



STREATHAM & CLAPHAM HIGH SCHOOL

EXAMINATIONS POLICY

Person(s) responsible for this policy		Examination Officer Academic Director	
Last review by	N Snelgrove	Review date	September 2019
	C Cowper		
Date of next review		September 2020	

1. GENERAL

Overall responsibility for all public examinations within the school (Centre 10964) rests with the Head Master who acts as Head of Centre. Management of the entire process is delegated to the Examinations Officer (currently Carina Cowper), who is charged with the organisation of all aspects of the administrative process connected with public examinations, the running of public examinations and the organisation and running of internal examinations. Any queries or concerns about anything to do with examinations should initially be directed to the Examinations Officer.

Heads of Department are responsible for the effective delivery of subject specifications, controlled assessments and other practical tasks according to awarding body regulations within their departments and providing all information necessary for the Examinations Officer to organise internal examinations and to make entries for external public examinations.

All members of staff, both teachers and associate members of staff, have a responsibility for ensuring the integrity of the examinations process within the school and to carry out those aspects of their job which relate to examinations in an appropriate and effective way.

2. EXAMINATION SESSIONS

Examinations take place at the following times each year.

Michaelmas Term

November Oxbridge entrance exams/ L6 Assessments
December U5 mock

Lent Term

January U6 mock

Summer Term

April L5 internal examinations
May U3, L4, U4 and L6 internal examinations
May – June U5 I/GCSE and 6th form GCE examinations

3. ENTRIES FOR PUBLIC EXAMINATIONS AND TIERS

There are clear entry deadlines from the examination boards. Heads of department are responsible for ensuring that accurate entry lists are provided to the Examinations Officer in good time to allow entries to be made and

for ensuring that if a student drops a subject, this information is passed on to the Examinations Officer as soon as possible.

Examination Series	Entry Deadline
All GCSE examinations for May/June	21 st February
GCE AS and A2 units	21 st February

When a specification allows students to be entered for different tiers (normally Higher or Foundation), this information should be provided to the Examinations Officer along with the rest of the entries. If a pupil subsequently decides to change tier, there is normally a charge from the Examination Board and this can be up to three times the original entry fee. It is therefore good practice to write to parents prior to making the entry to inform them of the intention to enter for foundation tier and that if, subsequent to the entry, it is decided to enter the pupil for higher tier, there may be a cost to the parent of up to three times the original entry fee. If guidance is required on this, please speak to the Examinations Officer.

4. **EXAMINATION FEES**

GCE and I/GCSE candidates fall into four categories:

1. Pupils currently at the School who enter for a subject or subjects for which tuition is provided as part of the normal school timetable.
2. Pupils currently at the School who wish to retake an examination.
3. Pupils currently at the School who enter for a subject or subjects for which no school tuition is received at the appropriate level.
4. Former pupils of the School.

Candidates will be charged fees as follows:

Category 1	No fee.
Category 2	The full entry fee for the subject or unit charged by the relevant Examination Board or Group.
Category 3 & 4	The full entry fee for the subject or unit charged by the relevant Examination Board or Group plus minimum invigilation fees of £12 per hour (min £25), if there are no other candidates in the session.

I/GCSE/GCE candidates making changes to their original entry after the official entry date will be charged the late entry fee plus the fee for the examination entry;

I/GCSE/ GCE Remarks & Request for Return of Examination Papers:

Candidates requesting clerical checks, access to scripts or review of marking for examinations will be charged the full fee for the service as charged by the relevant examination board. Written consent from the candidate (rather than the parent or any other guardian) must be provided on every occasion.

5. **INSTRUCTIONS REGARDING THE CONDUCT OF EXAMINATIONS**

Please read the instructions below about the running of examinations. Though you may have been invigilating and supervising examinations for years, it is important that we ensure a consistent practice, particularly given the likelihood of an inspection by JCQ of our public examination provision. Full guidance about the running of examinations can be found in the JCQ 'ICE' booklet on the 'Conduct of Examinations' and for specific exams the CIE handbook which will be present in every room in which public examinations are taking place.

INTERNAL EXAMINATIONS

The examination timetable will be published in advance to Heads of Department and subsequently pupils. U3 and L4 examinations take place in classrooms in tutor groups, girls with access arrangements complete their exams in a separate room together, supervised by the Learning Support Department. All other internal examinations take place in the Ellis Hall. Pupils with access arrangements are sat at the front, side or back of the hall dependent on need. For each set of examinations, the Exams Officer collates the papers and provides examination packs which include, a register, seating plan (Hall only), instructions to invigilators, the papers and any other provided materials.

