

# ENFIELD GRAMMAR SCHOOL



**An Academy Trust**  
(Company No. 07697044)

## EXAMINATIONS POLICY

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Governors Committee	Standards and Achievement Committee

## Table of Contents

EXAM POLICY	3
EXAM CONTINGENCY PLAN	12
GCSE CONTROLLED ASSESSMENTS: RISK MANAGEMENT PROCESS	18
VOCATIONAL EDUCATION - REGISTRATION AND CERTIFICATION POLICY	22
FIRE/EMERGENCY EVACUATION PROCEDURES DURING EXAMS	24

## EXAM POLICY

### **Introduction**

The purpose of this exam policy is:

- To ensure the planning and management of exams and controlled assessments are conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

**It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. This exam policy will be reviewed annually by the Head of Centre, Deputy Head (Curriculum) and the Exams Officer.**

### Exam responsibilities

#### **Head of Centre**

The Head of Centre has overall responsibility for the school/college as an exams centre. He/she:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document "Suspected malpractice in examinations and assessments".

#### **Examinations Officer**

The Examinations Officer manages the administration of public and internal exams and analysis of exam results:

- Manages the administration of external exams.
- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning **imminent** deadlines and events.
- 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 and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Identifies and informs SENDCO in advance of the planned daily requirements for access arrangements according to the needs already identified by the SENDCO and makes

applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations.

- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Arranges for the dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Maintains a record of “second eye” checks performed by the invigilators.

#### **Deputy Head (Curriculum)**

- Organisation of teaching and learning.
- External validation of courses followed at Key Stage 4 / post-16.

#### **Heads of Department**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines **as set by the Examinations Officer.**

#### **Teachers**

- Notification to the SENDCO of the need for access arrangements for students (as soon as possible after the start of the course).
- Submission of candidate names to Heads of Department.
- Submits candidates’ coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Responsible for ensuring that controlled assessments are carried out under exam conditions in accordance with exam board specification guidelines.

#### **SENDCO**

- Identification and testing of candidates’ requirements for access arrangements.

- Organisation of human and physical resources for access arrangements e.g. with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, visual impairment, English for speakers of other languages, IT equipment.

### **Lead invigilator/invigilators**

- Collection of exam papers and other material from the exams office before the start of the exam.
- Provide the “second eye” check for exam papers which are opened ahead of the main exam for students that are not seated in the main hall (and sign the relevant check list).
- Ensure appropriate exam conditions are maintained throughout examinations in accordance with JCQ rules.
- Collection of all exam papers in the correct order at the end of the exam and their **return to the Exams Office.**

### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.
- Must ensure school identification is brought to each exam.

### **Administrative staff**

- Support for the input of examination entry data.
- Support the postage of examination scripts via parcel collection services.

### **Qualifications offered**

The statutory qualifications offered at this centre are decided by the Head of Centre, Deputy Head (Curriculum) and the Heads of Department. The statutory tests and qualifications offered are GCSE, BTEC, vocational, A Level and various university entrance exams.

The subjects offered for these qualifications in any academic year may be found in the centre’s published prospectus for that year. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by the end of October of the academic year in question. Informing the exams office of changes to a specification is the responsibility of the Deputy Headteacher (Curriculum).

The Examinations Officer will send out a request for information every September to all Heads of Department.

## **At Key Stages 4 and 5**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from external awarding bodies.

### **Exam seasons and timetables**

#### **Exam series**

Internal exams are scheduled and shown in the school calendar. External exams are scheduled in May/June. All internal exams are held under external exam conditions. Which exam series are used in the centre is decided by the Head of Centre and Deputy Headteacher (Curriculum) in consultation with the Heads of Department.

#### **Timetables**

The Examinations Officer will circulate the exam timetables for external exams once these are confirmed. A member of SLT is responsible for the creation and circulation of the internal exam schedule.

### **Entries, entry details, late entries and retakes**

#### **Entries**

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

A candidate or parent/carer can request a subject entry, change of level or withdrawal but this will need to be confirmed by the relevant Head of Department, following application to and approval from SLT.

Students may request entry to an exam for which they have received private tuition and this is at the discretion of the Head of Department who will assess and confirm their capability in the relevant subject. The cost of these entries and any additional invigilation/administrative costs will be borne by the student.

