

# Liverpool College

## Examinations Policy



### **Mission Statement**

*Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.*

### **Core Values**

***We recognise** that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess*


***We believe** that the development of character, creativity intellect and spirituality, are the primary aims of education.*

***We work** together to create a happy and caring school community which is engaged in our local community and the wider world*

***We pursue** high standards in every area of school life*

*This is a whole school policy and applies to the Primary and Secondary Phase, Boarding, Breakfast Club and after school activities.*



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Principal	 Mr H vM Broekman

# Liverpool College Examinations Policy

## Introduction

The purpose of this policy is:

- to ensure the planning and management of public examinations (and internally assessed components) is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

## Roles and Responsibilities

### Principal

The Principal has overall responsibility for the School as an examination centre and will report all suspicions of, or actual incidents of, malpractice.

### Vice Principal (MARP)

- Manages the Examinations Officer and the Assistant Examinations' Officer.
- Liaises with Examinations Office on organisational matters.
- Advises on appeals and re-marks.

### Examinations Officer

- Advises on annual examination timetables and application procedures set by the various awarding authorities.
- Oversees the production and distribution to staff and candidates of an annual calendar for all examinations and communicates regularly with staff concerning imminent deadlines and events.
- Provides and confirms detailed data on estimated entries.
- Ensures candidates and parents understand aspects of the examination timetable that will affect them.
- Identifies and manages examination timetable clashes.
- Administers Access Arrangements and makes applications for Special Consideration.
- Ensures the timely entry of candidates for their examinations.
- Receives, checks and stores securely all examination papers and completed scripts.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines and College policy.
- Ensures the timely submission of candidates' coursework marks and materials.
- Arranges for dissemination of examination results and certificates to candidates
- Submits, in consultation with the SMT, appeals and re-mark requests.
- Accounts for income and expenditures relating to all examination costs and charges.

### Heads of Faculty

- Offer guidance to candidates on entries.
- Participate in post-results procedures.
- Complete all mark and declaration sheets accurately to deadlines as set by the Examinations' Manager.
- Consult with Examinations Officer regarding possible dates for Oral Examinations and visits by External Moderators etc by February half-term.
- Must immediately inform the Examinations Office of any change of specification.

### **Subject Teachers**

- Notify access arrangements (as soon as possible after the start of the course).
- Submit candidate names to Heads of Faculty.

### **SENCO**

- Identifies and tests candidates to assess requirements for Access Arrangements.
- Submits applications for Access Arrangements online to the Awarding Bodies.
- Provides the Examinations Officer with the names of candidates requiring Access arrangements within the deadlines set out by JCQ/Awarding Bodies no later than 1<sup>st</sup> March.
- Distributes the Access candidate List with entitlements to all staff.
- Provides additional support to help candidates as required.
- Conducts appropriate training for staff and invigilators involved in Access Arrangements.

### **Invigilators**

- Must be familiar with all procedures contained in the JCQ *Instructions for Conducting Examinations* document.
- Collect all examination papers in the correct order at the end of the examination, complete the attendance register and return to the Examinations Office.

### **Candidates**

All candidates will be provided with a copy of the JCQ guidance for Students. They will then:

- confirm and sign entries
- confirm understanding of internal assessment regulations and sign a declaration that authenticates the work as their own
- confirm their understanding of examination regulations.

### **Administrative staff**

- Manage the receipt, safe keeping and posting of examination papers.

## **The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this centre are decided by the Heads of Faculty and the SLT. The qualifications offered are Level 1 & 2 qualifications, SATS, Functional Skills, GCSEs, BTEC Certificate & Diploma, AS/A levels and EPQ. The subjects offered for these qualifications in any academic year may be found in the option booklets for that year.

At GCSE, all candidates will be entitled and enabled to achieve qualifications from an external awarding body.

Post-16, A Level examinations will be completed in the summer of Year 13.

## **Examination Seasons and Timetables**

Public examinations are scheduled in March and May/June. The examination series used in the centre are decided by the SMT. The Examinations' Office will circulate the examination timetables for both external and internal examinations once these are confirmed.

## **Entries, Entry Details, Late Entries and Retakes**

Candidates are selected for their examination entries by Heads of Faculty in consultation with Subject Teachers. Entry deadlines are circulated to Subject Leaders by the Examinations Officer. Late entries are authorised by Head of Sixth Form, Heads of Faculty and the Examinations Officer. Unauthorised late entry fees will be paid by the subject department. Retake decisions will be made in consultation with the candidates, the Head of Sixth Form and the Heads of Faculty.

### **Examination Fees**

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the pupil without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the Governing Body originally paid or agreed to pay the entry fee. An examination entry fee may also be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- the examination is a re-sit.

Candidates 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, and in cases where the centre does not uphold the enquiry and the candidate can insist on pursuing the enquiry.

Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary coursework requirements.

This fees reimbursement statement will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

## **The Equality Act 2010- Special Needs and Access Arrangements**

All exam centre staff must ensure that the Access Arrangements and Special Consideration Regulations and guidance are consistent with the law. They also must ensure that a reasonable adjustment for a particular person may be unique to the individual and may not be included in the list of available access arrangements.

