examination fees from external candidates.
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- reports all suspicions or actual incidents of malpractice and follows the procedures contained in the JCQ document Suspected Malpractice in Examinations and Assessments – Policies and Procedures
- submits candidates' coursework/controlled assessment/IAA marks as completed by the Faculties to the relevant exam boards
- arranges for dissemination of exam results and certificates to candidates
- prepares reports for teaching staff on results day, including downloading relevant reports from examining body web sites
- produces analysis of exam results as requested by line manager, Head of Centre or governors

- forwards, in consultation with the Head of Faculty or candidate directly, any appeals/re-mark requests in accordance with the JCQ document Post Results Services
- reviews examination procedures annually and make recommendations for changes (if appropriate)
- facilitates the annual inspection by the JCQ inspector and reports the outcome of the inspection to their line manager

Heads of Faculty

- Liaises with the Examinations Manager and inform them of any new qualifications being considered or offered and any changes to specifications
- Ensures they and all relevant members of their department are familiar with the relevant assessment framework and objectives for all relevant examinations
- Ensures all relevant teaching staff are made aware of the Instructions for the conduct of Controlled Assessment and Instructions for the Conduct of Coursework annually
- Ensures secures storage of controlled assessment material and coursework as required by the JCQ instructions and subject specification
- Provides guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Ensures that all examination entries and coursework/controlled assessment procedures are administered in a timely and efficient manner by
 - Accurate completion of coursework mark sheets and declaration sheets.
 - Accurate completion of entry forms and all other mark sheets
 - Adherence to deadlines as set by the Examinations Manager
- Arranges dispatch of coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Stores returned coursework until deadline for release
- Reports any issues regarding coursework e.g. plagiarism to the Examinations Manager who will advise what action is required
- advises on appeals and re-marks
- Analyses exam performance of subjects taught within their faculty and reviews practice as directed by Headteacher.

Teachers

- Allow the students use of notified access arrangements (as soon as possible after the start of the course) during lessons and assessment including keeping a record for inspection purposes
- Submit candidates' names to Heads of Faculty for entries, amendments, coursework and controlled assessment
- Maintain accurate records of students' progress enabling accurate prediction of results

SENCO

- Is familiar with, refers to and directs relevant staff to the annually updated JCQ publications including the General Regulations for Approved Centres (“GR”) and the Access Arrangements (“AA”)
- Ensures the quality of the access arrangements process within the centre
- Ensures an appropriately qualified assessor(s) is appointed and that evidence of the qualification(s) of the person(s) appointed is held on file
- Ensures the assessment process is administered in accordance with the regulations
- Ensures a policy demonstrating the centre’s compliance with relevant legislation is in place
- Ensure a statement is provided which details the criteria the centre uses to award and allocate word processors for exams
- Leads on the access arrangements process to facilitate access for candidates
- Provides a policy on the use of word processors in exams and assessments
- If not the appropriately qualified assessor, works with the person/persons appointed, on all matters relating to assessing candidates and the administration of the assessment process
- Ensures the qualified assessor(s) has access to the assessment objectives for the relevant specification(s) a candidate is undertaking
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance
- Ensures arrangements put in place for exams/assessments reflect a candidate’s *normal way of working* within the centre
- Ensures the need for access arrangements for a candidate will be considered on a subject by subject basis
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification
- Works with teaching staff, relevant support staff and the exams officer to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external exams/assessments
- Provide information to evidence the normal way of working of a candidate
- Conducts appropriate assessments to identify the need(s) of a candidate
- Provides appropriate evidence to confirm the need(s) of a candidate
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body
- Follows guidance in [AA](#) Section 8 to process approval applications for access arrangements for those qualifications listed on page 2 of [AA](#)

