



**MAYFIELD GRAMMAR SCHOOL
GRAVESEND**

EXAMINATIONS POLICY

Mayfield Grammar School, Gravesend

EXAMINATIONS POLICY

1. INTRODUCTION AND AIMS

Mayfield Grammar School, Gravesend is committed to ensuring that examinations are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates;
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them;
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies.

2. ROLES AND RESPONSIBILITIES

2.1 All stakeholders

All stakeholders involved in our examination processes, including staff and pupils, must read, understand and implement this policy.

2.2 Head of Centre

The Head of Centre (Mrs E Wilson):

- Has overall responsibility for MGSG's examinations.
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#).

2.3 Examinations Officer

The Examinations Officer (Ms L Tandy) is responsible for the administration of all examinations held at MGSG. They:

- Manage the administration of all formal internal and external examinations.
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual examinations timetables and procedures as set by awarding bodies.
- Oversee the production and distribution of an annual calendar for all examinations in which candidates will be involved and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates.
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them.
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.

- Provide and confirm detailed data on estimated entries.
- Maintain systems and processes to support the timely entry of candidates for their examinations.
- Receive, check and securely store all examination papers and completed scripts, and ensure that scripts are dispatched as per the guidelines.
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#).
- Identify and manage examination timetable clashes.
- Account for income and expenditures relating to all exam costs/charges.
- Line manage the Examinations Assistant in organising the recruitment, training, and monitoring of a team of examinations invigilators responsible for the conduct of exams.
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies.
- Track, dispatch and store returned coursework/controlled assessments.
- Arrange for dissemination of examination results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests.
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments.
- Advise on appeals and re-marks.

2.4 Subject Leaders

Subject Leaders are responsible for:

- Advising the Examinations Officer of any changes to syllabus or assessment details for their subjects.
- Advising the Examinations Officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about examinations entries or amendments to entries.
- Accurately completing entry and mark sheets and adhering to deadlines as set by the Examinations Officer.
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

2.5 Class Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the Subject Leader and/or the Examinations Officer.

2.6 Special educational needs co-ordinator (SENCO)

The SENCO (Mrs T Lee) is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they can put exam day arrangements in place.
- Processing any necessary applications in order to gain approval (if required).
- Working with the Examinations Officer to provide the access arrangements required by candidates in exam rooms.

2.7 Examinations Assistant / Lead Invigilator

The Examinations Assistant/Lead Invigilator (Mrs N McManus) is responsible for:

- Assisting the Examinations Officer to run exams efficiently, according to JCQ regulations.
- Collecting examination papers and other material from the examination's office before the start of the examination.
- Collecting all examination papers in the correct order at the end of the examination and ensuring they're returned to the examination's office.

2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries.
- Understanding coursework/controlled assessment regulations and signing a declaration that confirms the coursework to be their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

3. QUALIFICATIONS OFFERED

The Head of Centre decides the qualifications we offer.

We offer the following types of qualifications:

- GCSE
- A Level
- Level 3 Qualifications in Criminology and Health and Social Care
- Entry Level Computing and Philosophy
- EPQ

The subjects offered for these qualifications in any school year may be found on our website and in the school's prospectus.

If there will be a change to a specification for the next year, the Examinations Officer must be informed by the 1st September of each academic year.

Informing the Examinations Officer of changes to a specification is the responsibility of the Subject Leader.

Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Leader in consultation with the Senior Leadership Team and/or SENCO.

4. EXAMINATION SERIES

Internal examinations and assessments are scheduled in the following exam series:

January 2024

External examinations and assessments are scheduled in the following exam series:

May – June 2024

Internal examinations are all held under external examination conditions.

The Subject Leader for each subject decides which examination series are used within the centre. The centre does not offer assessments on an on-demand basis.

5. EXAMINATION TIMETABLES

Once confirmed, the Examinations Officer will circulate the examination timetables for internal and/or external examinations at a specified date before each series begins.

6. ENTRIES (INCLUDING ENTRY DETAILS AND LATE ENTRIES)

Candidates or parents/carers may request subject entry, change of level or withdrawal.

We accept entries from private candidates.

We do not act as an examinations centre for other organisations.

Entry deadlines are circulated to Subject Leaders via email from the Examinations Officer.

Subject Leaders will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the Examinations Officer.

