



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

SCHOOL AIMS

South Wilts is a progressive grammar school for girls, which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

South Wilts Grammar School values and respects all students equally and aims to provide equality of opportunity wherever possible.

PUBLIC EXAMINATIONS POLICY

1. GENERAL

South Wilts Grammar Schools recognises the importance of assessment through public examinations at Key Stages 3, 4 and 5 which provide students with academic qualifications. Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent: administration helps them to achieve their best.

South Wilts Grammar School further recognise the need to maintain the highest standards in administering public examinations in accordance with the requirements of the Department for Education and the Joint Council for Qualifications and Examinations Boards (JCQ).

The implementation of this policy will be taken account of in strategic planning and routine administration discussed in meetings of the Leadership Team, of Head of Departments and of the full staff.

2. RESPONSIBILITIES

Senior Management

The Headteacher has overall responsibility for the school as an examination centre. The Headteacher will advise on appeals and re-marks, and takes responsibility for reporting all suspicions or actual incidents of malpractice to the Exam Boards. At fixed points the Headteacher, Deputy Head and the Examinations Officer process results for later statistical returns. The Headteacher reports on the quality of results to Governors, Leadership Team and the Staff during departmental reviews with Heads of Departments. The Headteacher is responsible for press releases.

Heads of Departments/ Heads of Key Stage

Heads of Departments are responsible for: informing the Examinations Officer of any syllabus and qualification changes; checking provisional statements of entry for all Examinations; ensuring that criteria for setting, overseeing, marking and submitted coursework/controlled assessment/non examinable assessment are met within the deadlines; liaising with the Examinations Officer over the despatch of coursework for

moderation/marking as well as in other routine matters. They, and Heads of Key Stage, are responsible for guidance and pastoral oversight of students who are unsure about examination entries or where alteration of the initial entry is made.

Examinations Officer

Has responsibility for:

- Processing of entries, timetables results and certificates for all public examinations;
- Communication with SWGS candidates, parents and members of staff, and with BWS Examinations Officer and members of staff over exam requirements and logistics;
- Management of enquiries about Results, Appeals and Special Considerations;
- Liaison with SENCO about candidates' access arrangements / special considerations. Completion of all relevant paperwork for the Exam Boards;
- Liaison with carrier collection / postage of scripts and coursework;
- Processing invoices for receipts and payments, in collaboration with Finance Department;
- Arranging venues;
- Hiring, training and timetabling of invigilators;
- Attempting to contact candidates absent from an examination sitting;
- Preparation of statistical returns in liaison with the SLT.

Invigilators

Invigilators, organised and supervised by the Examinations Officer collect materials for the exam sitting; they start, supervise and end exam sessions and return the materials to the Examinations Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for invigilators is the responsibility of the HR Manager.

Teachers

Teachers check candidates' entry details and pass lists via Heads of Department to the Examinations Officer. Teachers may not read exam papers or remove them from the exam room before the end of an exam, nor offer advice on questions.

Candidates

Candidates must

- check their statements of entry and complete an online form to confirm that they have done so;
- read the JCQ Information for Candidates sent to them by the Examinations Officer (this information includes an explanation of the regulations for written examinations, on screen tests, centre assessed components, as well as JCQ statements regarding commenting upon exams through social media and the use of a candidate's personal data when administering examinations);
- for centre assessed components, submit work that they have produced themselves – they must not copy from someone else or allow another candidate to copy from them – and authenticate their own work according

to the requirements of the examination board; any suspicions of plagiarism must be investigated by the subject teacher along with the head of department - the examinations officer needs to be informed of any incidents of malpractice;

- during an exam, abide by the rules and regulations laid down by the JCQ: they must only have with them the equipment permitted/required for that exam – all other belongings must be left outside the room and the centre accepts no liability for their loss or damage
- in cases where special consideration may be required, alert the centre to that effect, supporting any such claim with appropriate evidence within five days of the exam.

Disability Discrimination Act

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the DDA by ensuring that the Examinations centre is accessible and improving candidate experience. This is the responsibility of the Head of centre, Examinations Officer and SENCo. (See Appendix 2 for a link to the SWGS Disability Equality Scheme Policy.)

Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, including any special access arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo and a qualified specialist teacher named by the School. It is the School's policy to test all candidates with a history of need and a history of provision of access arrangements at least one month prior to Examinations. This testing is to inform exam office staff on the most appropriate adjustments to exam conditions for the candidates in question.