- Applies for approval where this is required, through *Access arrangements online* (AAO), or through the awarding body where qualifications sit outside the scope of AAO
- Ensures appropriate and required evidence is held on file to confirm validation responses in AAO including the completion of JCQ Form 8 (*Application for access arrangements – Profile of learning difficulties*), where required, and a body of evidence to substantiate the candidate's normal way of working within the centre
- Ensures where form 8 is required to be completed, the original form is signed by hand and dated as required **prior** to approval being sought and that the original form is provided for processing and inspection purposes
- Ensures the names of all other assessors, who are assessing candidates studying qualifications as listed on page 2 of [AA](#), are entered into AAO to confirm their status including any professionals working outside the centre
- Confirms by ticking the '*Confirmation*' box prior to submitting the application for approval that the '*malpractice consequence statement*' has been read and accepted
- Makes an *awarding body referral* through AAO where the initial application for approval may not be approved by AAO, where it is deemed by the centre that the candidate does meet the criteria for the arrangement(s)
- Ensures that arrangements, and approval where required, are in place before a candidate takes his/her first exam or assessment (which is externally assessed or internally assessed/externally moderated)
- Ensures that where approval is required that this is applied for by the awarding body deadline
- Maintains a file for each candidate that will include:
 - completed JCQ/awarding body application forms and evidence forms
 - appropriate evidence to support the need for the arrangement where required
 - appropriate evidence to support normal way of working within the centre
 - in addition, for those qualifications listed on page 2 of [AA](#) (where approval is required), a print out of the AAO approval and a signed data protection notice (which provides candidate consent to their personal details being shared)
- Presents the files when requested by a JCQ Centre Inspector
- Liaises with teaching staff regarding any appropriate modified paper requirements for candidates
- Ensures a record of the training given to those facilitating an access arrangement for a candidate under examination conditions is kept and

retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later

Lead invigilator/invigilators

- Manage the conduct of exams in accordance with ICE including but not limited to:-
 - Collection of exam papers and other material from the exams office before the start of the exam
 - Follow any subject specific instructions given by the Examinations Manager
 - Supervision at all times of exam papers and stationery and completed scripts whilst not in the exams secure storage
 - Taking an accurate register of all students sitting examinations
 - Supervision of candidates during examinations
 - Collection of all exam papers in the correct order at the end of the exam and their return to the exams secure storage
 - Act in accordance with the MCS invigilation handbook and any training by the Examinations Manager

Candidates

- Confirm the accuracy and signing of entries.
- Understand coursework regulations and sign a declaration that authenticates the coursework/controlled assessment as their own, where applicable.
- Attend examinations promptly and behave in accordance with the Centre's published expectations and JCQ regulations
- Read, understand and comply with all examination regulations and follows instructions from the examinations team including the Examinations Manager and staff, invigilators and staff facilitating access arrangements
- Comply with the Policy on Student Behaviour in Exams – Appendix 2

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the Heads of Faculty.

The statutory tests and qualifications offered may include:-

- GCSEs
- A levels
- Extended Project
- Cambridge Technicals
- Vocational Qualifications according to the needs of the students.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

If there has been a change of syllabus from the previous year, the Examinations Manager must be informed by 15th July in any year.

The Centre's Inclusion policy provides that all students have access to the curriculum and secure high levels of achievement. To comply with this:-

- At key stage 4 - All candidates will be entitled, and enabled, to achieve an entry for qualifications on all courses on which they are registered from an external awarding body.
- At post-16 - All candidates will be entitled, and enabled, to achieve an entry for qualifications on all courses on which they are registered from an external awarding body.

3. Exam seasons and timetables

3.1 Exam seasons

External exams

External exams are scheduled in November, January, May/June by the examination boards. Which exam series is used in the centre is decided by the Deputy Headteacher.

Internal exams and assessments are scheduled in accordance with the school calendar.

All formally designated internal exams are held under external exam conditions. Internal examinations may be held at the same time as external examinations but may NOT take place in the same exam rooms as external examinations.

3.2 Timetables

The Examinations Manager will publicise to staff and students the exam timetables for both external and internal exams once these are confirmed including ensuring copies are available on the school's web site, and will issue an individual seating timetable to each candidate for every exam season.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Heads of Faculty. In accordance with the Inclusion Policy referred to above, all candidates will be entered for qualifications on all courses on which they are registered, unless the Examinations Manager is notified by the Head Teacher.

In order for Entries to be made efficiently and in a timely manner, the Examinations Manager will send mark sheets for each Faculty's entries based on the specification information provided by the Faculty and the class information on SIMS. The Faculty will check:-

- The correct specification has been selected
- The correct class/es has/have been selected
- That all the students in each class are included on the mark sheet
- That there are no extra students included on the mark sheet
- Will not just count the number of students in the class but will check each name.

The Faculty will then re-check the second marksheet sent once the exam entries have been made and will again carry out the checks above.

A candidate or parent/carer can request a subject entry, change of level or withdrawal. If made after the relevant entry deadline, the late fee will be payable by the candidate or parent/carer.

