

KEVI Camp Hill School for Boys **Examination Policy including Risk Assessment**

Review Frequency	Annually	Review date	October
Governing Committee Responsible	N/A	Next Due	October 2018
Headteacher Approval (date)	10.2.18	Website	Not a Statutory requirement
Staff Responsible	SN		

The purpose of this examination policy including risk assessment is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- to ensure the security and integrity of the examination process

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

The exam policy will be reviewed annually by the Head of Centre, Head of Pupil Assessment with responsibility for examinations and Examinations Officer.

Exam responsibilities

The Head of Centre:

- has overall responsibility for the school as an exam centre advises on appeals and re-marks.
- is responsible for reporting all suspicions or actual incidents of malpractice – refer to the JCQ document *Suspected malpractice in examinations and assessments*.

The Examinations Officer:

- manages the administration of public and internal examinations
- advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff and candidates of the calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all examination papers and completed scripts
- manages all administration regarding access arrangements and makes applications for special consideration using the JCQ publications *Access arrangements and reasonable adjustments*. And JCQ publication *Special consideration*
- identifies and manages exam timetable clashes

- accounts for income and expenditures relating to all exam costs/charges
- line manages “the invigilator team” in organising the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations
- ensures that candidates' coursework marks are submitted, and ensures that staff send coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Head of Pupil Assessment with responsibility for examinations has responsibility for:

- line management of the Examinations Officer
- Examination Officer responsibilities in the absence of the Examination Officer

Deputy Headteachers have responsibilities for:

- organisation of teaching and learning
- managing external validation of courses followed at key stage 4/post-16.

Heads of department/school/curriculum are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- involvement in post-results procedures
- accurate completion of coursework mark sheets and declaration sheets
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

Teachers are responsible for:

- notification of access arrangements requirements (as soon as possible after the start of the course)
- submission of candidates' names to heads of department/school/curriculum.

The Deputy Head Pastoral/Senco and Learning Support Mentor are responsible for:

- identification and testing of candidates, requirements for access arrangements
- the provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims.

Invigilators are responsible for:

- collection of examination papers and other material from the examinations office before the start of the exam
- ensuring JCQ regulations are adhered to while they invigilate exams
- collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.

Candidates are responsible for:

- checking examination entries and reporting any errors or omissions to the Examinations Officer
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, inclusion coordinator, subject teachers and head of subject.

All staff are responsible for:

- all staff involved in examination or assessment must ensure they have current knowledge of the relevant JCQ regulations and abide by these regulations
- all staff should ensure they have knowledge of school policies regarding examinations, assessment, behaviour and code of conduct.

Emergency Procedures during examinations – (See Appendix A)

The Examination Officer is responsible for:

- inclusion of current updated fire procedure in the examination booklet for candidates.
- ensuring the fire procedure is displayed in each examination room.
- distribution of examination booklet to all candidates
- ensuring the examination booklet is updated each examination season.
- clear explanation of the fire procedure to candidates during assembly or in form groups before the start of each examination season
- training invigilators in fire procedure

Invigilators are responsible for:

- explanation of fire procedure to candidates before the start of each examination
- awareness of fire exits for each examination room
- exit strategy in case of emergency

Absence

Examination Officer

In the absence of the Examination Officer the Head of Pupil Assessment with responsibility for examinations will provide cover.

Examination Invigilator(s)

- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators must inform Examination Officer of any sessions they are unavailable and give reasonable notice of absence so replacement invigilators can be found.
- Known absences that cannot be covered by another invigilator, trained agency invigilators will be employed
- Agency invigilators will work under the supervision of a senior invigilator employed and trained by the school

Examination despatch problems

- all papers received are checked by the Examination Officer according to the examination timetable
- the Examination Officer will contact the relevant examination board with regards to any papers not received within 2 weeks of the examination date set for the paper
- the Examination Officer will contact the relevant examination board with regards to incorrect papers received and will follow examination board instructions with regards to return or disposal of papers

Exam entry problems

Subject leaders inform the Examination Officer of entries for each examination season, entries are checked by:

- Subject leaders – check and sign to confirm entries are correct
- Candidates – statements are given to all candidates they are asked to check all details and notify the Examinations Officer of any errors/omissions before the amendment deadline
- Papers are checked by Examination Officer on arrival to ensure correct papers have been received.
- The examination will contact the relevant examination board in the case of incorrect entry or wrong paper received.
- All erratum notices are given to all invigilators during the pre- examination handover meeting

Candidate illness during examinations

- Examination Officer to ensure all invigilators are trained in the procedure for ill candidates
- Invigilators must try avoid disruption to other candidates, if a candidate is too ill to remain in the examination room they will be escorted by an invigilator to the first aid area where they will be treated by a first aider and kept under supervision
- Invigilators to include details on exam room timing/report sheet
- Examination Officer to report to examination board via access arrangements online

Disruption during examinations

- Invigilators must contact Examination Officer in the event of external noise so this can be investigated and halted if possible
- For disruption to candidates beyond the control of the school the Examination Officer will report this to the examination board and submit application for special consideration
- The Examination Officer will ensure invigilators are trained in how to deal with disruptive candidates in the examination room
- Disruptive candidates are dealt with in accordance with JCQ guidelines.