The following guidelines are issued to staff for the school examination week

- Collect the examination pack in advance of the session from the Learning Support Room. The pack will include a register, the examinations papers/booklets and any other required stationary.
- Arrive on time for the session.
- Meet girls at the entrance to the room and insist on silence as they enter and take their labelled desk.
- The only items the girls should place on the desk are a clear pencil case or plastic bag containing all the equipment they need for that examination and a bottle of water. Their bags and any revision they have should be placed under their desk.
- Ask the girls to remove any wrist watches they are wearing and place them on the desk in front of them. (This is a JCQ requirement)
- The class should remain in silence once they have entered the classroom, remind the girls if they require anything they should raise their hand. If this is during the examination, please move to the girl to speak to her.
- Toilet breaks are allowed but only let one girl go at a time. If they take a toilet break during an examination they may not receive any additional time.
- Hand out papers and instruct students to complete the front page, writing in the space provided their name, class and teacher's name.
- If the examination is completed on paper rather than in a booklet give clear instructions on how the papers should be labelled and set out. Show an example on the whiteboard if necessary.

Laptop users: instruct to open wordpad and write their name, the subject title and date at the top of each page and to save the document before starting the examination using a file name that includes their name and the subject. Remind those using a laptop to label their answers with the relevant question number.

Once all pupils have completed the front cover read aloud any instructions given for the examination.

Confirm the time and instruct the girls to start.

Write the examination subject on the board and the start and finish time clearly for all to see.

- At the end of the exam (there is **no** 5-minute warning given under JCQ regulations), announce clearly to the girls to stop writing, collate all work together and to turn papers to the front. Collect papers in alphabetical order (follow the seating plan). **If in the Ellis Hall or Learning support exam room ask girls with extra time to change colour pen/font colour for the remainder of the exam.**

Laptop users: confirm they have saved their completed work. Instruct the laptop users to print their work. Give them permission to collect the work from the printer at the front of the Ellis Hall. U3 and L4 pupils will need to go to the Ellis Hall using the back staircase and alert the invigilator in the hall to their presence. They will be allowed to collect their work in silence and return to their exam room. The laptop user should confirm all work has printed and sign the laptop users cover form (copies provided in exam room) and then hand in the work with the form to the invigilator.

- Confirm you have the correct number of completed scripts for the number of girls in the room, including laptop users and extra timers.
- Silent revision should be completed by the pupils once all exam papers are collected in until the end of the session.
- Ask girls to stand and dismiss row by row ensuring silence is maintained until out of the room at the beginning of break, lunch or end of the day.
- Return the papers and register for that session to the Learning Support room. **Please ensure you have all the papers before returning them. There have been instances of papers going missing.**

Procedure for malpractice in examination

First instance: warn pupil that behaviour is not allowed under examination rules.

Second instance in session: speak to pupil and report to HM at the end of the session (report form will be available in rooms)

Third instance in session OR suspected cheating: send to Academic Director

The following poster is displayed around school and published to pupils in advance of their school examinations, this will be accompanied by a briefing conducted by the Academic Director or Exams Officer.



**STREATHAM
& CLAPHAM
HIGH SCHOOL**

School Examination Regulations

1. You must be prepared for all your examinations

- Have all the correct equipment in a clear pencil case or plastic bag
- Arrive on time to each examination session
- Have completed sufficient revision for each subject

2. You must be silent at all times in the examination room

This includes

- Entering the room
- During revision time
- Throughout the examination
- Collection of examination papers and dismissal

You may ask the invigilator for assistance at any time by raising your hand.

3. Possession of a mobile phone or other unauthorised material is breaking the rules, even if you do not intend to use it.

4. You must not attempt to communicate with or disturb other candidates once you have entered the examination room.

5. You must follow the instructions of the invigilator.

Failure to follow these regulations may result in a penalty or disqualification

PUBLIC EXAMINATIONS

1. The examination will take place in rooms as shown in the Examination timetable.
2. When more than one invigilator is required, a lead invigilator will be appointed, and will co-ordinate the invigilation during each session to ensure maximum efficiency.
3. Lead invigilators, in the absence of the Examinations Officer, are responsible for the starting and ending of examinations. The Examinations Officer will normally be present at the start of each examination session, but may not be present for the ends of examinations or at the changeover between different papers.
4. The Examinations Officer will ensure that question papers, answer booklets and all other requirements are at the appropriate examination venue in time to ensure that a start is made promptly for each examination. All the papers required for either a morning or an afternoon session will be brought to the examination room at the start of the session.
5. For public examinations, invigilators will be provided with a seating plan showing candidates' names and examination numbers, and a schedule for the session giving detailed instructions about the running of the sessions. Invigilators should seat the candidates according to the seating plan and any variation (for whatever reason) should be carefully noted on the plan. On entry to the examination room, candidates will sit at the desk denoted by their seat number on their personal examination timetables. A register of pupils will be taken upon the start of each examination.

The absence of any candidate must be reported immediately to the Examinations Officer.