#### **Late entries**

Entry deadlines are circulated to Heads of Department via email. Late entries are authorised by Heads of Department, Deputy Head (Curriculum) and the Examinations Officer and charged to departments, unless it is due to the late admission of a candidate into the school or other event outside of department control. The Examinations Officer will get authorisation for payment of the late entry fee from the Head of Department or from the Deputy Head (Curriculum) before processing the late entry /amendment and will keep a summary record of said changes and charges.

#### **Retakes**

Candidates can request to pay for a private entry to do a retake and school policy requires candidates to pay for retakes per exam.

Retake decisions will be made in consultation with the candidates, subject teachers, Heads of Department, AHT (KS4 Achievement & Progression), AHT (Director of Sixth Form) and Deputy Head (Curriculum), as required.

(See also section: Exam fees)

## **Exam fees**

Initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre but may be recharged to departments.

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.

Reimbursement will be sought from candidates who unreasonably fail to sit an exam or meet the necessary coursework requirements. This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the parents other than in exceptional circumstances authorised by the Head of Centre. (See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result in advance, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.  
(See also section: Enquiries about results [EARs])

## **Equality**

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ.

## **Special needs**

A candidate's special needs requirements are determined by the SENDCo and the educational psychologist / specialist teacher.

The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENDCO will also inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

## **Access arrangements**

The SENDCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENDCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo in conjunction with subject teachers.

Submitting completed access arrangement applications to the awarding bodies on-line is the responsibility of the SENDCo.

Rooming for access arrangement candidates will be arranged by the Examinations Officer in liaison with the SENDCo.

Invigilation access arrangement candidates will be organised by the exams officer but support for access arrangement candidates will be organised by the SENDCo.

The process for applying for special consideration will be publicised to all students in advance of public exams by the SENDCo and relevant Heads of Year.

### **Managing invigilators and exam days**

#### **Managing invigilators**

External invigilators will be used for exam supervision. They will be used for all public exams (in addition to Teaching Assistants for those students with access arrangements).

The recruitment of invigilators is the responsibility of the Examinations Officer in liaison with the School Office Manager.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Assistant School Business Manager. DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Examinations Officer.

#### **Malpractice**

All staff have a responsibility to report any suspicion of malpractice to the Headteacher immediately, who will be responsible for arranging an investigation into the allegation. Malpractice during a public examination is to be reported to the Examinations Officer immediately.

In order to reduce the likelihood of malpractice, all exam papers are stored in accordance with JCQ regulations and teaching staff are not permitted to invigilate. Our exam invigilators receive annual training and the Exams Officer receives appropriate training.

#### **Complaints**

External complaints should be addressed via the School's Complaints Policy. All other complaints, excluding malpractice, should be raised with the Exams Officer in the first instance. Should the matter not be resolved at this stage, appeals can be raised with the Deputy Headteacher (Curriculum).

#### **Exam days**

The Examinations 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.

The lead invigilator will start all exams in accordance with JCQ guidelines.

In practical exams, subject teachers may be on hand in case of any technical difficulties in line with JCQ guidance.

Exam papers must not be read by subject teachers or removed from the exam room before the end of an examination.

Papers will be distributed to Heads of Department after 48 hours of exam completion.

## **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.

In the exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

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

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer and Deputy Headteachers are responsible for handling late or absent candidates on exam day.

### **Clash candidates**

The Examinations Officer will be responsible as necessary for identifying escorts and identifying a secure venue, if and when required.

### **Late arrivals**

A candidate who arrives after the start time of the examination will only be given the full time if invigilators are available to supervise the exam. The school will refuse to allow any candidate who arrives more than 30 minutes late to sit the examination unless there are exceptional mitigating circumstances. A record of all late arrivals has to be notified to the exam board.

Students must report to the Examinations Officer if they arrive later than 1 hour after the published starting time. A full written report on the JCQ form will then be sent to awarding body. However, the student will not be allowed to sit the paper if the paper has already been officially completed.

The candidate must be warned that the awarding body may not accept their work.

### **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 centre to that effect. If taken ill during an exam, candidates must inform the invigilator who will inform the Exams Officer. If unable to sit an exam, then candidates must inform the Examinations Officer. Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor. The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **Illness during examinations**

Should a candidate complain of headache or other malady and would like to have a paracetamol or other analgesic then the invigilator will inform the school office as soon as reasonable practicable. The office will facilitate the candidate receiving such medication as soon as possible after checking with the Welfare Officer for parental permission.

