



Exams Policy

Last Review *Sept 2022*
Next review *Sept 2023*
Reviewed by *Deputy Head Academic*

Refer also to:

Candidate Identification Procedure
Complaints and Appeals Procedure
Contingency Policy
Emergency Evacuation Procedure
Escalation Process
Internal Appeals Candidate Form
NEA Policy
Risk Assessment
Separate Invigilation Policy
Word Processor Policy

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This policy is designed to ensure the planning and management of external exams is conducted efficiently and in the best interest of candidates and to promote quality, consistency, accuracy and fairness.

This exams policy will be reviewed every year by the Deputy Head (Academic) and the exams officer.

1. Responsibilities

The Headmistress has overall responsibility for the Godolphin School as an exam Centre. She delegates the day to day management to the Exams Officer.

The Exams Officer, with help from the team

- advises the senior management team, subject teachers and tutors and other relevant staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff of a provisional examination timetable and ensures that staff are kept informed of any subsequent changes or amendments to that timetable
- ensures that candidates and their parents are informed of and understand those aspects of the exam 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 data for examination boards on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ Access Arrangements, Reasonable Adjustments and Special Consideration handbook
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- submits candidates' coursework / controlled assessment marks, tracks dispatch and stores returned coursework and any other material required until it can be passed to Heads of Department
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams

2. Qualifications Offered

- The qualifications offered are IGCSE, GCSE, A levels, Pre U, BTEC, STEP, AEA and EPQ, Level 3 (QCF) and University Admissions tests

3. Exam Seasons and Timetables

- External exams are scheduled May/June and occasionally November/January for retakes
- 5th year Mocks (January), Lower and Upper Sixth Mocks (February) and Lower 6th and 4th Year end of year exams (May-June) are held under external exam conditions
- University Admission Tests - November

4. Entries, Entry details, Late Entries and Retakes

- Candidates are selected for their exam entries by the Heads of Department and the subject teachers

A candidate or parent can request a subject entry, change of level or withdrawal and discussions will be held with the subject staff and head of department before any decisions are made

The centre may occasionally accept entries from external candidates, usually past pupils. External candidates will be accepted on a case by case basis depending upon the implications for the School of the subjects they would like to be examined in.

- Late entries

Entry deadlines are circulated to Heads of Department via email/noticeboard. Late entries are authorised by Heads of Department and Exams Officer

- Retakes in English IGCSE (November) & Maths (January) IGCSE. Retake decisions are made in consultation with the candidate, subject teacher and the Head of Department
- BTEC retakes in January.

5. Fees

- Initial registration and exam entry fees are paid by the candidates and will appear on the school fees bill
- Late entry or amendment fees are also paid by the candidates, as are retake fees for first and any subsequent retakes
- Candidates or departments 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
- Candidates must pay the fee for an enquiry about a result (EAR) which they instigate and for copies of exam scripts
- Fees for individual invigilation arrangements are paid for by the candidates
- Ex-Upper Sixth returning to sit exams pay invigilation costs

6. The Equality Act 2010, Special Needs and Access Arrangements

- All Godolphin School staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law
- **Special needs**
- A candidate's special needs requirements are determined by the educational psychologist / specialist teacher/ medical professional
- **Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the exams officer in liaison with the Head of Learning Support. The flow chart on the next page explains Godolphin's procedure for access arrangement assessment and approval.

STEPS TO ENSURE JCQ REQUIREMENTS ARE MET

1

- Student identified as already on assessment list or they have been brought up in LACMeeting as a student of concern.

2

- SENDCo (Claire) creates Assessment List for subsequent term (at the end of each term after the LAC meeting) which will be filed on SharePoint EoN.

3

- Tutors of girls on the list carryout a 'Normal Way of Working' discussion with their tutee using the **T1 TUTOR FORM**. Tutor will then email the **T2 TEACHER FORM** to all their tutees subject teachers for them to complete.

4

- **T2 TEACHER FORMs** to be collated by the Tutor and emailed to Claire to collate on SharePoint. Once these are all received, the Tutor meets with Claire to discuss the way forward for the student.

5

- After this Tutor meeting, Claire will email subject teachers to complete the **JCQ4 QUESTIONS FORM** in the students folder on EoN SharePoint. Access arrangements are listed in the footer for reference for teachers to suggest as many as they consider applicable to enable the student in exams.

6

- Claire will then collate all these JCQ questionnaires to complete an Evidence for Access Arrangements form and transfer the findings onto the students JCQ Form 8, section A. **This is a time-barred process and needs to be completed before an assesment can be carried out.**

7

- Claire will meet student for preliminary discussion to seek their view of additional needs and reason for access arrangements. The student's vision questionnaire will also be undertaken.

