



## MARLBOROUGH COLLEGE

# EXAMINATIONS POLICY 2018/2019

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The purpose of this exams policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam process to read, understand and implement this policy. Where references are made to JCQ and/or CAIE regulations/guidelines, further details can be found on their websites.

## EXAM RESPONSIBILITIES

### The Head of Centre

- Has overall responsibility for Marlborough College as an exams centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice – refer to the JCQ document – Suspected malpractice in examination and assessments.

### Exams Officer

- Manages the administration of external exams.
- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution to all centre staff and candidates, of an annual calendar for all external exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of, and understand, those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with exam board guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers access arrangements as determined by the SENCo.
- Submits applications for special consideration following exam board guidelines and regulations.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies, correctly and on schedule.
- Tracks, dispatches and stores returned coursework/controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any post results service requests.

### Heads of Department

- Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Ensure the accurate completion of entry and all other mark sheets, and adherence to deadlines as set by the Exams Officer.
- Ensure accurate completion of coursework/controlled assessment mark sheets and declaration sheets in conjunction with the submission of material to exam boards and moderators.
- Provide guidance and advice on post-results procedures and script reviews.

#### Teachers

- Supply information on entries, coursework and controlled assessments as required by the Head of Department and/or the Exams Officer.

#### Head of Learning Support

- Is responsible for the identification and testing of candidates' requirements for access arrangements, and notifying the Exams Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Works with Exam HoDs to ensure access arrangements are provided to support pupils in the classroom, in internal tests and mock exams.
- Collates on-going evidence that the access arrangement is the candidate's normal method of working, appropriate to their needs, and receives feed-back on any issues arising.
- Works with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

#### Exam Supervisor/Invigilator

- Assists and supports the Exams Officer with the efficient running of exams according to exam board regulations.
- Collects exam papers and other material from the Exams Office before the start of the exam, and manages the exam process in accordance with exam board regulations.
- Collects all exam papers in the correct order at the end of the exam, and together with all other exam related material, ensures their safe and secure return to the Exams Office.
- Maintains a professional, discrete and confidential attitude to work and understanding of their important role in the exam process.

#### Candidates

- Check, confirm and sign approval of their exam entries.
- Read and understand the coursework/controlled assessment regulations and adhere to the declaration that authenticates coursework as their own.
- Ensure they conduct themselves in all their exams according to exam board regulations.

### QUALIFICATIONS OFFERED

The qualifications offered at Marlborough College are decided by the Deputy Head (Academic), in consultation with Heads of Department.

The qualifications offered are: GCSE, IGCSE, GCE A Level, Pre-U qualification, Extended Project Qualification, FSMQ Maths, DELF (French), DELE (Spanish), Goethe Institute (German), STEP Maths, AEA and AFA Creative Writing.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next academic year, the Exams Office must be informed by the last day of the preceding Summer Term. Informing the Exams Officer of changes to a specification is the responsibility of the Deputy Head (Academic).

Decisions on whether a candidate should be entered for a particular subject will be taken by the candidate in consultation with the Head of Department, Housemaster or Housemistress, Director of Teaching & Learning or the Deputy Head (Academic). In the case of dispute, the Deputy Head (Academic) will have the final say in this matter.

University Admissions tests are offered, and, in conjunction with the Guidance Department, these take place in early November each year.

## EXAM SERIES

Internal exams (mock or practice exams) and assessments are scheduled in all years as appropriate.

External exams and assessments are scheduled in all years as appropriate.

Where appropriate, internal exams are held under external exam conditions.

The Deputy Head (Academic) and the Heads of Department decide which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Exams Officer, the Deputy Head (Academic) and the relevant Exam HoD.

## EXAM TIMETABLES

Once confirmed, the Exams Officer will circulate the exam timetable for external exams at a specified date before each series begins.

## ENTRIES, ENTRY DETAILS AND LATE ENTRIES

Candidates (or parents) can request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to Heads of Department via email, noticeboard, briefing meetings, internal post and/or the school intranet.

Heads of Department will provide estimated entry information to the Exams Officer to meet awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Head of Department.

(I)GCSE re-takes are allowed in exceptional circumstances.

All re-take decisions will be made by candidates in consultation with Heads of Department, Tutors and Housemaster or Housemistress. Ultimately these are at the discretion of the Master.

## EXAM FEES

**Unless otherwise agreed, all exam entry fees are paid by the candidate.**

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 Exams Officer will publish the deadline for action in advance for each exams series.

## EQUALITY LEGISLATION

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

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates, in accordance with requirements defined by the legislation and awarding bodies. This is the responsibility of the Deputy Head (Academic).