## **Coursework and appeals against internal assessments**

### **Coursework**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Department will ensure all coursework is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are submitted by the subject teacher.

### **Appeal against internal assessments**

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by the 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's finding will be notified in writing, copied to the Examinations Officer 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 / by post to their home address. Arrangements for the school to be open on results days are made by the Senior Leader responsible: Deputy Head (Curriculum) and/or AHT (Achievement & Progression) for GCSE exams; Deputy Head (Curriculum) and/or AHT (Director of Sixth Form) for A level examinations. The provision of staff on results days is the responsibility of the Senior Leader.

### **EARs**

EARs may be requested by centre staff or candidates following the release of results if there are reasonable grounds for believing there has been an error in marking.

The cost of EARs requested by the School will be paid for by the Centre.

All decisions on whether to make an application for an EAR will be made by the student following advice received from Heads of Department and the Examinations Officer. The cost of EARs will be paid by the student.

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. (See Exam Fees)

### **Return of Scripts**

After the release of results, candidates may ask subject staff to request the return of papers within the published time frame of the examination board upon receipt of payment from the student.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained and the relevant department will bear the cost of this request.

If a result is queried, the Exams Officer, teaching staff and Head of Centre 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 in normal circumstances should be collected by the candidates themselves. Certificates may be collected on behalf of a candidate by a third party, provided written authorisation from the candidate has been provided. The centre retains certificates for five years after which time they will be destroyed.

## EXAM CONTINGENCY PLAN

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Enfield Grammar School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

This plan complies with JCQ general regulations (section 5) in that:

*The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”*

### Causes of potential disruption to the exam process

#### **Exam officer extended absence at key points in the exam process (cycle)**

##### Criteria for implementation of the plan:

Key tasks required in the management and administration of the exam cycle not undertaken including:

##### *Planning*

- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited and trained

##### *Entries*

- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

##### *Pre-exams*

- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

##### *Exam time*

- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results*
- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

#### Centre actions:

- Head of Centre/Deputy Head Teacher will ensure the above tasks are carried out with the support of SLT.
- Contact neighbouring schools to request Exams Officer support where appropriate

#### **SENDCo extended absence at key points in the exam cycle**

##### Criteria for implementation of the plan:

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

##### *Planning*

- candidates not tested/assessed to identify potential access arrangement requirements
- evidence of need and evidence to support normal way of working not collated

##### *Pre-exams*

- approval for access arrangements not applied for to the awarding body
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained

##### *Exam time*

- access arrangement candidate support not arranged for exam rooms

#### Centre actions:

- The Teaching Assistants and Examinations Officer to work with SLT to identify students where applications for access arrangements may be required. The employment of outside agencies/professionals may be required.

#### **Teaching staff extended absence at key points in the exam cycle**

##### Criteria for implementation of the plan:

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in:
  - candidates not being entered for exams/assessments or being entered late
  - late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines

#### Centre actions:

- Other subject staff to assume marking workload and prioritising of assessments for external award, to be directed by the Head of Department.

- The Examinations Officer to liaise with Head of Department and/or SLT, if appropriate, to ensure all necessary deadlines are adhered to. Where this is not possible, the Exams Officer will liaise with the relevant Awarding Body and act upon advice received.

### **Invigilators - lack of appropriately trained invigilators or invigilator absence**

#### Criteria for implementation of the plan

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

#### Centre actions:

- The Examinations Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion.

The Exams Officer will be aware of the school staff available for invigilation duties at short notice and for peak exam days.

### **Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

#### Criteria for implementation of the plan:

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an unexpected incident at exam time*

#### Centre actions:

- The Examinations Officer will organise rooming for examinations well in advance of examination windows, ensuring sufficient time is available to identify appropriate rooms and plan appropriately.
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The SLT will work with the Exams Officer at all times during such emergencies.

### **Failure of IT systems**

#### Criteria for implementation of the plan:

- *MIS system failure at final entry deadline*
- *MIS system failure during exams preparation*
- *MIS system failure at results release time*

#### Centre actions:

- The Examinations Officer, in consultation with the SLT, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the Awarding Body. At all times during the system failure the Exams Officer will liaise with the Awarding Body to minimise disruption and costs incurred.