The centre does accept entries from external candidates in accordance with the Private Candidates Policy in Appendix 3.

4.2 Late entries and late fees

Entry deadlines are circulated to Heads of Faculty via email. Late entries may be made if authorised by a Head of Faculty or requested by a student and the late fee will be charged in accordance with paragraph 5 of this policy.

4.3 Retakes

The centre will pay for the following entries

- one entry per candidate per GCSE qualification
- one entry per subject at A2 level.

4.4 Amendments and Changes of tier

Withdrawals and changes of tier will be accepted by the Examinations Manager at any time but late fees may be chargeable in accordance with paragraph 5.

5. Exam fees

GCSE, and A2 entry exam fees are paid by the centre.

Fees for late entries and changes of tier requested by the school will be paid from the Examinations Budget but the relevant faculty will be notified of the cost implication for the school. If requested by the student, such late fees will be payable by the student and the amendment or late entry only made once payment is received

Candidates or faculties 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.

Reimbursement may be sought from candidates who

- Decide to resit or withdraw an entry after the late entry/withdrawal deadline
- fail to sit an exam or meet the necessary coursework/controlled assessment requirements.

Candidates must pay the fee for an enquiry about a result, should the centre not request or support the enquiry and the candidate insist on pursuing the enquiry. See also section 11.2: Enquiries about results “EARs”.

6. Special needs and access arrangements

6.1 Legislation

The Equality Act 2010 and the Disability Discrimination Act 2005 extend the application of the DDA to general and vocational qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

A candidate’s special needs requirements are determined by the SENCO/specialist teacher.

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

6.3 Access arrangements

Deadlines for submission of access arrangements are generally the same as the entry deadline for each exam season. Teaching staff should make any referrals for assessment for access arrangements to the SENCO in sufficient time to allow the assessment process and application to be submitted before the deadline.

Completing the assessment and supporting documentation is the responsibility of the SENCO and should be completed by the JCQ deadlines in the majority of cases. Late applications will be made if there is a reason for such a late request. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

The SENCO will inform individual staff of any access arrangements that individual candidates may be granted during the course and in the exam.

Teachers should ensure that in any assessment contributing to the final grade candidates are given their access arrangement. So far as is possible this arrangement should also be available in lessons. Teachers should record when candidates use their access arrangement so that evidence of their normal way of working is available.

The SENCO and the Examinations Manager will collaborate to monitor the use of access arrangements in mock exams, controlled assessments and

external exams and will consult parents before any decision to revoke an access arrangement is made.

Rooming and invigilation for access arrangement candidates will be arranged by the Examinations Manager in consultation with the SENCO. Support for access arrangement candidates (including those caused by temporary injury – see below) will be organised by the SENCO (delegated to the Learning Support Department).

Applications for emergency applications for access arrangements e.g. due to temporary injury will be made by the Examinations Manager but any form tutor, subject teacher or Head of Faculty who is aware of a student with any injury should make the Examinations Manager aware of this as soon as the need for assistance is known.

7. Internal Exams

The same responsibilities set out in this policy apply to the internal exams in exactly the same manner as external exams with the addition of requirement in the next paragraph.

Each Faculty will be responsible for producing exam papers which:-

- are suitable for the length of time requested by them for each subject
- reflect what has been taught to date
- allows reliable summative inferences to be drawn about the relative attainment of a whole cohort
- for Year 8 English, Maths and Science, provide a summative assessment of the curriculum covered in KS3
- for KS4 and 5, ensure an appropriate sample of the whole subject domain with due consideration given to what has been covered in the curriculum prior to the exam
- are in a format which clearly identifies the subject and the students taking the exam ie whether for candidates taking a mock paper for the first time or a mock re-sit paper
- are in a format which is clear for the candidates to follow eg clearly identifies which questions the candidates should answer, has a proper numbering system.

A specimen paper and details of numbers required shall be given to the reprographics office in accordance with the deadlines set by the Reprographics office.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will supervise exams. They will supervise all internal and external exams organised by the exams team. The recruitment of invigilators

is the responsibility of the Headteacher, in consultation with the Examinations Manager.

Invigilators are timetabled and briefed by the Examinations Manager. Securing the necessary DBS check for new invigilators is the responsibility of the centre administration and the fees will be paid by the Centre. The Examinations Manager will be responsible for ensuring the invigilators are employed in the Centre in compliance with the 3 month DBS validity requirement.