8

- Assessment will be carried out. Claire will then complete Sections B and C on the JCQ Form 8 and produce the students summary profile. The Summary assessment will be made available on SchoolBase and SEN profile updated.

9

- The Summary Assessment will be filed in the student's EoN folder for teachers' reference during their regular completion of EoN at the end of each term or following exams or tests.

All forms are to be found on the Evidence of Need - SharePoint Drive and collated electronically in each individual student's file.

7. Estimated Grades

- The Heads of Department will submit estimated grades to the exams officer where required by exam boards

8. Managing Invigilators and Exam Days

Managing invigilators

- External Invigilators are used for exam supervision, with the assistance of some teachers. These invigilators are trained according to JCQ regulations.
- The recruitment of external invigilators is the responsibility of the exams office
- Securing the necessary DBS clearance for new invigilators is the responsibility of Godolphin School's administration
- External invigilators' rates of pay are set by the bursary
- DBS fees for securing such clearance are paid by the Godolphin School. Invigilators are required to sign up to the update service
- Invigilators are timetabled and briefed by the exams office
- Exam days
 - The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator
 - Site management is responsible for setting up the allocated rooms, arranging suitable heating, etc.
 - Normal exam start times are 9.00am and 1.30pm
 - Exam papers must not be removed from the exam room before the end of a session and in the cases of clash papers, kept until the final candidate has sat the exam. Papers will be distributed to heads of department 24 hours after final sitting of the exam

9 . Candidates, Clashes and Special consideration

- Godolphin School's published rules on acceptable dress, behavior and candidates' use of mobile phones, smart watches and all electronic devices apply at all times
- Candidates' personal belongings remain their own responsibility and the Godolphin School accepts no liability for their loss or damage
- Disruptive candidates are dealt with in accordance with JCQ guidelines
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator must accompany them
- The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Candidate Absence

- Candidates who miss an exam should contact the school as soon as possible. Students who are already in school should speak to a member of House Staff, the Head of Year or the Exams Officer who will be able to advise them of the best course of action.

Candidate Late Arrival

- Candidates who arrive late should contact the school as soon as possible. When arriving at school, students should make their way directly to their exam venue. Candidates will be allowed to sit the exam (with the full allotted time). However, students should be aware that the Exam Board may not accept the paper depending on the lateness of arrival.

Food and Drink

- Only water is allowed in the exam venue. Drink bottles should be completely clear with no images or writing on them, preferably with a "sports" cap to minimise the risk of spills. No food is allowed in the exam venue.

Overnight Supervision Arrangements

- Where overnight supervision is required, JCQ regulations will be followed. However, the school will explore other alternatives in the first instance.

Clash candidates

- The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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's responsibility to alert the school, or the exam invigilator, to that effect

Any special consideration claim must be supported by appropriate evidence in line with the guidance given in the JCQ Access Arrangements, reasonable Adjustments and Special Consideration handbook

The exams officer will then forward a completed special consideration application to the relevant awarding body within the allowed period

10 Non Examined Assessment (NEA)

- Heads of Department ensure all NEA work is ready for dispatch at the correct time and the exams team keeps a record of what has been sent when and to whom
- Heads of Department will ensure all NEA work has a candidate declaration sheet signed by the candidate
- The Exams Officer will sign the centre declaration sheets on behalf of the Headmistress
- Marks for all internally assessed work are provided for the exams office by the Heads of Department. It is the responsibility of the Head of Department to keep a record of marks awarded until results are issued

Appeals against internal assessments

- The Godolphin School is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation.

- When unmoderated marks are issued to candidates, either orally or in printed/electronic form, a statement to declare that they are unmoderated marks and may change in light of external moderation will accompany the marks sent out by Heads of Departments
- If a student feels that this may not have happened in relation to her work, she may make use of this appeals procedure. Forms for the appeal procedure are available from the Exams office. Where Parents/Candidates query the marks of Internal Assessments for an external qualification, we will follow and disseminate the Appeal against Internal Assessment Policy (see process detailed in point 13 below) and any other information that the candidate requires in order to decide about an appeal.
- After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently makes minor adjustments to the marks awarded for internally assessed work. That is outside the control of The Godolphin School and is not covered by this procedure. If the student has concerns about it, she should ask the examinations officer for a copy of the appeals procedure of the relevant examinations board

11. Results, Enquiries about Results (EAR) and Access to Scripts (ATS)

- Candidates will receive individual results slips on results days in person at the school or by post to their home addresses or electronically via school email address. If an examination board offers the use of a secure PIN, this service will be offered to candidates
- Arrangements for the school to be open on results days are overseen by the Headmistress and made by the Academic Deputy and Examinations Officer
- Results for Cambridge International IGCSE exams will be available via the CIE website, students will be required to log in with their username and password. These results are released before the A levels results and usually two weeks before GCSE results. Staff will not be in school on CIE results day to deal with queries, candidates will have to wait until A level results day when the exam team and Heads of Department will be in school
- The provision of staff on results days is also the responsibility of the Headmistress. Heads of Department are expected to be present for results. If

this is not possible this must be discussed with the Headmistress in good time and a suitable alternative agreed.