## **Disruption of teaching time – centre closed for an extended period**

### Criteria for implementation of the plan:

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

### Centre actions:

- SLT to manage all such incidents by talking to JCQ and using other centres if possible.

## **Candidates unable to take examinations because of a crisis – centre remains open**

### Criteria for implementation of the plan:

- Candidates are unable to attend the examination centre to take examinations as normal.

### Centre actions:

- The Examinations Officer will contact the relevant Awarding Bodies to discuss alternative arrangements/ special consideration and liaise with the SLT to take appropriate action.

## **Centre unable to open as normal during the exams period**

### Criteria for implementation of the plan:

- Centre unable to open as normal for scheduled examinations.

*In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.*

### Centre actions:

The Examinations Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the SLT to take appropriate action.

## **Disruption in the distribution of examination papers**

### Criteria for implementation of the plan:

- Disruption to the distribution of examination papers to the centre in advance of examinations  
*The Centre to communicate with the relevant Awarding Bodies to organise alternative delivery of papers.*

### Centre actions:

- The Examinations Officer will contact the relevant Awarding Body to discuss alternative delivery of papers to the Centre.

## **Disruption to the transportation of completed examination scripts**

### Criteria for implementation of the plan:

- Delay in normal collection arrangements for completed examination scripts

### Centre actions:

- The Examinations Officer will contact the relevant Awarding Body to notify them of any such difficulties and put in place agreed alternative arrangements

## **Assessment evidence is not available to be marked**

### Criteria for implementation of the plan:

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

### Centre actions:

- The Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given.

## **Centre unable to distribute results as normal**

### Criteria for implementation of the plan:

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post- results services. *Centre to contact awarding organisations about alternative options.*

### Centre actions:

- The Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given

## **Further guidance to inform and implement contingency planning**

### **Ofqual**

*Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

### **JCQ**

*General regulations*

[http://www.jcq.org.uk/exams-](http://www.jcq.org.uk/exams-office/general-regulations)

[office/general-regulations](http://www.jcq.org.uk/exams-office/general-regulations) Guidance on

*alternative site arrangements*

<http://www.jcq.org.uk/exams->

[office/forms](http://www.jcq.org.uk/exams-office/forms)

*Instructions for conducting examinations*

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

*A guide to the special consideration process*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

## **GOV.UK**

*Emergencies and severe weather: schools and early year's settings*

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

**GCSE CONTROLLED ASSESSMENTS: RISK MANAGEMENT PROCESS**

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Timetabling</b>			
Controlled assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. at the start of the academic year)	Plan dates in consultation with school calendar – negotiate with other parties	Teachers Deputy Headteacher
Too many controlled assessments close together across GCSE subjects	Plan controlled assessments so they are spaced over the duration of the course	Space controlled assessments to allow candidates some time between them	Teacher Deputy Headteacher
<b>Accommodation</b>			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessments	Use more than one classroom or multiple sittings where necessary	Exams Officer
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		Exams Officer
<b>Downloading awarding body set tasks</b>			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	IT Manager Exams Officer
Teaching staff unable to access task details	Test secure access rights ahead of controlled assessment schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment schedule	IT Manager Exams Officer

Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Exams Officer
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Teachers Exams Officer
<b>Control levels for task taking</b>			
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Teachers Headteacher Exams Officer
<b>Supervision</b>			
Student study diary/plan not provided or completed	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	Teachers Exams Officer
Teaching staff do not understand that the supervision of controlled assessments is their responsibility	Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments		Headteacher Deputy Headteacher Heads of Department
A suitable supervisor has not been arranged for an assessment where teaching staff are <b>not</b> supervising	A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification		Exams Officer
<b>Task setting</b>			
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	Deputy Headteacher Heads of Department Exams Officer

Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	Deputy Headteacher Heads of Department Exams Officer
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<b>Security of materials</b>			
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Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	Heads of Department Exams Officer
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	Heads of Department Exams Officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	Heads of Department Deputy Headteacher

<b>Deadlines</b>			
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Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Mark what candidates have produced by the deadline  Seek guidance from awarding body on further action	Teachers Heads of Department
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork (Marks can then be processed and submitted ahead of awarding body deadlines)	Seek guidance from awarding body	Heads of Department Exams Officer

