

Darland High School Examinations Policy

June 2022

Statement of Intent

Every child attending Darland High School has access to a range of courses leading to nationally recognized accreditation, in line with the aim that every child should maximize achievement and realize potential.

Links to other policies

This policy is to be read in conjunction with these policies:

- Policy on Controlled Assessments
- Examination Appeals Policy

Examination Entries

The school will decide on how many qualifications each candidate will take. It is expected that when a candidate starts a course leading to the award of a qualification, they should not be allowed to 'drop' the subject until the assessment for that qualification has been completed. In some circumstances, it may be prudent not to enter a candidate who has been following a Key Stage 4 subject course, for the final examinations for that qualification. The decision not to enter a candidate for the final examination can be based on one or more of the following factors:

- Failure by the candidate to complete sufficient coursework to achieve a Level 1 grade in the final qualification.
- Failure by the candidate to have completed the required controlled assessments.
- Prolonged absence from school leading to the candidate having an incomplete grasp of the course content that would lead to a failure to achieve a Level 1 grade in the qualification.

It is the responsibility of the Faculty coordinator to discuss any case or request to 'drop' a subject with the subject teacher, the candidate's parents and the Headteacher before the decision is made. The Headteacher will have the final decision in any disagreement between the aforementioned parties.

Teachers in consultation with candidates and parents/guardians decide the level for GCSE or other entry. The final decision in this matter rests with the Headteacher.

Exam fees

Examination fees for recommended entries of Internal candidates are met by school unless the candidate fails to attend the examination without valid reason. In this eventuality the candidate becomes liable for all or part reimbursement of fees.

Should an approved course leading to a nationally recognised qualification, offer the opportunity to sit modules before the summer exam season in Year 11, it is the decision of the school as to whether this opportunity should be taken for cohorts or sub-cohorts of candidates. If the school wishes to enter candidates for modules and terminal examinations before the summer exam season for Year 11, the Faculty coordinator must write to the parents of the candidates this affects giving them due notice of the forthcoming exam modules together with a reminder on the charging policy on re-sits. The school will pay the entry costs of any examination modules taken early but will not be liable for any charges for re-sits that the candidates may choose to take later in the course.

Access

Access arrangements and any special consideration are decided as a result of consultation between the ANCO, Subject Leader and the Examinations Officer.

Conduct of Examinations

The Examinations Officer is responsible for all administration of examinations including recruitment, training and monitoring of invigilators. Candidates will be given copies of their examination timetable well before the start of any examination season and will be given a presentation in assembly by the examinations officer before the start of the Year 10 Trial Examinations at which the rules and regulations for the conduct of examinations will be outlined.

The Examinations Officer and Faculty Coordinator will be present at the start of each examination.

Candidates will sit examinations in the Hall or Gym, except for those practical examinations, which require specialist rooms. External invigilators will invigilate the examinations. Those with access arrangements will sit their examinations in designated areas and be invigilated separately.

Candidates wishing to sit their examinations in rooms other than the Hall or Gym for reasons of social and emotional anxiety, must have this accommodation for their needs approved by the Headteacher before the start of the exam series where they are due to sit exams. Parents of candidates requesting this accommodation, must apply to the headteacher and will normally support the request with a letter from a doctor or CAMHS officer.

Monitoring and Evaluation

Monitoring of Faculty examination procedures will take place throughout the year by Faculty Coordinators.

Coursework submission guidelines including outline deadline dates will be set for the candidates at the beginning of Year 10. These will be communicated in the Guidance booklet issued to all Year 10 candidates at this time. This information will also be placed on the Darland App.

The Policy will be reviewed regularly and updated by Governors and the Leadership Team.

Access to scripts

From time to time, the school will recall individual copies of exam scripts from examination bodies, in order to inform teachers as to the application of mark-schemes by examiners. When scripts are returned for use as teaching aids, they will be anonymised. All candidates will have the opportunity at the beginning of the exam season, to decline their permission for the school to use their scripts in this way.

Exam contingency

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

The national examination timetable applies to GCSEs and all other externally assessed tests / exams

a. Disruption of teaching time – centre is closed for an extended period

Where there is disruption to teaching time and students miss teaching and learning, the school will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, the the school may advise learners to sit examinations in the next available series
- The school will have plans in place to facilitate alternative methods of learning.

b. Learners unable to take examinations because of a crisis - school remaining open

- In the event of learners being unable to attend the school to take examinations as normal, the school will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.

- The school will offer candidates an opportunity to sit any examinations missed at the next available series
- The school will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.

c. School unable to open as normal during the examination period

If the school is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the school will cover the impact on examinations. The headteacher will decide whether it is safe for the school to open. The head will take advice or follow instructions from relevant local or national agencies in deciding whether the school is able to open.

- School will open for examinations and examination candidates only, if possible
- Schools will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other schools or use other public building, if possible)
- School will offer candidates an opportunity to sit any examinations missed at the next available series
- School will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

d. Disruption to the transportation of completed examination scripts

- If there is a delay in normal collection arrangements for completed examination scripts the school will seek advice from awarding organisations and collection agency regarding collection. School will seek approval from awarding bodies before making their own arrangements for transportation.
- school will ensure secure storage of completed examination scripts until collection.

e. School unable to distribute results as normal

If the school is unable to access or manage the distribution of results to candidates, or to facilitate post results services, school will **contact awarding organisations about alternative options. i.e.:**

- school will make arrangements to access its results at an alternative site
- school will make arrangements to coordinate access to post results services from an alternative site
- school will share facilities with other schools if this is possible.

f. Exams officer absent at a critical stage of the examination cycle

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, school will

- Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by Examining Officer)
- Consult with the Headteacher when necessary