Enquiries about Results

- EARs must be requested by candidates if there are reasonable grounds for believing there has been an error in marking
- If a candidate requests an EAR, they will be charged
- Review of marks can result in a mark being decreased, so no review of marking can be requested without the permission of the candidate

Access To Scripts

- After the release of results, candidates may ask exams office staff to request the return of papers within a short time of the results, at the expense of the candidate.
- Subject staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained
- A Level candidates may request a priority copy of their script within the deadline to do so, upon receipt of their script they can request a priority review of marking providing it is within the deadline to do so
- GCSE review of marks cannot be applied for once an original script has been returned
- Some exam boards now allow free access to scripts online, with the permission of the candidate (Edexcel)

12 Certificates

- Most certificates are collected and signed for; those for candidates who have left the school will be posted
- Certificates may be collected on behalf of a candidate by a third party, provided that this has been authorized in writing
- Certificates may be withheld from candidates who owe fees.
A transcript of results may be issued if a candidate agrees to pay the costs incurred

- Godolphin School exams office retains certificates for five years.

13 Internal Appeals Procedures – Covering Centre Assessed Marks

Reviews of marking – Centre Assessed Marks (GCE and GCSE non-examination assessments)

This policy applies to JCQ Non-examination assessments. It is not applicable to Cambridge International exams, currently for IGCSE History.

Godolphin School 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. Godolphin School 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.

An administration fee of £50 will be charge for each review of a centre assessed mark, in addition there may be other costs incurred during the review process; for example, the assessment needing to be reviewed by an external examiner to comply with JCQ regulations.

Please note that a review of internally assessed marks can result in one of the following: mark goes up, mark goes down, or mark remains the same. The £50 fee applies irrespective of the internal appeal outcome. Please also note that the equivalent grade will not be known at this point as grade boundaries are not released until August.

1. Godolphin School 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. (see attached table).
2. By this Policy Godolphin School informs 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. The internal appeals form is available from the Exams Office.
3. Godolphin School will, having received a request for copies of materials, aim to make them available to the candidate within two working days.

4. Godolphin School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing using the internal appeals form, available from the Exams Office and the deadline to apply for a review of marking is outlined in the table below.
6. Godolphin School 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. Godolphin School 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. Godolphin School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

NEA Dates and Deadlines.

Each course that incorporates some form of NEA (Non-examination Assessment) follows different dates and deadlines depending on the course structure, the nature of the NEA and the marking guidelines.

The table below summarises the key dates for the academic year 2022-2023

Fifth Year

Course	Final Submission Deadline	Mark returned to student	Appeal Deadline	Exam Board Deadline
Product Design	19 April	21 April	28 April	5 / 7 May
Music	17 March	21 April	5 May	8 May
Art	5 May	19 May	22 May	31 May
Food and Nutrition	24 March	21 April	24 April	5 May
Drama	July 2022	27 January	10 February	15 May

Sixth Form – Upper Sixth unless specifically noted.

Course	Final Submission Deadline	Mark returned to student	Appeal Deadline	Exam Board Deadline
Geography	9 December	20 February	24 March	15 May
Art Lower Sixth	N/A	N/A	N/A	N/A
Art Upper Sixth	12 May	19 May	22 May	31 May
Music	17 March	n/a exam board marked	n/a exam board marked	12 May
Computer Science	24 March	17 April	24 April	15 May
Food Lower Sixth – Unit 1	24 March	21 April	24 April	5 May
Food Upper Sixth – Unit 3	24 March	28 April	2 May	15 May
PE	n/a	n/a	n/a	n/a
Product Design	n/a	n/a	n/a	n/a
History	16 December	20 February	24 March	15 May
English Literature	10 February	10 March	24 March	15 May
History of Art	3 February 2023	n/a exam board marked	n/a exam board marked	15 February
Performing Arts	Deadlines included in BTEC assessment calendar, from 17 March.			

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Godolphin School and is not covered by this procedure.