### **Special Needs**

A candidate's special needs requirements are determined by the SENCO. At the start of the academic year, the SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination. The College provides support to pupils and students around the stresses of examinations, supporting and signposting for further advice and support, where appropriate.

### **Access Arrangements**

Making special arrangements for candidates to take examinations is the responsibility of the SENCO or Assistant SENCO, who will make the online applications for Access Arrangement to the Awarding Bodies (except centre-delegated access arrangements).

Rooming for Access arrangement candidates will be arranged by the Examinations Officer. Invigilation and support for Access arrangement candidates will be organised by the Examinations Officer, who will ensure the pupils and students are informed.

### **Forecast Grades**

The Heads of Faculty will submit forecast grades to the Examinations Officer when requested to do so.

### **Managing Invigilators and Examination Days**

Invigilators are timetabled by SMT and briefed by the Examinations Officer. Securing the necessary DBS clearance for externally recruited invigilators is the responsibility of HR. DBS fees for securing such clearance are paid by the centre.

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the Invigilator.

Site management is responsible for setting up the allocated rooms.

The Lead Invigilator will start all examinations in accordance with JCQ guidelines and under the instruction of the Examinations Officer.

Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

Practical examinations will be managed by subject teachers in liaison with the Examinations Officer.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Faculty at the end of the examination session.

### **Preventing Malpractice**

In order to comply with JCQ regulations, Liverpool College will:

- notify candidates, including any private candidates entered through the College, of their examination entries, and the dates and times of their examinations/assessments
- ensure that, in relation to examinations, the JCQ Notice to Candidates poster is displayed in a prominent place outside the examination room and JCQ Mobile Phone and Warning to Candidates posters (A3 size) are displayed both inside and outside the examination room
- ensure that the JCQ Notice to Candidates is distributed to all candidates via House Mentors followed by correspondence to parents at the start of term, prior to the examinations taking place and that candidates are made aware of the content of the JCQ Mobile Phone and Warning to Candidates posters
- ensure that all candidate data has been supplied to the awarding bodies within the terms of the GDPR Regulations 2018 and the Freedom of Information Act 2000 and that candidates have been properly informed that this data has been transferred to the awarding bodies.

Liverpool College ensures that:

- a board is visible to all candidates showing the centre number and the starting and finishing times of each examination

- the seating arrangements prevent candidates from overlooking (intentionally or otherwise) the work of others: the minimum distance in all directions from centre to centre of candidates' chairs is 1.25 metres
- wherever possible, for written examinations, all candidates will face in the same direction
- each candidate will have a separate desk or table large enough to hold question papers, and answer booklets
- a seating plan records the location of each candidate and the direction in which he/she was facing.

### **Emergency Procedures**

The Lead Invigilator should notify all candidates if a fire alarm is due to be tested during the examination.

Unless otherwise advised, all alarms should be treated as an emergency, and candidates should evacuate the room immediately. They must not stop to gather belongings and examination papers should be left on the desk. Candidates are not to speak to each other whether in the examination room or whilst outside of it. They must follow the Lead Invigilator to a meeting point, where a register (the attendance register for that examination paper) will be taken by the Lead Invigilator to confirm attendance.

It is the responsibility of the College to inform candidates of the correct procedures that they should not consult with any of their fellow candidates; if they are seen to do so it may be construed as an attempt to cheat.

Where possible the examination will be resumed as soon as is practical. Candidates will be given 10 minutes or so to re-read the examination paper and answer book(s) and the paper will be resumed. Extra time will be allowed to recompense for the time lost, and they will be advised of a new examination finish time. The Supervisor and/or Invigilator will confirm all of these details to the candidates.

The Examinations Officer will notify the SLT that the examination has been interrupted, and a full report will be submitted to the appropriate awarding bodies.

If it is not possible to return to the building, the examination may be abandoned. The Examinations Officer will make this decision and the necessary arrangements.

### **Contingency Plan**

Where timetabled examinations are scheduled on a day when bad weather/other conditions are a factor, the OFQUAL Joint Contingency Examination Plan will come into operation.

Liverpool College operates on the basis that it will open - unless overnight weather/other conditions are so extreme that there would be significant risk to students and staff travelling to school. If for any reason we are unable to open for examinations due to circumstances beyond our control, this will be communicated to all parties by a variety of media. The decision to open/not open school rests with the Principal at all times after due consideration and advice taken.

Where conditions have a significant effect on the number of staff and students that can reach school, a decision not to open is made as early as possible on the relevant morning. Local media outlets are contacted immediately, the website is updated and text messages sent where possible.

## **Candidates, Clash Candidates and Special Consideration 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 JCQ guidelines.

For examinations longer than one hour, candidates will not be allowed to leave the examination room until at least one hour after the published starting time. They will not be allowed to return.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### **Clash Candidates**

The Examinations 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 examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the Invigilator to that effect. Any Special Consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor, dated the day of the examination. The Examinations Manager will then apply online for Special Consideration to the relevant Awarding Body within seven days of the examination.