6. Examination papers will be opened under the supervision of the lead/sole invigilator. Prior to an examination session, papers may be opened 15minutes in advance to allow the room to be laid out. Papers will be distributed according to the timetable and the seating plan. In no circumstances will candidates be allowed to come up to receive their papers, and invigilators will not answer any queries from candidates about the questions. **A reminder about the possession of unauthorised material or equipment and the possession of a mobile phone, smart watch or iPod must be given at the start of each examination session. A suggested wording can be found in the JCQ booklet.**
7. a) **The most careful invigilation must be exercised throughout the examination**

Invigilators will move about quietly and continuously during their tour of duty, and any breach of examination rules must be reported **immediately upon detection**, first to the Senior Invigilator, then, to the Examinations Officer.

During a Public Examination, invigilation must be the invigilator's only activity.

- b) Completed scripts will be collected in candidate number order by invigilators at the end of each examination, under the direction of the Lead Invigilator.
- c) In no circumstances will candidates be allowed to leave their seats for the purpose of handing in worked scripts to the invigilator.

There will be no talking among candidates until all worked scripts are gathered in.

If other examinations are still in progress in the same or adjoining rooms, silence must be observed until candidates have left the area after dismissal.

- d) No candidate will leave her seat to ask a question or to obtain examination material or for any other purpose. Candidates will signify that they need attention by raising a hand.

- e) No candidate will leave the room during an examination except in an emergency, and then only if accompanied by a member of staff. The practice of ‘breaks’ between examinations is not allowed by JCQ Regulations. In circumstances where pupils move on from one paper to the next, they should remain in their seats and start the next paper immediately.

At the conclusion of each examination session, the invigilator, having dismissed the candidates, will take the ordered completed scripts, question papers and all unused stationery to the Examinations Office.

- 8. Invigilators will ensure that the examination room is left clean, tidy and ready for the next examination.

Special Arrangements

- a) Extra Time

Where candidates have been granted extra time, they will be on the Learning Support Access Arrangement list. Candidates should be given this time in full, unless they choose to leave earlier.

- b) Clash Candidates

Arrangements for these are shown on the daily timetable. Clash candidates should know their examination timetable from the individual timetables and special arrangements in place for them. Under no circumstances may clash candidates be left unsupervised until the end of their final examination.

- 10. Please ensure you do not have a “live” mobile phone in the examination room.

IN THE EVENT OF A FIRE ALARM:

In the unlikely event that a fire alarm goes off during a public examination, the candidates should be instructed to close their answer books immediately and evacuate in good order by the nearest emergency exit. A note of the time should be made so that candidates can be given full time for their examinations if the paper can be resumed. They should be escorted in total silence to the All-Weather Pitch on the opposite side from the whole school evacuation point, and kept there until the Examinations Officer comes to take charge of the situation. If necessary, candidates should be reassured that all steps will be taken to ensure their examination mark is not affected by the disruption.

6. CONTROLLED ASSESSMENT

Non-examined assessments or internally assessed practical work is an integral part of many I/GCSE and GCE examinations. Heads of Department are responsible for ensuring that they are familiar with the regulations detailed by the relevant awarding body for each specification and for disseminating that information to members of their department and the pupils studying for examination in their subject. It is also important that the procedures detailed in the *JCQ ‘Instructions for conducting controlled assessments’*, are followed to ensure that we are able to comply with the requirements of the examination bodies.

Year groups sitting public examinations will receive a briefing from the Examinations Officer at the start of each year warning them of the dangers of plagiarism or any other form of malpractice connected with coursework. They will also receive a copy of the leaflet issued by the JCQ detailing these regulations.

If any member of staff has concerns about the content of a piece of coursework, it is his/her responsibility to inform their Head of Department immediately. It is important that no allegation of malpractice be made at this stage. If the Head of Department is convinced that there is the possibility that malpractice has occurred with relation to the completion of this coursework, he/she should speak to the Examinations Officer without delay. It is the responsibility of the Examinations Officer, in conjunction with the head of department, to

inform the Head of Centre and to give advice, in accordance with the awarding body regulations, about how to proceed.

7. INTERNAL APPEALS PROCEDURE POLICY

Streatham & Clapham High School is committed to ensuring that its students have equal access to all aspects of the examination process and that any concerns about the process, either in the internal assessment of work or in the conduct of examinations, are dealt with fairly and efficiently.

1. Internal Assessment Decisions

It is the policy of the school to ensure that whenever students' work is assessed internally for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will 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 board. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

Candidates should be advised of their internally assessed marks (either in broad or specific terms) prior to their submission to the examination board. They should also be advised that their marks are subject to external moderation and may therefore change. It is recommended that:

- Explanation of how marks are awarded students be provided to candidates. This could constitute a mark scheme or a written briefing sheet based on examination board material given at the time of setting the coursework piece.
- Students are invited to discuss individually with the teacher if they require additional clarification about how marks were awarded or an explanation of any decision made.

