



# Examinations Policy

## November 2023

Approved by Local Governing Body

Chair of Governors: John Garner

Date: 20th November 2023

Review date: September 2024

## Contents

<b>Purpose of the policy</b>	<b>3</b>
<b>Roles and responsibilities overview</b>	<b>3</b>
Teaching staff	4
Invigilators	4
Reception staff	4
Site staff	4
<b>Data protection</b>	<b>4</b>
Legislation on sharing information	5
<b>Certificates</b>	<b>5</b>
Retention of certificates	5
<b>Post-results services</b>	<b>5</b>
<b>External candidates</b>	<b>5</b>
<b>Examination appendices</b>	<b>5</b>
Standard operating procedures	5
Exam contingency , emergency and escalation plan	6
Disability and access arrangements policy (exams)	6
Non-examination assessment procedures	6
Malpractice/maladministration and whistleblowing policy (exams)	6
Internal appeals and complaints process (exams)	6

## Purpose of the policy

As an examination centre, Ruislip High School is committed to ensuring that the examination management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This examination policy will ensure that:

- All aspects of the centre's examination processes are documented and other relevant examination- related policies, procedures and plans are signposted
- Staff are well informed and supported
- All centre staff involved in the examination process clearly understand their roles and responsibilities
- All exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- Examination candidates understand the examination process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that examinations and assessments are conducted to current JCQ and awarding bodies regulations, instructions and guidance.

This policy will be published on the school's website to be accessible to all relevant centre staff, candidates and their parents/guardians.

## Roles and responsibilities overview

Role	Name
Head of Centre	Mr Gareth Davies
Member of senior leadership with responsibility for examinations	Mr Greg Hankin
SENCo	Mrs Louise Ware
Exams Officer	Mrs Patricia Brittain

The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments.

The SLT member in charge of exams is the person appointed by the head of centre to oversee the implementation of the examinations policy and procedures, and to be the main point of contact for the examinations officer.

In the event that the head of centre and/or the member of SLT in charge of examinations is absent for an extended period of time the deputy headteacher of Ruislip High School will take charge of the examination process.

The SENCo is the member of staff with responsibility for approving access arrangements and reasonable adjustments for candidates such as those with evidence-based special educational needs and/or medical conditions that may have an impact on their ability to complete the examination to the best of their ability. Appropriate support and adjustments are arranged by the SENCo. Such adjustments will only be considered for students for whom appropriate evidence has been provided.

The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

## **Teaching staff**

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO, SLT member in charge of exams and SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events.

## **Invigilators**

- Provide the centre with an up-to-date DBS
- Attend training, update briefing and review sessions as required
- Follow the procedures and systems prescribed by the centre to protect the integrity of all examinations
- Are to be vigilant and alert at all time throughout an examination
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

## **Reception staff**

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

## **Site staff**

- Support the EO in relevant matters relating to exam rooms and resources
- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

## **Data protection**

The centre will ensure that all candidate data where required by the awarding body has been supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies.

The centre will ensure students have access to [Information about you and how we use it](#) at the start of each course.

## Legislation on sharing information

Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate consent should be sought to share results or other exams-related information with a third party.

However other legislation and guidance may need to be taken into account regarding sharing information with parents, as example information from the Department for Education (DfE) for schools regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility (click [here](#))
- School reports on pupil performance (click [here](#))

## Certificates

Certificates are collected and signed for by the candidate or their authorised person. Candidates may arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

## Retention of certificates

Unclaimed or uncollected certificates are kept for ten years. After this period they are securely disposed of.

## Post-results services

Candidates must pay the fee for an inquiry about a result or a remark of an examination.

## External candidates

Ruislip High School will facilitate the examinations for external candidates at the discretion of the head of centre.

## Examination appendices

The following additional appendices related to examinations can be found [here](#).

## Standard operating procedures

This document details the procedures to be followed by all stakeholders during the examination cycle.

### **Exam contingency , emergency and escalation plan**

A comprehensive plan if any emergencies arise during the exam cycle, for example, absence of EO or fire alarm during an exam.

### **Disability and access arrangements policy (exams)**

Outlines the process Ruislip High School follows to determine what reasonable adjustments and/or access arrangements awarded to students with different educational and physical needs.

### **Non-examination assessment procedures**

Covers the procedures for planning and managing non-examination assessments, coursework, project work or any other examination that is not a written examination.

### **Malpractice/maladministration and whistleblowing policy (exams)**

Ruislip High School is committed to having a proactive approach to protecting candidates from being accused of suspected malpractice. The Joint Council for Qualifications (JCQ) and other awarding bodies provide clear expectations and regulations for candidates, with a view to protecting the integrity of the examination process.

### **Internal appeals and complaints process (exams)**

Outlines the process candidates follow to make an appeal against any decisions made by the awarding bodies or Ruislip High School.