All candidates will be tested by the School's specialist teacher even if they already have an external report produced by an educational psychologist or a specialist teacher from a previous school. The recommendations made in the new report will supersede previous arrangements or recommendations if appropriate.

Students wishing to word process their answers during examinations will only be permitted to do so upon the recommendation of the SENCo, having reviewed their history of need and their history of use and any test scores produced by the qualified

specialist teacher. If an arrangement to use a word processor is approved, a student must use a computer provided by the School and will not be allowed to use their own.

Making access arrangements for candidates to take examinations is the responsibility of both the SENCo and the Examinations Officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer. Rooming, invigilation and support for candidates with access arrangements will be arranged by the SENCo in conjunction with the Examinations Officer.

3. FINANCE

Fees charged by the examination boards are met by the School, with the following exceptions which are paid by the candidates at the time of requesting entry:

- Fees for re-sit entries and any associated late entry fees;
- Fees for students whose attendance is below 85% and where there is no validated reason;
- Fees for subjects not on the curriculum and for which SWGS candidates are prepared independently. Additionally, an administration fee and an invigilation fee may be charged for these independent entries.

Any charges made by the examinations boards for Enquiries about Results and for photocopies or original scripts, are passed on to candidates, unless the request is from a subject teacher where the school will meet the expense.

Amendment of entries which incur a financial penalty from the Examination Board will be charged to subjects if they arise from that subject's error or omission. Changes made by the proper procedures will be met by the school.

If a candidate withdraws from an exam at her request after the deadline for entry has passed, or fails to submit sufficient coursework so that a teacher feels unable to enter her, or fails to sit an exam without producing a medical certificate then the parents will be asked to refund the fees paid by the school. This undertaking is confirmed electronically by students and parents through the school's VLE at the time of checking statements of entry.

When parents disagree with the school's decision regarding the entry of a student they may choose to enter the student separately. Under these circumstances parents will be asked to pay for the entry.

At Post -16

Where students are jointly taught between BWS and SWGS, or where SWGS students are taught solely at BWS (and vice versa), entries are made by the Home School (BWS or SWGS) at which the student is on roll. Where a student is taught at the other School, instructions from the Teaching School are passed to the Home School, which will arrange for the relevant examination entries to be made. Payment of fees is the responsibility of the Home School.

Private Candidates

Entries at SWGS can be made for private or external candidates, i.e. not on the School roll. These entries are paid for by the candidates, along with an administration charge and invigilation fees at a rate agreed by Finance Department.

4. ENTRIES

At Key Stage 4 and Post-16

All students should be entitled to and enabled to achieve a number of entries for qualifications from an external awarding body. If a student's entry in a subject is to be withdrawn there must be an initial concern form completed by the subject teacher in consultation with the subject leader. The student, parent/carers, the head of key stage, the subject leader, subject teacher and (if necessary careers adviser) should also be consulted before a final decision is made. All students will be monitored carefully throughout their time at school, and coursework and attitude notified to the head of key stage using Cause for Concern forms as soon as they arise.

Resits

Re-sit decisions are a student's responsibility with advice available from subject teachers, subject leaders and the Head of Sixth Form.

Specification reforms

When there are changes to course structures following the implementation of new government policies, SWGS procedures concerning entries and payment may be amended to reflect those changes.

5. CENTRE ASSESSED MARKING OF COURSEWORK / CONTROLLED ASSESSMENTS / NON EXAMINATION ASSESSMENTS

Reviews of Marking

SWGS 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. SWGS 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.

- SWGS 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.
- SWGS 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.

- SWGS will, having received a request for copies of materials, promptly make them available to the candidate.
- SWGS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Requests for reviews of marking must be made in writing by the candidate to the Examinations Officer.
- SWGS 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.
- SWGS will ensure that the review of marking is carried out by an assessor who has appropriate competence and, where staffing permits, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- SWGS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.
- In order to facilitate a request from a student for a review of their work, all departments must communicate the final standardised marks awarded to students three weeks before the deadline for submitting these marks to the exam boards.

Appeals against centre assessed marks

Centre assessed components should be marked according to standard and internally moderated and standardised. In addition, students must be allowed the opportunity to request a review of their work.