Invigilators' rates of pay are set in accordance with the school's staff pay policy.

8.2 Exam days

Driver Hall, Exam Rooms 1 -5, V2, Community Room and Conference Room will be the main examination venues. Other rooms may be used if circumstances dictate in consultation with the main users of those other rooms.

The Examinations Manager will make the question papers, other exam stationery and materials available for the invigilators.

The Examinations Manager is responsible for ensuring each exam venue complies with ICE and in particular that each venue has a means of summoning help for the invigilator (such as a dedicated or mobile phone). Fire regulations have been drawn up for each room covering the exit arrangements from exam venues during exams. Evacuation procedures would be carried out in accordance with ICE. The Centre also has a lockdown procedure.

The invigilator for each room will start and run all exams in accordance with ICE and exams office requirements.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not look at the exam papers or communicate with candidates inside the exam room unless requested by the invigilator to do so to resolve a problem. In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to the departments the day after the relevant scripts have been dispatched.

8.3 Contingency plans in the event of school closure

Even if the school is closed to students generally or partially, every effort will be made to open St Johns to ensure external examinations can take place. Students should therefore assume any external examinations are taking place unless there is a note to the contrary on the school web site. However please note the following:-

- Exams will still take place on the timetabled day and in the timetabled session ie am or pm.
- Exam start times may be delayed slightly to ensure staffing arrangements are in accordance with examination regulations – students will be supervised by centre staff if necessary.
- Exams may need to take place in different rooms from those shown on the timetables.
- Students should make every effort to attend unless they consider it unsafe to do so.
- If students are going to arrive late for an exam (defined by the exam regulations as after 10am for a morning exam or 2.30pm for an afternoon exam) they need to make sure they do not have access to any electronic device particularly phone and are supervised by a responsible adult who can confirm that did they not communicate with any other candidate or have access to their phone, internet etc.
- Unless it is the final chance to take that exam it is unlikely we will be able to apply for special consideration if an exam is missed. You will need to take it in the next available session.

In the event that the school is unable to open for exams at all, we will take advice from the relevant examinations board and post that advice on the school web site.

9. Malpractice

Misconduct should be reported in the first instance to the Examinations Manager who will decide what action to take. The leadership team will be responsible for any internal disciplinary action required and the Examinations Manager will deal with any reports to the awarding body in accordance with the JCQ Malpractice document referred to previously.

10. Candidates, exam clashes and special consideration

10.1 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 ICE.

Candidates may leave the exam room for a genuine purpose such as a toilet break or if feeling unwell. They must be accompanied at all times. No additional time will be allowed for toilet breaks but will be allowed for genuine medical reasons.

The Examinations Manager will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with ICE.

10.2 Exam clashes

The Examinations Manager will identify wherever timetabled exam clashes occur and notify candidates how the exam clash will be resolved. In simple clash situations this may be by timetabling one exam after the other and giving the candidate the timetable in the usual way.

Candidates also have responsibility to review their dated statement of entry and exam timetable. Where they believe their exams will clash with any form of assessment not on the timetable such as a practical exam organised directly by the department they should bring this to the attention of the Examinations Manager, who will resolve the clash in accordance with ICE.

If overnight supervision is required, the Examinations Manager will be responsible as necessary for liaising with parents, identifying a secure venue and obtaining written verification from supervising parents/guardians/ carers of the candidate.

On the day of the exam, arrangements will be made to ensure those candidates are adequately supervised, especially between exams.

10.3 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/parent/carer's responsibility to alert the centre, or the exam invigilator, to that effect. Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Examinations Manager will then forward a completed special consideration form to the relevant awarding body in accordance with the JCQ special Consideration document referred to previously.

11. Coursework, Non examined assessment and appeals against internal assessments

11.1 Coursework and NEA

These are carried out in accordance with the Internal coursework and controlled assessment procedure and NEA procedure (Appendix 4) and the Policy regarding staff responsibilities for GCSE controlled assessment and NEA (Appendix 5).

11.2 Appeals

These are governed by the Internal appeals Policy for External Qualifications (Appendix 6), which includes the policy for reviews of marking of centre assessed marks.

