

TKS Examinations Policy

Written by / Updated by	RG	Date	January 2024
Approved by	Principal	Date	
Next Review Due	January 2027		

CONTENTS:

1. Choice of specification and awarding body
2. Examination seasons
3. Entries
4. Managing Conflicts of Interest
5. Fees
6. Amendments
7. Withdrawals
8. Non-examined assessment
9. Access arrangements
10. Use of laptops in exams
11. Candidate briefing
12. Exam clashes
13. Storage of papers
14. Exam venues
15. Invigilation
16. Collection of scripts
17. Whistleblowing
18. Special consideration
19. Results
20. Appeals procedure
21. External Candidates
22. Distribution of certificates

1. Choice of Specification and Awarding Body

- At present TKS uses AQA, OCR, and Pearson Edexcel examination boards.
- The head of each department decides which specification and which of the boards for which we are a centre they will use. If they change either, they must inform the examination officer ASAP and at least eighteen months in advance of the pupils sitting the changed specification.
 - The examinations specifications are generally available online and may be downloaded via PDF for inspection. Subjects may wish to acquire 'hard' printed copies of specifications which may be ordered from boards. These will be charged to subject budgets.

TKS Examinations Policy

2. Examination Seasons

GCSE

- As a general rule, GCSE examinations will be available to all candidates for the June series.
- Occasionally a pupil may be entered a year early for a subject; these should be seen as the exception rather than being the rule.
- In the exceptional circumstances of the summer series being cancelled, pupils may choose to sit their exams in the November series.

3. Entries

- It is essential that all entries are made accurately and within deadlines posted by exam boards.
- In all cases entry forms will be issued to subjects by the exam office. These need to be completed and returned within the required time frame.
- When making entries, it is essential that correct entry codes are given and checked by departments. Failure to do so can prove extremely costly and amendment fees will be charged to subjects.
- Entry forms returned to the exams office will be used to enter candidates electronically or on a paper entry. Printouts of entries will be circulated to candidates for final checking. Late entries made by departments will be invoiced to subject budgets.
- Entry codes for GCSE need to include overall subject code as well as individual units. Without both of these, entries will be incomplete and incur heavy financial penalties. This is the responsibility of subjects to inform the exams office accurately.

4. Managing Conflicts of Interest

- The Head of Centre is responsible for ensuring conflicts-of-interest are managed according to the requirements.
- The Exams Officer will submit conflict of interest declarations to the relevant awarding body before the deadline for entries for:
 - any members of staff who are taking qualifications at their own centre which include internally assessed components/units; and,
 - any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units.
- The Exams Officer will maintain clear records of all instances where:
 - exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
 - centre staff are taking qualifications at their centre which do not include internally assessed components/units; or
 - centre staff are taking qualifications at other centres.

TKS Examinations Policy

5. Fees

- Entry costs for exams are included in TKS school fees.
- Costs for re-mark requests, appeals or re-sits are charged additional to fees and are to be paid by parents.

6. Amendments

- As a rule, amendments to entries should be avoided.
- Where changes of tier/level are requested, any such change will incur fees payable by departments or individual students.
- In all cases, amendments notified to the exams office, including additional entries, withdrawals or changes of tier, must be given written approval, either by the department or upon student and parental request.

7. Withdrawals

- Withdrawal requests must be made in writing.
- Depending upon the date of withdrawal, charges may be made. These will usually be passed on to the candidate. In some cases, the department will be asked to pay.

8. Non-Examined Assessment

See Non-Examined Assessment Policy

i. *Internally Assessed*

- In all cases heads of subject are responsible for collating marks for NEA. These should be provided accurately and in good time to the exams office.
- All NEA marks will be submitted by appropriate means to exam boards by the exams office.
- External moderation of internally assessed work will be requested and work should be handed to the exams office to be sent by them to the moderator. **Do not send work to moderators directly from departments.**

ii. *Externally Assessed*

- Departments should arrange for NEA to be sent to marker via exams office in good time before any advised cut-off date.
- All paperwork including Candidate Record Forms and Centre Declaration Sheets need to be completed by departments and included with samples to be sent to boards or moderators.
- Returned NEAs will be distributed to departments by the exams office. All NEAs must be retained securely by departments until all dates for possible recall or appeal against marks awarded have passed. In practical terms this means holding on to coursework at least until certificates have been issued to students.

9. Access Arrangements

- All arrangements for access must be made by the exams office and SENCO.
- Applications need to be submitted to the relevant boards in the November preceding the exam series.
- Late applications will be considered on an individual basis according to circumstances. These must be indicated as soon as possible to the Exams Manager.

TKS Examinations Policy

- Full details of levels of access are held by SENCO and the Exams Office.
- Students awarded access arrangements will sit exams in appropriate locations and will be supervised by an invigilator.
- Use of a laptop with spell check enabled must be applied for through JCQ as an access arrangement. SPAG marks will not be credited to the candidate.
- Use of a laptop with spell check disabled does not require an application. A candidate may use a disabled laptop if it is their normal way of working.
- Students may not use their own laptops for public examinations but must use the school computers to satisfy exam board requirements.

10. Candidate Briefing

- This is the responsibility of the Exams Officer and Year 11 Tutor.
- Statements of entry/exam timetables and JCQ's Information for Candidates sheet will be distributed via tutor group.
- As a Christian school we seek to pray together with the students as part of our preparation for examinations

11. Exam Clashes

- These are infrequent with GCSE students and will be dealt with by the Exams Officer.
- When a candidate is entered for three examinations on the same day and the total duration, including extra time, totals more than five and a half hours, they may, at the centre's discretion, sit the examination the following morning. The overnight supervision will be conducted by the candidate's parents / carers who will complete a declaration form confirming compliance with JCQ regulations.