If students believe that this may not have happened in relation to their work, they may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade. The appeals process is separate to the review process outlined above.

The procedure to be followed is:

- The appeal should be addressed in writing to the SWGS Examinations Officer stating the details of the complaint and the reason for the appeal before 31st May.
- A copy of any such communication must then be made available to the relevant Head of Department/Teacher concerned.
- Any response to this should then be made in writing to the Examinations Officer who must ensure that a copy is passed to the candidate.

- Should the candidate bringing the appeal be dissatisfied with the response, she may request a personal hearing in writing to the Examinations Officer. This must take place within five working days of the receipt of the request.
- The hearing will be chaired by the Examinations Officer with two other individuals who have not previously been involved with the appeal. One will be a member of the Leadership Team and one a SWGS Governor. The Head of Department/Teacher concerned and the candidate's parents/guardians will be invited to attend.
- A written record of the appeal will be made, including the outcome of an appeal and the reasons for the outcome. The decision will be final.
- The Examinations Officer should inform the Awarding Body if there is any change to a centre assessed mark as a result of an appeal. Careful consideration must be given to the dates and timing of an appeal, taking into account the results date and subsequent issue of certificates, for the relevant examination series.

Candidates should note that after work has been assessed by the centre 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 the school and is not covered by this procedure. Details of the appeals procedure for the relevant awarding body are available from the Examination Officer.

Appeals against Exam Board Results

After the release of results, enquiries about results can be raised by centre staff or candidates if there are reasonable grounds for believing an error has been made in marking.

Candidates can also request the return of scripts and ask staff to scrutinise them to ensure that the marking process has been correctly adhered to. If a result is queried, the Examinations Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark. Where a cohort is involved the centre may bear the cost. In individual cases the candidate will meet the expense of a re-mark.

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

6. MONITORING

This policy is monitored by the Examinations Officer working with the Headteacher.

APPENDIX 1

OUTLINING STAFF RESPONSIBILITIES FOR CENTRE ASSESSED COMPONENTS

Senior leadership team

- Accountable for the safe and secure conduct of centre assessed components. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

Heads of department

- Standardise internally the marking of all teachers involved in assessing a centre assessed component.
- Ensure that individual teachers understand their responsibilities with regard to centre assessed components.
- 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.
- Ensure that candidates' work is secure 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
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Map overall resource management requirements for the year. As part of this :
 - resolve clashes/ problems over the timing or operation of controlled assessments.
 - resolve 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

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments/coursework/non examination assessments*.

- Understand and comply with the awarding body specification for conducting centre assessed components, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Mark centre assessed components using the mark schemes provided by the awarding body. Submit marks through the Examinations office to the awarding body when required, keeping a record of the marks awarded.
- Ask the special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Examinations office staff

- Where confidential materials are directly received by the Examinations Office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.

Special educational needs coordinator/additional learning support

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

Links to other key documents:

Key Stage 4 Controlled Assessment Timeline: (only two departments now)

- Food Technology Mon 26th and Friday 23rd of February
- MFL
 - German: Mon 29/1/18 08:45-15:00
Tue 30/1/18 08:45-15:00
Wed 31/1/18 08:45-15:45
Fri 02/02/18 08:45-11:30
 - French Tue 20/2/18 08:45-15:00
Tue 21/2/18 12:30-15:00
Thu 22/2/18 08:45-15:45
Fri 23/02/18 08:45-11:30

Timeline: [link to Head of Department Calendar](#)

APPENDIX 2

Link to the School's disability policy: <T:\Admin\Policies\CURRENT POLICIES - Academy\Disability Equality Scheme Policy & Accessibility Plan - Summer 2017.pdf>

Appendix 3 – Instructions for INVIGILATORS and EXAMS OFFICE STAFF

A: Emergency evacuation of examination room (FIRE ALARM)

If the fire alarm sounds (continuous ringing bell):

- Ask the students to stop working and put down all pens/pencils
- Note down the time and how long there is left for each of the exams that are taking place
- Advise all students that they must not talk to anyone and examination rules are still in place unless told otherwise
- Please wait in the examination hall for direction from SLT member

Once informed that evacuation of the hall is required:

- Inform all students that they must report to the centre of the running track on the school field
- The evacuation route should be clearly displayed in each room / hall
- Dismiss students row by row and ask invigilators to escort the students to the collection point, one person leading, the others at regular intervals
- Constantly remind students of the exam conditions and that they will be continuing the exam as soon as possible

***** Make sure you take the seating plan with you to refer to as a register**

Once students arrive on the school field:

- Assemble the students from your exam in one area within the running track
- Register them
- You will be regularly updated by a member of SLT as to the progress
- Do not re-enter any school buildings until advised by a member of SLT

Once advised that it is safe to re-enter the building:

- Once back in the exam hall, inform all students of the new time that the exam will end and ask them to continue with the exam
- After the exam make a full report of the incident and of the actions taken.
- Sign this report and present to the schools examinations officer

B: Emergency examination room procedures if the Stay Safe alert is triggered

If the stay safe alarm sounds

- Ask the students to stop working and put down all pens/pencils, noting the time of interruption and asking an invigilator to close the curtains and lock the doors
- Tell the students to remain calm and to get off their chairs and get under their desks.
- Reassure the students, instructing them to remain calm and maintain exam silence
- Advise everyone within the room that they are to await instruction from senior staff

Appendix 5

CONTINGENCY PLAN FOR EXAMS IN THE EVENT OF A MAJOR DISRUPTION TO FACILITIES

Example 1: adverse weather conditions

- Even if the School is closed for normal lessons, exams will still proceed for those students that are able to travel in safely. Students should not attempt to come in for exams if it would be dangerous for them to do so.
- Please give the Exams Office advance warning if you will not travel in for an exam by sending an email to this address: exams@swgs.wilts.sch.uk. Alternatively, please phone the main switchboard (01722 323326). You will need to do this for each exam that you are unable to attend since the attendance record is completed daily.
- If a student misses an exam due to any adverse weather conditions, she will be able to re-enter for that exam in the [NEXT] examination series and this will be counted as a re sit and the normal fees apply.
- The rules regarding arrival times still apply despite any travel delays due to the weather: a student must arrive by 10:00am for a morning exam (or be under the supervision of a member of SWGS staff by 10:00am) or by 14:30pm for an afternoon exam (or be under the supervision of a member of SWGS staff by 14:30pm), otherwise her paper may not be accepted by the exam board.

Example 2: exam hall damage

- If the damage takes place before the exam session, all students will be contacted via registers or telephone if they are on study leave. They will be instructed to check the website and their school email account for updates.
 - The School will negotiate the use of suitable alternative premises, such as Five Rivers Leisure Centre or the City Hall. Arrangements will be put in place to transfer exam furniture
 - The School will publicise amended arrangements via the website. Students will be reminded to check their school email accounts for an update as to their room allocation. Students will be asked to acknowledge receipt of the email.
 - Staff will wait outside the damaged exam hall ready to redirect any students on the day of the exam (or to transport them if time is short).
- If the disruption occurs on the day of the exam, invigilators will be deployed to supervise students from the key time (10:00am for morning exams, 2:30pm for afternoon exams) until the exam is ready to start in the new location.

- Arrangements will be made to hold the exam in other classrooms around the School and available staff will be employed in to assist with any extra invigilation requirements. Students will then be led to the new exam rooms under exam supervision conditions.
- The School will contact parents for any students who are concerned about a delay to their return travel arrangements.
- Special consideration will be requested for every student affected.

Example 3: exam staff absence

- If the Examinations Officer is absent, the Line Manager for Examinations or the School Business Manager must assume responsibility for key exam processes:
 - If the absence falls before an upcoming examination period, or immediately afterwards, the Exams Directory and Task Manager should be consulted to ensure that no key deadlines are missed: <T:\Admin\Exams\The Exams Directory and Task Manager.xlsm>. Admin support from the Main Office may be required to assist with the completion of any urgent outstanding tasks.
 - If the absence falls on an exams day,
 - security of examination papers must be upheld at all times as laid out in the JCQ Instructions for Conducting Exams: <T:\Admin\Exams\01 A level and GCSE\A Level and GCSE Forms and other Templates\JCQ\4. ICE - Instructions for conducting examinations\3.1 Instructions for conducting exams.pdf>.
 - advice and any arrangements that are already in place for hosting and staffing written exams may be accessed via the staff section of the Exams VLE page.

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Curriculum	19.2.18	3 yearly	Spring 2020	Non-statutory	Yes