12. On Screen Tests

It is the responsibility of the Examinations Manager to

- ensure any secure data files are loaded to the relevant user area
- ensure the students are allocated exam accounts and know the user name and password at the start of the exam.
- Ensure the students have access to the exam accounts only at the specified times
- book the IT room (if it is a scheduled exam)
- arrange invigilation for all sessions.

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

13.1 Results

The Examinations Manager will ensure candidates receive individual results slips on results days to be collected in person at the centre and will arrange staff for this task. Arrangements for the school to be open and the provision of staff to support students are made by the relevant Leader of Learning.

13.2 EARs and ATS

These will be undertaken by the Examinations Manager in accordance with the procedures set out in the JCQ Post Results Services document.

Faculty staff will be consulted where they are available on results day but in the absence of such staff, any decision will be made by the designated senior staff member.

Fees

- If a faculty wishes to request an Ear or ATS, the expenditure must be approved by the Leadership link in writing to the Examinations Manager.
- Any request made by a student is payable in advance by the student.

14. Certificates

Certificates must be collected and signed for by the relevant candidate. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so and have photographic identification. This applies equally to parents and carers.

Certificates are not withheld from candidates who owe fees.

The centre is only required to hold certificates for a period of 12 months from the date of issue. After that period we reserve the right to destroy any unclaimed certificates by a secure method (for example by shredding or incineration). A record of all certificates destroyed by a centre will be kept for a further period of four years from the date of their destruction.

Appendix 1

Magdalen College School Policy for use of WP in examinations

Any student can use a word processor in their examinations if;

- It is their normal way of working at school, which is defined as
 - in the classroom (where appropriate); or
 - working in small groups for reading and/or writing; or
 - literacy support lessons; or
 - literacy intervention strategies; and/or
 - in internal school tests/examinations
 - mock examinations

and;

- They have been assessed by the Centre's specialist teacher as eligible for the use of a word Processor and the exams office has been notified of that request.

Normal way of working means the student uses the word processor

- in the classroom; or
- working in small groups for reading and/or writing; or
- literacy support lessons; or
- literacy intervention strategies; and/or
- in internal school tests and mock examinations.

*The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment for which medical evidence is required. A note from the school nurse may constitute sufficient evidence.

If a student has **never** made use of the WP arrangement granted to him/her, then it is **not** his/her normal way of working. **The arrangement should not be awarded for examinations.** (The use of the arrangement will be monitored in internal school tests, controlled assessments and mock examinations.)

The Centre complies with AA chapter 5 *Access arrangements* as follows:

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off). Details for how to set up a document for an exam will always be with the invigilator.
- Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre
- Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand)

- provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification
- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen
- In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body)
- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home

Students may not use their own word processor for exams and they cannot use their own log-in on a school computer which is to be used for exams. The invigilator will always use a specific exams log-in.

Students are responsible for

- frequently saving of their work during the exam time.
- ensuring that the pages are numbered, that each page has the centre number, candidate number and unit/component code as either a header or a footer.

Failure to do so may mean a student is awarded zero marks for that unit as the exam board will not be able to identify the work.

The student must be present when their answers are printed to confirm the script is complete. If the script cannot be printed in the exam room the student will be escorted to the Exams Office and must wait until their script has been printed and they have confirmed it is complete.

Every effort is made to ensure that students cannot access spell check, their own drive and the internet during exams. However, if any student is found trying to get around these settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body. Any student who causes damage to the computer or changes settings other than those mentioned e.g changing screen saver, will receive internal sanctions.

Whilst we will do everything possible to ensure the hardware is fit for purpose parents/carers and students have to understand that use of IT in an exam carries a certain risk and that by use of the WP in an assessment they are happy to accept that risk.

The criteria used by MCS to award and allocate word processors for examinations

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

Awarding word processors

There are also exceptions where a candidate may be **awarded** the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Exceptions might include where a candidate has, for example:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting

Allocating word processors

Appropriate exam-compliant word processors will be provided by the IT department and allocated by the SENCo and the exams officer.

Statement produced by:

.....

Tom Hollis
Deputy Head

Statement date: 22 Jan 2018

Appendix 2 – Policy on Student Behaviour in Exams

Aim

1. To create and maintain an examination environment where students can concentrate on their exam without suffering disruptions from within the exam room. Students will be subject to firm effective discipline that will ensure that standards are maintained and that any breach of those standards will result in appropriate action being taken.

