



BUNGAY
HIGH
SCHOOL

*Opportunity, Aspiration
and Excellence for All*

Exams Policy

Objective

- To set up an efficient exam system with clear guidelines for all users.
- In June/July the Exam Officer (EO) will circulate to all Departments the Board and syllabus(s) used by that Department for the following academic year. This must be checked, signed and returned to the Exam Officer by the DEA (Department Exam Administrator).

Accountability of Departments

- One person should be nominated from each Department to take responsibility for exam entries/withdrawals etc. Departments may nominate separate individuals for GCSE and GCE. This person will be known as the DEA.

Entries

- The EO will set up marksheets on SIMS and inform the DEA when these are ready for completion together with the deadline date. Advance warning of all dates and deadlines will be given to Heads of Subject via email by the EO.
- It is the responsibility of the DEA to ensure that the lists issued by the EO are completed by the deadline.
- An internal deadline will be set by the EO. Any Department failing to meet that deadline will incur a penalty charge to the Department of £5.00 per day until they are received by the EO.
- The EO will enter all candidates by the due date set by the board.
- If the internal deadline is not met and the DEA does not meet the Board deadline, the relevant number of days' penalty charges will be added to the amount of late fees paid to the Board and this amount will be charged to the Department.
- It is the responsibility of the DEA to ensure that the **marksheets are completed.**

Amendments

- Withdrawals will be accepted by the EO up to the date set by the Board.
- The EO will ensure that all forms required to be completed are available via Moodle.
- Withdrawal forms must be used.
- Any late withdrawals/entries except in exceptional circumstances will be charged to the Department.
- Change of tier/module – will be treated as above.



Fees

Exam fees will be paid from the exam budget. In the case of late entries, the exam fee itself will be paid from the exam budget with the following exceptions:

- Any charges for late submission, or changes made after the submission date will be charged to the relevant Department.
- Fees for lower school re-sit GCSE entries will be paid by the school for the first re-sit attempt. If a further re-sit is requested, this will be charged to the candidate/parent or carer and must be paid with the request for entry before the deadline to withdraw from the exam. Failure to pay the fee will result in no entry being made. This will be made clear to the candidate/parent or carer prior to the request and is also on the requisite form.
- Fees for re-sit of 6th Form GCE and/or GCSE courses will be charged to the candidate/parent or carer for the first re-sit and any subsequent re-sits. Exceptions to this are where the student is attending 6th Form re-sit lessons at GCSE level in the relevant subject provided by the school or the candidate is repeating the complete year. The fee must accompany the request form and be handed in before the deadline to withdraw from the exam. Failure to pay this fee will result in no entry being made and this will be made clear to the candidate/parent or carer prior to entry via the request form.
- In instances where the candidate is absent for the exam, the candidate/parent or carer will be invoiced for the cost of the entry fee. If the candidate is able to provide a doctor's note confirming the absence was due to illness, this charge will be waived.
- In cases where the Department enters a candidate for an exam but the candidate and/or their parent(s) specifically request a different entry module or tier the exam fee will be charged to the candidate. This fee must be received prior to the entry being made.
- In cases where the school facilitates an exam for a subject we do not teach the candidate/parent or carer will be charged the entrance fee, administration cost (currently £25.00) plus the cost of Invigilation. Requests will not be accepted without accompanying payment. This will be made clear to the candidate/parent or carer prior to entry via the requisite form.
- Fees for enquiries and appeals into exam results, as detailed in the appendices attached, must be made when the enquiry or appeal is requested. No request for an enquiry or appeal will be processed without accompanying payment.
- No concessions will be made for the above charges, on the basis that the school meets the majority of exam fees and additional fees are incurred with the knowledge that the candidate is responsible for payment.