## **Coursework and Appeals against Internal Assessments**

Coursework is any piece of written or practical work which is marked by the school or by an external examiner and which contributes to a GCSE or A level award. Coursework includes controlled assessments.

### **Code of Practice**

In accordance with the *Code of Practice* for the conduct of external qualifications produced by QCA, Liverpool College is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- the consistency of the internal assessment is secured through internal standardisation as necessary
- staff responsible for internal standardisation attend any compulsory training sessions.

### **Managing the Production of Coursework**

Coursework tasks will be explained to students appropriately within the guidelines set by the Awarding Bodies. A written outline of what is required will always be given to students.

Assessment criteria and weightings will be explained to students and wherever possible students will be given access to examples of completed coursework to enable them to judge the standard that is expected of them.

Students will be given realistic timescales to enable them to complete the task in a managed manner. Coursework will be monitored at regular intervals and records kept on the stage of completion of the work. Where permitted, and within Awarding Body guidelines, comments will be made on draft versions as to how work could be improved.

Deadlines, once published within the school, will be enforced. Subject teachers will see any student who fails to meet a coursework deadline. The Head of Faculty will be informed as soon as possible. If there is good cause, supported by a letter from the parents, the Head of Faculty may grant a short extension. If an extension is missed, the Head of Year will advise parents at the earliest opportunity that their son/daughter is behind with coursework and seek their active support in ensuring that this is received. A further extension will only be permitted if it is appropriate to do so in **exceptional** individual circumstances.

All students will correctly complete a declaration of authentication.

### **Assessment**

Coursework will be marked to an agreed standard **within** each department, using the assessment criteria published by the Awarding Body. Internal moderation procedures stipulated by the Awarding Bodies will be followed and all forms completed. Coursework, once collected and assessed, will be stored securely.

Heads of Faculty will ensure all coursework is ready for despatch by the deadline set by the Examinations' Manager. The Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Examinations Officer by the Heads of Faculty.

In all cases, coursework which is lost, either by candidates or teaching staff must be reported to the Examinations Officer who will then inform the Vice Principal and the Principal. A full investigation will then be carried out, the results of which will be communicated to the relevant Awarding Body.

### **Malpractice**

Should coursework malpractice be suspected the teacher suspecting the malpractice should communicate his/her suspicions to the Head of Faculty. If the student has simply misunderstood the requirements of the coursework he/she should be given another opportunity to resubmit the piece of coursework in full. If malpractice has occurred the Examinations officer must be informed at least 5 school days prior to the deadline for posting the form to the Awarding Body.

### **Appeals against Internal Assessments**

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the College concerning the internal assessment as required by the JCQ Code of Practice.

The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves.

The appeal must be made in writing to the Examinations Officer before the date of the last externally assessed paper for the relevant subject(s).

The enquiry into the internal process will normally be led by the Examinations Officer and the Vice Principal, provided that neither has played any part in the original internal assessment process.



The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the *Code of Practice*.

The appellant will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body
- any steps taken to further protect the interests of the candidates.

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgment on marks awarded is that of the Awarding Body. Appeals against matters outside the College's control will not be considered in the College's appeals procedure.

The Head of Faculty must provide the following for the appeal panel:

- the mark scheme or criteria for the coursework provided by the Awarding Body
- the Faculty mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the Awarding Body
- dates when the coursework was set and to be handed in for that student
- evidence that all teaching groups have been given the same length of time
- the procedure for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out i.e. any extensions allowed
- dates when the teachers marked the coursework
- the name of the teacher in charge of the internal standardisation
- dates when members of the Faculty attended the last Awarding Body standardisation meeting
- evidence that the information from this meeting was disseminated to the department
- date(s) for departmental standardisation meeting and teacher attendance.
- if the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher
- copy of coursework marks sent to the Awarding Body.

Appeals have to be made by 30 June in the year that the work was assessed. The panel's findings will be notified in writing and recorded for Awarding Body inspection.

## **Results, Enquiries about Results (EARs) and access to scripts (ATS)**

### **Results**

Candidates will receive individual results slips on results days in person at the centre or by post to their home addresses (candidates to provide s.a.e.).

Arrangements for the school to be open on results days are made by the Vice Principal.

The provision of staff on results days is the responsibility of the Vice Principal.

### **Results Enquiries**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

## **Access to Scripts**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. If a result is queried, the Examinations Manager, teaching staff and the Principal will investigate the feasibility of asking for a re-mark at the centre's expense. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

## **Certificates**

Certificates are presented in person and collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates are withheld from candidates who owe fees.

The centre retains certificates for one year. Unclaimed certificates are returned to the Awarding Body.

## **Related Documents**

JQC Suspected Malpractice in Examinations and Assessments

JCQ Access Arrangements and Special Considerations Regulations

JQC Guidance Relating to Candidates who are Eligible for Adjustments in Examinations

## **Related Policies**

TL10b – Examination Contingency

TL10c- Electronic Assessments

TL10d – EARS Policy

TL10e – Non Examinations Assessment Policy

EO01- Equal Opportunities

TL06a - SEND Policy