Examination Conditions

2. As soon as students enter the exam room they are under examination conditions. This means that they:
 - Must be silent, moving quietly to their seats and sitting silently in their seats facing forwards – this applies until the end of the exam even if they have finished;
 - Must obey instructions from the invigilators;
 - Must not attempt to communicate in any way with other candidates;
 - Must not do anything to distract other candidates from the exam;
 - Must have – in a clear (see through) pencil case – the pens, pencils, erasers and any instruments necessary to do the exam;
 - Must **not** have in their possession anything which will give them an unfair advantage during the exam i.e.
 - potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device
 - Notes, calculator cases/instruction leaflets, bags. Any pencil cases should be clear.
 - Calculators, dictionaries & spell checkers unless they are allowed in the exam or you have been given specific permission to use them during the exam.
 - Must only speak to an invigilator during the exam by
 - Raising their hand to attract attention
 - Speaking only when the invigilator has come to their desk; and
 - Speaking quietly to minimise disturbance to other candidates.

Expected Code of Behaviour

3. Students should:
 - Arrive at the exam room at least 10 minutes before the start of each examination
 - Leave their bag and any materials prohibited from the exam outside the exam room
 - If they arrive late they should enter the exam room quietly and wait to be seated by the invigilator
 - Observe exam conditions as soon as they step inside the exam room
 - Follow any instructions given by invigilators supervising the exam

- Once they have finished, remain in silence facing the front and not fidgeting or otherwise causing a distraction to other students
- Leave the exam room quietly once their script and all other papers have been collected and they have been given permission to do so. If other students are still working they should remain quiet whilst collecting their belongings to avoid disturbance to those other students.

Process for Dealing with Disruptive Behaviour and Cheating in Exams

4. Invigilators are required to maintain a log of all incidents which take place in the exam room, however minor. All instances where students fail to observe the expected code of behaviour, and the action taken, are to be logged as well as any student who leaves the exam room e.g. for a toilet break or who becomes unwell. The procedure will be as follows:
 - Minor incidents e.g. tapping, not facing front, the student is to be given a gentle warning to indicate that the behaviour has been observed and noted.
 - More serious incidents – where an invigilator judges there to be a more serious incident, e.g. deliberate attempt to cheat or disturb another candidate, the student is to be given a firm and final warning and the examinations manager is to be called to advise on further action. The candidate should be asked to remain at the end of the exam.
 - If a mobile phone in the possession of a candidate rings, it should be switched off, removed from the candidate and the candidate should be asked to remain at the end of the exam.
 - If a mobile phone handed into the invigilator rings, the relevant candidate should be asked to switch it off, and the candidate should be asked to remain at the end of the exam.
 - Disruptive behaviour – if a student is causing disturbance and fails to stop after invigilators warning the exams manager is to be called to the exam room. Where behaviour is affecting other students this will normally lead to the student being removed from the exam room and finishing the exam under the direct supervision of a senior member of staff.
5. There will be instances where a student is not being deliberately difficult but where other candidates are affected (e.g. coughing, hay fever etc.) and these should be dealt with sympathetically without recourse to disciplinary measures. It is, however, still necessary to minimise the disruption to others as soon as possible.
6. The exams office will monitor exam room logs and if a pattern of behaviour emerges from different exams, the Examinations Manager will take appropriate action in accordance with the guidelines outlined above.

Follow-up Procedures After the Exam

7. Where an incident occurs, if appropriate, the student will be spoken to by the Leader of Learning (“LOL”) and a letter sent to parents. More serious incidents will be dealt with in accordance with the JCQ Malpractice Regulations – see below.

Notification to Exam Boards and Possible Penalties

8. All instances of attempts to cheat (e.g. communicating with other students, taking a mobile phone into the exam room, bring in notes etc.) and disruptive behaviour will be reported to the Exam Board (as required by exam regulations).
9. Exam boards take such cases very seriously and, depending upon the severity of the case, have the power to issue a warning or to disqualify the student from the paper, the qualification or the entire series of exams.

Where an incident is to be reported to an exam board:-

- LOL will interview relevant students and obtain statements (if the students wish to make a statement).
- Examinations Manager will notify parents by letter as soon as possible that a report is being made, and subsequently the outcome for the report.
- Examinations Manager will complete and send off malpractice report.
- Examinations Manager will advise parents by letter the Exam board’s decision.