Malpractice

The Head of Centre and the Head of Pupil Assessment is responsible for investigating suspected malpractice.

Centre Malpractice - Maladministration

- The Examination Officer must ensure all staff involved in examinations are fully trained and training kept up to date to avoid the risk of maladministration.
- The Examination Officer must ensure subject leaders are provided with current JCQ instructions for conducting coursework or controlled assessments.
- Access arrangement details must be made clear to staff and invigilators.
- Only members of staff authorised by the Head of Centre and agreed with the Examinations Officer should be present in the examination room. (**See appendix 8 - JCQ ICE Booklet 2017-18: *People present in the examination room***)

Candidate Malpractice

- Candidate malpractice - If malpractice is suspected the invigilators must call for the Examination Officer to attend before speaking to the candidate
- Invigilators and Examination Officer must report any suspected incidents immediately to the Head of Centre
- All staff involved must adhere to the JCQ procedures '*Suspected Malpractice in Examinations and Assessments*'.

Contingency planning

Late candidates due to transport problems/bad weather

- Candidates are asked to phone the school if they are to be late for an examination due to transport problems or problems caused by bad weather
- The Examination Officer or head of year will attempt to contact any candidate who is not present at the start of an examination and work within JCQ guidelines for absent or late candidates.

Contingency planning for examinations administration is the responsibility of the Head of Pupil Assessment with responsibility for examinations. The centre follows the Joint National Contingency Plan for the examination system in England, Wales and Northern Ireland.

Head of Centre

Signature..... Date.....

Head of Pupil Assessment with responsibility for examinations

Signature..... Date.....

Examinations Officer

Signature..... Date.....

The policy is next due for review in October 2018

Appendix A

Emergency Procedures during examinations (including controlled assessments):

The invigilator/teacher must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing and tell them to close their answer booklets putting them face downwards. If they are writing on sheets of paper to also put them face down.
- Advise candidates to leave all question papers and scripts in the examination room.
- Make a note of the time of the interruption and how long it lasted.
- Collect the attendance register and evacuate the examination room as detailed below.
- Candidates must remain silent throughout.
 - **HALL, MR1, & MR2**- Past reception and onto grass in front of the headmaster's office. The Examination officer will be on hand. Heads of Year, if possible, will assemble on the grass to help supervise the candidates.
 - **Rooms: Careers room, R6, R7, R8, R9, R10, R11 and SQ2** – Exit through the boys' cloakroom, outside into the playground where they must be isolated from the other boys. The Head of Pupil Assessment will be on hand, if possible, and some members of the senior leadership team will help supervise the candidates.
 - **Rooms: R12, R13, R14, R15, R16, R17**- - use Science Corridor exit and congregate on the cricket pitch by the playground. Some members of the senior leadership team will help supervise the candidates.
 - **Rooms: E18, E19, E20**- Exit to north entrance (back door to playground) into the playground where the candidates must be isolated from the other boys. Head of Pupil Assessment will be on hand, if possible, and some members of the senior leadership team will help supervise the candidates.
 - **Rooms: B2, B3, R18, R19 and R20** – to use the new exit and to congregate on the cricket pitch by the playground. Some members of the senior leadership team will help supervise the candidates.
 - **Rooms: R3, R4 and R5**- Exit by West Door by the Boys' Toilet. Congregate on the cricket pitch by the playground. Some members of the senior leadership team will help supervise the candidates.
 - **Rooms C1, C2, C3, EPL, P1, P2**- use Science Corridor exit and congregate on the cricket pitch by the playground. Some members of the senior leadership team will help supervise the candidates.
 - **Rooms B3 and P3** –use External laboratories block rear door and congregate on the cricket pitch by the playground. Some members of the senior leadership team will help supervise the candidates.

- Candidates should be supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
 - You will be informed when to go back inside and recommence the exam. Candidates will be given the full working time set for the examination.
 - A full report of the incident and of the action taken needs to be sent to the relevant awarding body.
- Note, throughout this whole process it is imperative that the boys remain silent and are constantly supervised.

(Updated 5.2.18).