<b>Authentication</b>			
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Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign	Find candidate and ensure authentication form is signed	Heads of Department
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	Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking		
Teaching staff fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature	Return the authentication form to the teacher for signature  Ensure authentication forms are signed as work is marked	Heads of Department
<b>Marking</b>			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking  Plan for sampling of marking during the practice phase	Arrange for re-marking  Consult the awarding body's specification for appropriate procedures	Heads of Department Deputy Headteacher Exams Officer
Centre does not run the standardisation activity as required by the awarding body	Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted	Check with the awarding body whether a later standardisation event can be arranged	Heads of Department Deputy Headteacher Exams Officer

## **VOCATIONAL EDUCATION - REGISTRATION AND CERTIFICATION POLICY**

This policy covers all BTEC courses offered within Enfield Grammar School but may well apply to other assignment-based courses should they become a part of the curriculum in future.

### **Aims:**

- To ensure all learner registrations and certification claims are accurate, open and transparent.
- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate, which is issued for each learner.

### **In order to do this, Enfield Grammar School will:**

- Register each learner within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers or changes to learner details
- Ensure that certificate claims are timely and based solely on internally verified assessment records
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification.

### **Registering learners with Pearson**

All learners undertaking Pearson qualifications at either level 1, level 2 or level 3 on either the QCF or NQF framework must be registered prior to the Pearson set deadline (usually 31st October) in their first year of the qualification.

Centre Exams Officer requires confirmation of registrations by 3 weeks prior to Pears deadline (usually 1<sup>st</sup> week in October).

The registration process is as follows:

In September of the first year of the qualification, all confirmed student class lists are to be forwarded to the Exams Officer detailing the following:

- i. Full title of the qualification
- ii. Course Code
- iii. QAN code
- iv. Learners Full name, D.O.B., ULN

The Exams Officer is to register the students through the appropriate means.

Confirmation of registration is to be obtained by the Exams Officer.

Once registration is confirmed, class lists are to be returned to the relevant class teacher(s) detailing the names of the students and the course the students are registered for.

The class teacher is to sign the list to confirm its accuracy and return to the Examinations Officer for storing.

### **Registration of learners part way through a course**

Should any learner be required to register on a course part way through the course, this must be done as outlined above. Learners can only be registered late on to the course if circumstances prevented the learner from being registered at the start of the course e.g. late entry in to the school.

### **Transferring of learners**

A learner registration may be transferred between programmes approved at the centre with current open validity for registrations; the centre must ensure that the learner is able to complete the programme on to which transfer is made.

#### **Transfer of a learner to another centre:**

A learner may transfer to another centre; normally if a registration is being transferred, it is to enable the learner to complete the same programme of study. For a certificate to be awarded the learner's record at the final centre will have to show all the required completed units. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The learner must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to Pearson, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

### **Withdrawal of learners**

Lead IV/Programme Leader must inform Exams Officer when a learner leaves the centre prior to completion of the full course. Withdrawals must be made by the Exams Officer via Edexcel Online, to ensure the withdrawn learner may be reinstated or registered at a later date.

### **Certification of Learners**

Before the centre can claim certification for any learner, the following must be completed:

- The learner must have completed all necessary components of the course
- Any outstanding Internal Verification and subsequent Lead Internal Verification procedures must have been carried out
- Any amendments/actions, as identified within the standards verification report, have been carried out, e.g. the report requires the centre to check other assessments, learners to improve work etc.

The process for claiming learner certification is as follows:

- All grades on the subject based tracker are to be checked by the lead IV in consultation with the relevant subject teachers/assessors to ensure accuracy.
- The exams officer together with the Quality nominee are to enter the grades for each candidate and subject area through the online BTEC bulk grade reporting system where possible.
- Where using the BTEC bulk grade reporting system is not possible or appropriate certification is to be claimed through the online individual learner reporting process.

### **Certification timeline**

All certification claims for must be complete by **5th July** in any one academic year.

## FIRE/EMERGENCY EVACUATION PROCEDURES DURING EXAMS

When a continuous bell is sounded, students will be instructed by the exam invigilators to leave the building.

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination upon re-entry to the exam room.

The Examinations Officer must make a full report of the incident and of the action taken, and send to the relevant awarding body.