Appendix 3

Private candidates – policy and terms

Private candidates are people who wish to enter external examinations through our centre but who are not on the school roll. From September 2016 the school will only accept former students as private candidates.

Timescales.

The deadline for entries is set by the Exam board. The initial information must be received by the Examinations Office in sufficient time to allow the entries to be made and any queries dealt with. All issues regarding an entry must be resolved by the Exam board deadline otherwise any late fees will be payable by the candidate.

Costs

In addition to the exam fees an administrative charge for each candidate of £20.00 per academic year is payable. This is to cover the use of Exams Office time in talking to you about the entries to be made and to cover the administration costs of making the entries, organising and running the exams.

If we can include a private candidate within our existing invigilation there is no additional cost for the external invigilators required by exam regulations. However if we as a centre are not running the exam being taken or the inclusion of a private candidate in the exam means that we have to bring in an extra invigilator the costs of the invigilator will also need to be paid. Our invigilators cost £8.06 per hour (duration of the exam plus 30 mins) and the cost of the extra invigilator would then be split between any private candidates taking the exam. (The regulations covering exams specify a maximum number of candidates per invigilator.) The admin fee does not include any other service and does not commit the school to doing anything but enter the candidate for the exams and run them.

If you decide to withdraw only the Examination Board fee will be refunded and only if the withdrawal is made before the Exam Board deadline for a refund expires.

Personal Details

The attached document indicates the personal details we need for each candidate. Please check any details and include any that are missing. Before the exam, the Exams Office will also need to take a copy of some identification including a photograph (a passport would be ideal). This identification should be produced each time the candidate attends to take an exam.

Special Needs

Please advise the Examinations Manager as soon as possible if the candidate has any special needs which need to be addressed while he or she is taking the exam. It is the responsibility of the candidate to provide any evidence required to support such need, to make the application and

provide the Exam Board's agreement to the Exams office. The Exams office will make any arrangements on the day and if any cost arises due to these arrangements, these will be payable by the candidate.

Exam Entry details

The attached document also covers the exam entries to be made. The Examinations Manager will help as much as possible but it is the responsibility of the candidate to advise for which exams (including the Exam Board and exam code numbers) entries are to be made.

Results

Details about arrangements for collecting results will be posted on the school web site. If you cannot attend at the specified times you can arrange for your results to be posted by leaving a stamped addressed envelope with the Exams Office before the end of term. (If posted during the school holidays it will not be received until after the results days.) You may also arrange for someone else to collect results on your behalf but they must come with signed written authority from you and evidence of their identity.

Certificates

Certificates should normally be collected in person as they have to be signed for. They will be available in school after the end of October.

Payment

We ask for payment in advance. No entries will be made until full payment is received.

Examination dates

We will ensure that full information about the dates and times of any examination is sent out in good time, along with instructions about where and when to report for the examinations.

It is the responsibility of a private candidate to attend at the appropriate time for the examinations. The examinations will start on time and will not be delayed until you arrive. We will not chase you on the day.

The school will endeavour to pass on any relevant information, pre-release material and any other documents as quickly as possible.

Visiting the school

Visitors to the school on exam days and any other occasion **must** report to the exam office at St Johns site. The entrance to the exam office is off the High Street opposite the public toilets. It is a black door set back on the left hand side.

Visitors will be signed in and given a visitor's badge which must be worn during the visit and will be accompanied on school premises at all times. This applies even to former students who may know their way around the school as we have a duty to safeguard our current students.

Magdalen College School

Private Candidate Information Form

Please complete this form in block capitals except where signatures are required.

Legal surname:

Legal forename(s)

Name(s) by which you are normally known (if different from above)

.....

Date of birth (dd/mm/yyyy)

Address:

.....

.....

..... Post code

Contact telephone number

Email address

Candidate number

Do you have any mobility problems which might affect your exam location?
(If so please give details separately)

Will you be applying for any Access Arrangements?
(If so please give details separately)

I have read the enclosed leaflet and I understand and accept the conditions.

I enclose a cheque for £..... made payable to "Magdalen College School" to cover the fees for the entries listed overleaf.

Signed (candidate)

.....

Date

.....

Name

Season for which you wish to make entries

November/Summer Year in which you wish to be entered

Examinations you wish to enter:

Board	Specification code	Specification name in full	Tier (e.g. F/H)	Paper number	Fee

For office use only Yes Date rec/d

.....