If, following discussion with the teacher, the candidate still remains unhappy about the way in which the mark has been awarded, she may make use of the appeals procedure detailed below. An appeal can only be made about the process that led to the assessment and not against the mark or the grade (which will be subject to external review by an examination board).

Appeals concerning internal assessment marks should be made in writing to reach the Examinations Officer (currently Mrs Cowper) at least two weeks before the date of the final written examination paper for the subject concerned. The letter should give details of the complaint and reasons for the appeal. The complaint must be made by the candidate, and with the candidate's consent. Complaints by third parties rather than from a candidate cannot be considered.

The Examinations Officer will then acquaint the Head of Centre (currently Dr Sachania) with the nature of the complaint. The Head of Centre will then appoint someone (normally the Examinations Officer or, if the coursework marking involves him, a senior member of staff) to investigate the complaint.

The person conducting the investigation into the complaint should pass a copy of the complaint to both the teacher concerned and the relevant head of department, before coming to a conclusion about whether the correct procedures have been followed in the awarding of the marks. At the end of the investigation, the person conducting the investigation should, following consultation with the Head of Centre, write to the complainant with details of the outcome of the appeal. This letter should include details of any correspondence with the board and any changes made to the assessment of the work.

Should the candidate remain dissatisfied after receiving this response, she may make a further appeal to the Head of Centre. Any further appeal should be made to the Head of Centre in writing within two weeks of receiving the response to the original complaint. This letter should set out the exact grounds for further appeal. Following receipt of this letter, the Head of Centre will organise for a meeting to be held at which the candidate's continuing concerns can be heard before an appeals panel. This panel will normally consist of the Head of Centre, a senior teacher within the school, and an experienced head of department not involved with the case. The Examinations Officer will also be in attendance. The candidate and one friend/carer may be

present at this meeting, along with the teacher and head of department concerned. Both sides will have the opportunity to present their case.

Following this oral hearing, the panel will adjudicate on the complaint and the Head of Centre will make a written response to the appeal. The decision of the Head of Centre is final. A written record of all appeals and their outcome will be retained in the Examinations Office.

The Centre will inform the Awarding Body of any change in internally assessed marks as a result of the appeal. After 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. This is outside the control of Streatham and Clapham High School and is not covered by this procedure. If there are concerns over this process, the Examinations Officer can provide a copy of the relevant appeals process for the examination body concerned.

Procedures for complaints concerning enquiries about results.

If you are unhappy about the award of a result in a I/GCSE or GCE Level examination, the Examinations Officer will advise you about the various options open to you through the 'Enquiries about Results' procedures operated by the examinations bodies.

If you are unhappy about the way in which the school has administered this process, you should make a complaint in writing to the Head of Centre, through the Examinations Officer. The Examinations Officer will inform the Head of Centre and will make a written response to the complaint.

If you are still dissatisfied, having received the response from the Examinations Officer, you may make a further complaint to the Head of Centre. Any further complaint should be made within two weeks of receiving the original response from the Examinations Officer. The letter should set out the exact grounds for further complaint. The Head of Centre will make a written response to the complainant.

8. RESULTS AND POST RESULTS SERVICES FOR PUBLIC EXAMINATIONS

Results are supplied to the school by EDI 24 hours before the release of results to students. It is important that any information received in this way is kept secure and is not disclosed to anyone beyond the Head of Centre, Deputy Heads, the Head of Sixth Form and other members of the Examinations Office staff.

Results will be issued under the direction of the Examinations Officer. They should only be issued to the relevant candidate unless a prior arrangement has been made or the person collecting the results has a piece of ID and a signed letter of authorisation from the candidate.

The Examinations Officer is responsible for providing guidance about remarks and re-takes to candidates. To prevent potential comeback from parents (including possible legal action), it is important that the following points are borne in mind by staff:

- (a) Marks for I/GCSE examination papers are not routinely given to students. If a student is seeking guidance about whether to have a remark, it is permissible to tell them how many marks away from the next grade boundary she was and the width of the grade boundary. It is also important to warn the candidate that all results issued in August are provisional and that grades can go down as well as up in the event of a remark. If in doubt, please refer any queries to the Examinations Officer. It is not possible for members of staff to seek remarks on behalf of their students without seeking their signed consent.
- (b) If a member of staff wishes to seek photocopies of marked examination scripts to use for teaching purposes, it is important that written consent is sought from the appropriate candidate. It is not possible for the Examinations Officer to order photocopied scripts without evidence of such consent having been received. Any scripts gained in this way should be presented to current students anonymously and all copies should be destroyed when there is no longer any use for them. Students should not be allowed to take photocopies of these marked scripts away from lessons.