Absence from Examinations

- The Chief Invigilator (CI) will ensure that a message is sent to the main school office giving names of all candidates who are not present in the exam room.
- The main school office/House Office will telephone each candidate/parent(s) to inform them that they are expected in the exam.
- Candidates will be advised to arrive by 10.00 am for the morning session and 2.00 pm for the afternoon session. To comply with the Exam Board rules candidates will not be allowed to sit exams after these times.
- In the case of absence for illness a note from the candidate's doctor will be requested to enable the EO to apply for special consideration.
- If a note is not produced the school will charge the candidate for the missed examination.
- Special Consideration will be applied for by the EO as appropriate. If necessary, evidence of need will be required before this can be set in motion

Private Candidates

- The Centre does not subscribe to an 'open centre' for private candidates.
- Each application will be considered and accepted or rejected as appropriate.
- External candidates will be charged for the cost of the exam fee, the hours of invigilation required and an administration fee based on the amount of work involved, currently a minimum of £25.00.
- If a candidate is studying with another institution they will not be accepted as they are eligible to sit the exam there.

External Exams

The Exams Officer is responsible for the organisation and conduct of all external exams.

- Final confirmation of entry numbers and levels will be made with the DEA.
- All exam papers will be counted in by the EO, Exams Assistant (EA) or Chief Invigilator (CI) and locked in the exams cupboard.
- The DEA or other nominated member of the Department will be present at the start of each subject exam in case of any queries.
- The DEA or other nominated member of the Department will not be permitted to look at the exam paper prior to the scheduled end of the exam.
- No exam papers can be removed from the exam room before the end of a session.
- Once an exam is completed the spare papers will be locked in the exams cupboard and not released to Departments until the next day.



- All exams will be conducted according to the rules laid down by Exam Boards and JCQ and within the start and finish times determined by the Board.
- Any misconduct or irregularity must be reported to the EO or CI as soon as possible. The EO will then inform the Exam Board concerned.
- In the absence of the EO at the end of any exam, papers will be collected by the EA or CI and taken to the Exams Office where they will be locked in the cupboard until the EO can package them for postage.
- Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.
- Students will not be allowed to leave an exam until the entire time of the exam has elapsed.

Coursework

- It is the responsibility of each Department to ensure all coursework is dispatched at the correct time. The DEA may liaise with the EO if necessary.
- Coursework will be dispatched using the same method as for exam papers.
- Assessment and Appeal Policies both internal and external are shown in Appendices 1, 2, and 3.

Internal Examinations

- Internal examinations will be conducted in the same conditions as external examinations.
- The EO will be responsible for the overview of the organisation regarding timing, accommodation and invigilation for these exams.
- Each Department will be responsible for producing exam papers which are suitable for the time slot allocated to their subject.
- Consultation by the EO with the DEA for each Department will take place regarding the time slots for exams.
- Departments must ensure that they are represented at the start of each exam and collect papers at the end unless they request assistance from the EO/CI. If an internal exam has to be finished during lunch or after school, it is the responsibility the EO to ensure that invigilation is available.
- If an internal exam runs into break or lunch it is the responsibility of the DEA to ensure that the Kitchen staff are made aware of this and that suitable supervision is available for candidates.
- Misconduct - This should be reported to the EO in the first instance, who will decide what action to take.



Dispatch of exam scripts

- The School will dispatch exam papers to examiners via the free Parcelforce traceable system.
- The EO is responsible for ensuring that ad-hoc collections are booked and during the Summer session that the carrier is aware of the start and end dates.

Invigilation

Conduct of invigilators

- The EO will ensure that each exam session will have a designated invigilator in charge, whose role will be to deploy invigilators and oversee conduct of each.
- The DEA or CI if requested by the Department representative will check attendance according to seating plan.
- Invigilators must not take any work into the exam room but give full attention to the conduct of the examination. Conversations should be essential matters only.
- For discipline purposes a member of the teaching staff may be asked to sit in the exam room. This member of staff will not be part of the invigilation team, nor should they take responsibility for any decisions in the exam room, but will be able to sit and continue working. If there is an
- incident which the invigilation team is unable to deal with this member of staff will be asked to deal with the matter, the student will be dealt with in line with school behaviour policy

External invigilators

- The employment of external invigilators does give assured continuity and responsibility in an exam room. This has a direct benefit for the candidates.
- Recruitment of invigilators may be via 'word of mouth', recommendation or advertisements either in local outlets such as shops, libraries, school newsletters or local newspapers.
- Interviews will be conducted by the EO and the Finance Director
- On occasion there may not be enough external invigilators to cover exams. In this instance support staff will be asked to assist.
- All Invigilation staff will have a clear DBS check before starting work.