12. Storage of Papers

- A log recording arrival of papers will be completed at reception.
- On arrival in school all exam papers and other materials will be immediately stored in the secure storage facility.
- A log recording receipt of papers into the Exams Office will be completed in the secure storage area.
- As soon as possible, preferably on the day of delivery but no later than the next working day, all papers will be sorted and checked against delivery notes prior to being stored in chronological order within double locked filing cabinets in the exam cupboard which itself is double locked and windowless. The awarding body will be informed immediately if there are any discrepancies in material received.
- Security of all material is the responsibility of the Exams Officer at all times whilst such materials are present on site. Any breach of security will be reported to the Head Teacher and directly to the appropriate exam board(s).
- The sorting of exam papers into sets will take place within the secure room. Minimal packets will be opened and the papers taken to the allocated room in a sealed envelope.
- Exam papers will be opened in the exam room by the Exams Officer or chief invigilator. An additional member of centre staff will check the day, date, time, subject, unit/component and tier of entry before a question paper packet is opened. This check will be recorded.
- Examination stationery will be stored in the secure room.

13. Exam Venues

TKS Examinations Policy

- Main venue for GCSE is the main hall of the Windrush Building.
- Exam tables and chairs are set out by the Exams Office. This is done to set seating plans and measured according to JCQ standards.
- The Exams Office is responsible for ensuring that the venue has the required signage including notices and warnings to candidates, silence notices, mobile phone warnings etc. All done in accordance with JCQ regulations.
- All other materials that might affect performance in exams will be removed.
- Sufficient clocks and whiteboards for exam times will be provided by the Exams office.
- Seating plans will be drawn up by the Exams Office using data prepared for entries.
- Candidates' cards for each session will be set out by the Exams Officer.
- During examinations, the room will not be used for any other purpose than for conducting external examinations.

14. Invigilation

- Exam invigilation is organised by the Exams Officer and will include the Y11 teaching staff.
- It is the responsibility of the head of centre to ensure that invigilators are appropriately trained in their duties. This training for new invigilators and annual update for existing invigilators will be delivered and recorded by the Exams Officer.
- Where possible exams will be started and finished by the Exams Officer or other senior teaching staff who have not had responsibility for the subject department and/or preparing the candidates for the examination. They will identify all candidates.
- Private / external candidates will be identified through photographic documentary evidence prior to the examination by the Exams Officer.
- The issue of malpractice is dealt with in a separate Malpractice Policy. In all suspected cases of malpractice, it is essential that the Exams Office and/or Head Teacher are informed immediately. We follow all guidelines provided by JCQ.
- Where a candidate is disruptive, the invigilator will warn the candidate that they may be removed from the examination room and that the awarding body will be informed which could lead to disqualification. The Exams Officer will be called to the examinations room.
- When a candidate needs to leave the room temporarily, they must be supervised. The invigilator will contact the office who will arrange supervision.
- Candidates may bring water into the examination room but it must be stored in a clear bottle with no markings / labels on it.
- For emergency evacuation of the exam room, the invigilator will follow the instructions in the appendix.
- Absent candidates are contacted by either the Exams Office or the tutor.
- Late arrivals to the examination will be admitted to the exams room at the centre's discretion and will be given full time for the examination. If the candidate is deemed *very late* according to JCQ regulations, the appropriate form will be submitted to JCQ.
- Spare question papers will be stored in the exams cupboard until the published finishing time of the exam or until all centre candidates have taken the exam, whichever is later.

15. Collection of Scripts

- The invigilator will collect candidates' scripts, question paper and any other material before allowing the candidate to leave the examination room.

TKS Examinations Policy

- The invigilator will return the completed scripts in the appropriate envelopes and spare papers to the Exams Officer; these will be stored in the locked exam cupboard until passed over with the necessary paperwork to the office to be held securely till collection.

16. Whistleblowing

See TKS Whistleblowing Policy and TKS Malpractice Policy.

- Anyone who witnesses malpractice must report this to the Exams Officer who will make a relevant declaration to the appropriate awarding body.

17. Special Consideration

- All requests for special consideration must be made in writing by department or parent to the Exams Officer at the time of the exam.
- The Exams Officer will complete required paperwork and send to appropriate board(s) within the time frame published for each exam season.
- Students and parents are informed that the awarding of extra marks via special consideration is extremely limited and should not be considered as a passport to higher grades.

18. Results

- All results are collected by the Exams Officer or other senior member of staff.
- This information is kept secure and seen only by Exams Officers and Head Teacher.
- Required statistics are prepared for the Head Teacher, departments, and press as appropriate. As far as possible this is done prior to release to students.
- Paper statements of results are issued in sealed envelopes to students.
- Where requested by the student, results may be emailed. If this is to the parents' email address, the student must give signed permission in accordance with GDPR guidelines.
- Paper statements may be posted securely to students upon request.
- The Head Teacher or Exams Officer will issue a statement to the press as soon as the statistics have been analysed.
- As the results are the property of the student, the school will not take responsibility for communicating results to any other party

19. Appeals procedure

See TKS Internal Appeals Policy and TKS Complaints and Appeals Policy.

20. External Candidates

We are unable to accept external candidates for examinations at The King's School. Any exceptions are dealt with on a case-by-case basis at the discretion of the school.

21. Distribution of Certificates

- On arrival in school all certificates are checked and prepared for distribution to students by the Exams Officer. Once this preparation has been completed certificates are stored securely. Distribution occurs in one of the following ways:-
 - i. GCSE certificates for Year 11 leavers are sent via siblings or parents.

TKS Examinations Policy

- ii. Only as a last resort, certificates may be posted in board backed envelopes by recorded delivery to the last known address (receipts are required).