## ACCESS ARRANGEMENTS

The Head of Learning Support 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 assessment/exams.

A candidate's access arrangement requirement is determined by the Head of Learning Support, and must reflect the support normally given to the candidate in the centre (normal way of working). Where possible, access arrangements should always be processed at the start of the course.

The Head of Learning Support is responsible for ensuring there is appropriate evidence for a candidate's access arrangement.

The Exams Officer undertakes to submit access arrangement applications to the awarding bodies, in conjunction with documentation and supporting evidence supplied by the SENCo/Learning Support Department.

The Exams Officer will arrange appropriate exam venues for candidates with specific needs where this has been identified.

The Exams Officer will ensure appropriate invigilation support for candidates with access arrangements, in accordance with exam board regulations.

## CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility of the Deputy Head (Academic) and the Exams Office. Contingency plans are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## ESTIMATED GRADES

Heads of Department are responsible for submitting estimated grades to the Exams Officer when requested.

## INTERNAL ASSESSMENT

It is the duty of the Heads of Department to ensure that all internal assessment work is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

The Heads of Department are required to provide marks for all internally assessed work to the Exams Office by the due date. The Exams Officer will inform HoDs of the date by which appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

## MANAGING INVIGILATORS

The use of external staff to invigilate examinations is at the discretion of the Deputy Head (Academic) and the Exams Officer. The employment of external staff will follow recommended safer recruitment guidelines, including Disclosure and Barring Service checks.

## MALPRACTICE

The Head of Centre, in consultation with the Deputy Head (Academic), is responsible for investigating suspected malpractice.

## EXAM DAYS

The Exams 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.

The Estates Department is responsible for setting up the allocated rooms, and will be advised of requirements by the Deputy Head (Academic)/the Exams Officer in advance.

The Exams Supervisor will start and finish all exams in accordance with exam board guidelines.

Subject staff may not be present at the start of the exam. Any staff present must be in accordance with the rules defined by the exam boards concerning who is allowed, and what they can do.

Exam papers must not be read by invigilators or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department in accordance with exam board recommendations, and no later than 24 hours after candidates have completed it.

After an exam, the Exams Officer will arrange for the safe dispatch of completed exam scripts to each exam board.

## CANDIDATES

The Exams Officer will provide information to candidates in advance of each exam series (written, electronic or through Firefly). A formal briefing session for candidates may be given by the Exams Officer and Deputy Head (Academic).

The centre's published rules on acceptable dress and behaviour applies at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam 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 communication or storage devices with text or digital facilities, including smartwatches. Any precluded items must not be taken into an exam room. All watches must be removed and placed on the desk in clear sight of the invigilator.

Disruptive candidates are dealt with in accordance with exam board guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff **at all times**.

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

The College is a closed centre and does not accept entries from private candidates. The acceptance of former pupils will be considered at the discretion of the Master/Deputy Head (Academic).

## CLASH CANDIDATES

The Exams Officer will be responsible for supervising escorts, identifying a secure venue and arranging overnight accommodation.

## SPECIAL CONSIDERATION

Should a candidate be unable to sit an exam because of illness, bereavement or other trauma, or be otherwise disadvantaged or disturbed during an exam, it is the candidate's responsibility to alert their HM and centre's medical staff to that effect. Notification must also be sent to the Exams Officer as soon as possible.

In the event of illness preventing a candidate from sitting their exam with other candidates, the facility of the College Medical Centre as an alternative venue will be considered at the discretion of the Deputy Head(Academic).

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

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

## RESULTS

Candidates will receive their results on results day via the College's information management system.

The provision of the necessary staff on results days is the responsibility of the Deputy Head (Academic).

## ENQUIRIES ABOUT RESULTS (EARs)

Enquiries about results may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate. The cost of an EAR will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by the candidate in consultation with the College.

If the candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of requests for an EAR will be the responsibility of the Exams Officer.

## ACCESS TO SCRIPTS (ATS)

After the release of results, candidates may request the return of written exam papers within the deadline published by the exam boards. The cost of an ATS will be paid by the candidate.

Centre staff may also request scripts for investigation or for teaching purposes, although priority copies of scripts are not available for most (I)GCSE qualifications.

A review of marking cannot be applied for once an original script has been returned.

All processing of requests for an ATS will be the responsibility of the Exams Officer.



## CERTIFICATES

Candidates will receive their certificates:

- By post to their home address (U6 and other leavers) using a 'signed-for' method.
- Via their Housemaster or Housemistress (all other pupils).

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

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