

## British School of Amsterdam Examination policy

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## The 11-19 Examination Policy

### Rationale

Public examinations are the main tool for measuring the success of a school and its students both in qualitative and value added terms. In addition other internally set and marked examinations take place at other stages in a student's progress through the school in order to both prepare for public examination and check student learning.

We have a moral duty to ensure students do as well as they can in exams to ensure they can progress to the next stage of education or employment.

### The policy purpose

The purpose of this exam policy is:

- to ensure the planning and management of exams is 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.
- to ensure all exam procedures set out by the exam boards are followed.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Headteacher and Exam Officer.

## Exam responsibilities

Exam Officer

Manages the administration of public and internal exams:

- advises all staff on annual exam timetables and application procedures as set by the various awarding bodies;
- oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly concerning imminent deadlines and events;
- ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them;
- consults with Subject Teachers 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;
- liaises with LSCo to administer access arrangements and make applications for special consideration using relevant documentation for exam boards;
- identifies and manages exam timetable clashes;
- trains invigilators responsible for the conduct of exams;
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments;
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule;
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with Headteacher, any appeals/re-mark requests;
- maintains systems and processes to support the timely entry of candidates for their exams.

Subject Teachers are responsible for:

- notification of access arrangements requirements (as soon as possible after the start of the course) in consultation with LSCo;
- submission of candidates' names to Exam Officer before published deadlines;
- providing predicted grades when required and to keep a record of them;
- collating coursework and associated paperwork to meet deadlines for despatch;
- keeping a secure copy of audio or video coursework, or a record of coursework marks.

The Learning Support Coordinator (LSCo) is responsible for:

- identification and testing of candidates' requirements for access arrangements;
- provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims;

- in liaison with Exam Officer, applying for access arrangements with relevant exam boards;
- informing candidates & their parents/carers of the provisions granted by the exam boards.

Invigilators are responsible for:

- collection of exam papers and other material from the exams office before the start of the exam;
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office;
- ensuring proper conduct of exams in accordance with JCQ guidelines and training received;
- reporting suspected and actual malpractice to Exam Officer.

Candidates are responsible for:

- confirmation entries, including checking all personal details;
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own;
- attending exam sessions in good time, following the rules of the Centre for the exam period;
- notifying the Centre if they are taken ill before an exam, suffer bereavement or other trauma, are taken ill during the exam itself or are otherwise disadvantaged or disturbed during an exam.

## Qualifications

### Qualifications offered

The qualifications offered at this centre are decided by the Headteacher.

The qualifications currently offered are GCE, GCSE & IGCSE.

The subjects offered for these qualifications in any academic year may be found in the centre's published handbook for that year. If there has been a change of specification from the previous year, the Exam Officer must be informed by 1<sup>st</sup> September in the new year.

Informing the Exam Officer of changes to a specification is the responsibility of the Subject Teachers.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates & their parents/carers, Subject Teachers and Heads of Key Stages.

Any changes to examination Boards used by departments is for the benefit of students and will only be made after the agreement of the Headteacher.

## **Exam series and timetables**

### **Exam seasons**

External exams and assessments are scheduled in October/November, January, March, and May/June.

The Headteacher, in consultation with Subject teachers, decides which exam series are used in the Centre.

Internal exams and assessments are scheduled on demand in agreement with the Exam Officer.

Internal exams held under exam conditions within classrooms.

### **Timetable**

Once confirmed, the Exam Officer will circulate the exam timetable for external exams.

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

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Candidates are selected for their exam entries by the Subject Teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal in consultation with Subject Teacher and Exam Officer.

Candidates may be entered early for an exam in consultation with Subject Teacher and Headteacher if the following criteria are met:

- the candidate is predicted a grade A or above; and
- the candidate is going to continue with the subject at a higher level; or
- the candidate is leaving the British School system and needs to consolidate current studies.

Entry deadlines are circulated to Subject Teachers via email and staff meetings.

Late entries are authorised by Exam Officer.

One re-sit per subject is allowed if the following criteria are met:

- There is a discrepancy between the predicted grade and the achieved grade; or
- Subsequent academic performance demonstrates a significant improvement in predicted grade.

Re-sit decisions will be made in consultation with Candidates & their parents/carers, Subject teachers, Exam Officer and Headteacher.

### **Private candidates**

The Centre accepts entries from external candidates.

Managing private candidates is the responsibility of the Exam Officer.

The Centre does not act as an exam centre for other organisations.

Any extra costs incurred by external candidates shall be met in full by them.

### **Exam fees**

#### **Exam fees**

Exam entry fees are paid by the candidate.