6.1 Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs in the November (English and Maths only) and June examination series
- AS-levels in the June examination series
- A-levels in the June examination series

- Re-sit decisions will be made by the candidate in consultation with the Subject Leader and the Examinations Officer.

7. EXAMINATION FEES

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.

The Examinations Officer will publish the deadline for actions well in advance of each examinations series.

MMSG will not charge pupils to enter “prescribed public examinations” we have prepared them for in school, or for re-sits of these examinations if we have prepared them for the re-sit at school.

This is set out in the DfE’s guidance on [charging for school activities](#). “Prescribed public examinations” includes GCSEs, AS-levels and A-levels. A full list is in the annex to an [explanatory memorandum to the Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#).

MMSG **will** charge for:

- Examinations or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations.
- Examinations not on the set list of prescribed public examinations.
- A pupil, if they fail, without good reason, to complete the requirements of a public examination where the school originally paid the entry fee.
- Withdrawal from an examination (where charges would be applied by an examination board) if the parent requests withdrawal.

The guidance above does not apply to stand-alone sixth form-colleges, who are free to set their own policies.

All examinations will be chargeable at the given examination board fee, at the time of the above.

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the Examinations Officer.

8. EQUALITIES

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

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the school SENCO.

9. ACCESS ARRANGEMENTS

The SENCO 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 SENCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO in consultation with class teachers.

Room arrangements for candidates using access arrangements will be organised by the Examinations Officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Examinations Officer.

10. CONTINGENCY PLANNING

Contingency planning for examinations administration is the responsibility of the Head of Centre and Examinations Officer.

Contingency plans are available via email and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

11. UCAS GRADES

Class teachers are responsible for submitting UCAS Predicted Grades to the Assessment Officer when requested.

12. MANAGING INVIGILATORS

External staff will be used to invigilate examinations.

These invigilators will be used for internal examinations in Years 10 – 13, and for external examinations at GCSE, AS Level and A Level.

Recruitment of invigilators is the responsibility of the Examinations Officer.

If invigilators require Disclosure and Barring Service (DBS) checks the Headteacher's PA is responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the Head of Centre.

Invigilators are recruited, timetabled, trained and briefed by Examinations Officer.

13. MALPRACTICE

The Head of Centre, in consultation with the Examinations Officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

14. EXAMINATION DAYS

The Examinations Officer will:

- Book all exam rooms (after liaising with other relevant users).
- Make question papers, examination stationery and materials available for the invigilator.

The Premises Team are responsible for setting up the allocated rooms and will be advised of requirements 30 days in advance.

The Examinations Officer will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may be present at the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical examinations, subject teachers' availability will be in accordance with [JCQ guidelines](#).

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Subject Leaders in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the school office staff.

15. CANDIDATES

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Examinations Officer or Assistant Headteacher (Upper School).

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an examination 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 devices with text or digital facilities.

Any precluded items must not be taken into the examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer.

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

The Examinations Officer is responsible for handling late or absent candidates on examination day.

15.1 Private candidates

The Examinations Officer is responsible for managing private candidates.

15.2 Clash candidates

The Examinations Officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

16. SPECIAL CONSIDERATION

If a candidate is unable to attend an examination because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an examination, they are responsible for alerting the Examinations Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the examination.

The Examinations Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

17. INTERNAL ASSESSMENT

It is the duty of Subject Leaders to ensure that all internal assessments are ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

18. RESULTS AND CERTIFICATES

Candidates will receive individual results slips on results days by attending the school's Results Day for their Year group.

The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made Examinations Officer and Premises Team.

The provision of the necessary staff on results days is the responsibility of the Examinations Officer.

Dates of results days each year will be publicised for all candidates through the school calendar.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be paid by the candidate, unless a Subject Leader supports an EAR.

The cost of EARs is set out in section 7 of this policy ('Examination fees').

All decisions about whether to make an application for an EAR will be made Subject Leaders.

If a candidate's request for an EAR is not supported, the candidate may complete the EAR and offer payment. If this will require a full moderation of other candidate's work, we must reject the request of an EAR.

All processing of EARs will be the responsibility of the Examinations Officer, following the JCQ guidance.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written examination papers within 7 days of the receipt of results.

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

Applications for EARs cannot be submitted once an original script has been returned.

The Examinations Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the candidate.

19. MONITORING AND REVIEW

The Head of Centre is responsible for ensuring that this policy is reviewed every 3 years.

Policy updated January 2024