- Personal data received
- Entry details received
- Payment received
- ID received
- Entry made

For further information please ring 01280 846334 and ask for the exams office or email exams@magdalen.northants.sch.uk

Internal Coursework and Non Examined Assessment Procedure

As part of the Internal Appeals Policy Assessments for external Qualification (IAP) students will have the right to question the process by which their coursework/ non examined assessment is marked. They will not be able to query the marks that they have been given only the procedure. Examples of incorrect procedure and therefore grounds for appeal would be:

- Staff who have made judgements but do not possess appropriate subject knowledge or skills
- Staff who have insufficient training
- Inadequate internal moderation
- Work assessed not in accordance with the specification
- Deadlines not set or enforced

This procedure must be consistent across the faculty and all staff. To this end it is proposed that:

- Students will be given full details of the specification and what is going to be assessed. This information is already available to students via the Examining Bodies web site.
- Once work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of and is not covered by the IAP. It is not necessary to inform students of their raw marks unless you wish to. However the more open we are the less the student will feel alienated by the process.
- Final coursework deadlines will be in two parts
 1. Hand in Date
 2. Final Acceptance Date

The dates are to be set within the Faculty/Subject. Once these are set they must be communicated to the students and changed. It is possible to set internal deadlines to monitor the work to suit the individual teacher.

- If students fail to hand in the work by the hand in date then a Late Coursework /Controlled Assessment procedure will be instigated by the Head of Faculty The students potentially at risk should be identified by the departmental procedures prior to the Hand in Date. It is proposed that:
 - Students time will be managed – This will have no impact on teaching time i.e. they will not be taken out of other lessons to finish
 - Students who fail to meet the final acceptance date are then billed for the examination entry

- Students who fail to meet the Hand in Date for medical reasons must produce a valid medical certificate

The late coursework / Controlled Assessment procedure will not be seen as an easy option or that those students are given an advantage.

- As part of the process, Faculties must make available to students the moderation process and who would be involved.
- Homework time used for coursework must be recorded in the student's planner.

Student Guidelines

- 1. All coursework deadlines are published and available to all**
- 2. Deadlines are set and don't change for any reason**
- 3. Handing in date – if you fail to hand in then a late coursework procedure is instigated with the Head of Faculty**
- 4. You must be fully aware of specification requirements**
- 5. Homework time used for coursework should be recorded in the student planner**

Policy regarding staff responsibilities for GCSE Non examined assessment

Roles and Responsibilities

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of controlled assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

Heads of faculty

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Internally standardise the marking of all controlled assessments.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.

- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Exams office staff

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.

- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Internal Appeals Policy for External Qualifications

Magdalen College School policy is in two parts:

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on External Assessments for External Qualifications (Enquiries about Results)**

1. Policy on Internal Assessments for External Qualifications “PIA”

Magdalen College School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Note to students

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. controlled assessment/coursework/portfolios, s/he should discuss the matter with the Head of Faculty immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow their work to be copied;
- allow other candidates access to, or the use of, their own independently sourced material or assist others in the production of coursework; (this does not mean that candidates may not lend their books to one another, but candidates must not plagiarise others' research);
- use any books, the internet or other sources without acknowledgement or attribution;

- submit work word-processed by a third person without acknowledgement.
- These actions constitute malpractice, for which a penalty (e.g. disqualification from the assessment) will be applied.

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject a candidate's internally assessed work on the grounds of malpractice.

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Magdalen College School ("MCS") is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. MCS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. MCS will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. MCS will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. MCS will, having received a request for copies of materials, promptly make them available to the candidate.
4. MCS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. MCS will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.

6. MCS will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. MCS will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. MCS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. MCS will inform the candidate in writing of the outcome of the review of the centre's marking.

2. Policy on results appeals (enquiries about results (EARs))

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Manager **and** the subject teacher as soon as possible (but at least **5 working days before the published deadline for EARs**) in person to discuss the mark/grade. The Examinations Manager will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Manager.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Faculty to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Faculty agrees to support the EAR:

- a. The request, together with the student's consent form, should be made to the Examinations Manager **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Faculty does not agree to support the EAR:

- b. The student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Manager **before**

the published deadline for EARs. If the enquiry is successful the fee will be refunded to the student.

- IV. Outcomes following EARs will be forwarded by the Examinations Manager to the department or student (as applicable) as soon as they have been received from the Awarding Bodies.