Other fee reimbursements are sought from candidates who decide to

- sit an exam after the late entry; or
- withdraw from an exam after the withdrawal deadline without proper consultation with Subject teachers and Exam Officer; or

- fail to sit an exam without medical evidence or evidence of other mitigating circumstances; or
- do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

### **Access arrangements**

The LSCo will inform Subject Teachers of candidates with special educational needs who are embarking on a course leading to an exam. The LSCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by an Educational Psychologist in a written report following an assessment.

Making access arrangements for candidates to take exams is the responsibility of both the LSCo and Exam Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the LSCo in liaison with the Exam Officer.

Rooming for access arrangement candidates will be arranged by the LSCo with the Exam Officer.

Invigilation and support for access arrangement candidates will be organised by the LSCo with the Exam Officer.

### **Estimated grades**

#### **Estimated grades**

Subject teachers are responsible for submitting estimated grades to the Exam Officer when requested.

The estimated grade should be the Subject Teacher's judgement of the grade that candidate is likely to gain in the exam. There is no provision for borderline grades e.g. B/C etc. Estimated grades are used when a candidate is ill or misses part of an exam. They also inform the awarding body of the Centre's judgements on the overall standard of the entry for a particular exam.

## Invigilation

### Managing invigilators

Teaching staff are used to invigilate external examinations.

Invigilators are timetabled by the staff member responsible for cover in liaison with the Exam Officer.

Invigilators are briefed and trained by the Exam Officer.

### Malpractice

The Exam officer is responsible for investigating suspected malpractice.

### Exam days

The Exam 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.

Exam Officer is responsible for setting up the allocated rooms.

The lead invigilator, who will be a teacher whose subject is not being examined, will start exams in accordance with JCQ guidelines.

Subject Teachers may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

In practical exams Subject Teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by Subject Teachers or removed from the exam room before the end of a session. Papers will be distributed to Subject Teachers at the end of the exam session or after 24 hours, depending on exam board.

A relevant Subject Teacher may be available to read out any subject-specific instructions and start the exam, if required.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the Exam Officer.

### **Candidates**

#### **Candidates**

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

When a student is sitting an examination, school uniform will be worn. The only exception to this rule is when students are taking their Art practical or the student is an external candidate.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage. Personal belongings are not allowed in the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time at the discretion of the Exam Officer or invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exam Officer is responsible for handling late or absent candidates on exam day or subsequently.

#### **Clash candidates**

The Exam Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

#### **Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is

the candidate's responsibility to alert the Centre, the Exam Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The Exam Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

### **Internal assessments and appeals**

#### **Internal assessment replaces the largely discontinued term coursework**

Subject Teachers are responsible for ensuring that internal assessment is carried out in accordance with subject-specific guidance issued by the exam board.

It is the duty of Subject Teachers to ensure that all internal assessment is ready for despatch at the correct time. The Exam Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the Exam Officer by the Subject Teachers.

#### **Internal Assessment Appeals Procedure**

The Centre is committed to ensuring that whenever its staff assess candidates' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Candidates' work should be produced and authenticated according to the requirements of the exam board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of the following appeals procedure (Note that appeals may only be made against the procedure that led to the assessment and not against the mark or grade):

1. appeals should be made as soon as possible.
2. appeals should be made in writing to the Exam Officer who will investigate the appeal (If the Exam Officer was directly involved in the assessment in question, the investigation will be carried out by the Headteacher).

3. the person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examination code of practice of the QCA. This will be done before the end of the series.
4. the result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularities to light, the awarding body will be informed.

## Results

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

Results will be available for collection on the day notified by the exam board only.

Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses (candidates to provide self addressed envelope).

Results will not be given to candidates or their representative over the phone, emailed or faxed.

Arrangements for the Centre to be open on results days are made by the Headteacher.

The provision of staff on results days is the responsibility of the Headteacher.

### **EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

Decisions about appeals for external exams need to be based on:

- evidence that a candidate's result is significantly below expectation; or
- a result is close to a grade boundary and a change would significantly benefit the candidate, school or departmental results; or
- evidence that the overall results do not match the teacher assessment and there is a concern that the quality of marking was not adequate; or

- evidence that coursework has been significantly changed and the moderators report does not explain this.

If a result is queried, the Exam Officer, Headteacher and Subject Teachers will investigate the feasibility of asking for a re-mark at the Centre's expense.

When the Centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of Centre staff, they will be charged.

### **ATS**

After the release of results, candidates may ask Subject Teachers to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

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

## **Certificates**

### **Certificates**

Certificates are collected and signed for.

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

The Centre retains certificates for one year.

Head of centre ..... Exams officer .....

Date .....

The policy is next due for review on .....