Results

- Results will be available for collection between the hours appointed by the EO on the day notified by the Exam Boards only.
- Candidates may leave a stamped addressed envelope which the EO will post on the day of results.
- Subject leader should check for the possibility of a re-mark/re-grade within three days of scrutiny of the results.
- In the event of a request to have a re-mark this decision should if possible be made in conjunction with the Subject leader and/or the Head of Sixth Form/Person responsible for assessment
- Forms will be available for re-marks, photocopied scripts etc, which must be signed and dated by the candidate and payment made in full before the EO will process the request.

Certificates

- Certificates are received in the Centre during November each year.
- Candidates are required to collect these within one year of when the examination was sat. Candidates may leave a self-addressed A4 envelope together with the relevant amount of postage and certificates will be posted by Recorded Delivery. Alternatively candidates may call at the school by prior appointment to collect them personally. Candidates must bring with them some form of photographic evidence of identity.
- If a candidate cannot collect them personally but wishes to authorise a third party to collect the certificates on their behalf, they must give that person a signed and dated letter of authority. The person collecting the certificates must bring photographic ID (ie. passport or driving licence)
- In accordance with the JCQ Regulations any certificates which have not been collected within one year of the examination may be destroyed. A confirmation of results may be obtained directly from the Exam Boards. Exam Boards will charge for this service.
- Candidates are strongly advised to claim their certificates as soon as possible as they will be needed in the future. Letters of authentication of results can be obtained from the Exam boards who are each currently charging a fee of £40 for these.
- Any requests to the school for a letter of confirmation of results (if the application is made more than one year from the date of the exam being taken) must be made in writing, signed and dated. A fee (currently £20.00) will be made for this service. Once the invoice has been paid the



relevant documentation will be released to the candidate or their authorised representative. The information will be available within forty days of receipt of the written request.

Access Arrangements

- The SENCO and EO will liaise closely regarding arrangements for candidates with Access Arrangements. The SENCO will ensure the EO has all information needed on each candidate with Access Arrangements.
- The SENCO and EO will work together to apply for Access Arrangements for all candidates.
- The EO will be responsible for sending requests for special consideration to the Boards and process the replies.
- Please see Appendix 4.
- Decisions relating to allowing students to be seated in small rooms for reasons other than above (ie asthma, illness on the day etc) will be made jointly by the SENCO and EO.
- Candidates will be required to provide medical evidence of the need to be seated in a small room.
- 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. That is outside the control of Bungay High School and is not covered by this procedure. If you have concerns about it, please ask the EAM for a copy of the appeals procedure of the relevant awarding body.

Appendix 1

Internal Assessment Policy for External Examinations

- Bungay High School is committed to ensuring that whenever its' staff assesses students work for external qualification, it is done fairly, consistently and in accordance with the specification for the qualification concerned.
- The School is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specification for each subject.
- Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.
- Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.



Appendix 2

Appeals against Internal Assessment of Work for External Qualifications

- Bungay High School is committed to ensuring that whenever its staff assess candidates' work for external qualification, this process is carried out fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have the appropriate knowledge, understanding and skills, and who have been trained in this activity.
- The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.
- If a candidate feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure.

Please note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body. The procedure is available from the Exams Office and is posted on the Exams Noticeboard.

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).
- Appeals should be made in writing by the candidate's parent/carer to the Examinations & Assessment Manager (EAM), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EAM was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EAM is not able to conduct the investigation for some other reason.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request.



- Should the appeal bring any significant irregularity to light, the awarding body will be informed.

Updated by the T&L Committee on 22 January 2015

Approved at Full Governors Body meeting 10th February 2015