



Kings Langley School

Unlocking Potential for Life

External Examinations Policy

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Rationale

This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community”, to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing "strong character".

Character Development: Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an inclusive school community where:

- People are treated with dignity and respect.
- Inequalities are challenged.
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential.
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.



Purpose

The purpose of this examinations policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of students.
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

The External Examinations Policy will be updated annually to include updated guidance from the Joint Council for Qualifications (JCQ) and reviewed annually by the Head of Centre, Senior Leader in charge of examinations and the Exams Officer.

This policy covers external examinations only. Please refer to the Non-Examinations Assessment Policy for non-exam assessment (NEA).

Exam Responsibilities

The Head of Centre:

- is accountable for ensuring the centre is compliant to the latest examination regulations as published by the JCQ.
- is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions and the qualification specifications issued by the awarding bodies.
- has overall responsibility for the school as an exam centre.
- advises on appeals and reviews of marking requests in consultation with the Senior Leadership Team.
- is responsible for reporting all suspicions or actual incidents of malpractice, in accordance with the JCQ document *Suspected Malpractice in Examinations and Assessments*.
- ensuring that assessors of students have the correct qualifications.

Senior Leader in charge of Examinations:

- works with the Head of Centre to ensure the smooth running of examination administration and procedures.
- ensures that all examination policies are in line with JCQ regulations.
- line manages the exams officer.
- liaises with the SENCo on the issuing of special consideration for examinations.
- ensures parents and carers are kept informed of all relevant information regarding external examinations.



The Exams Officer:

- acts on behalf of the centre in matters relating to the administration of awarding body examinations and assessments and as the main point of contact with examination boards.
- advises the Senior Leadership Team and Learning Area & Subject Leaders and other relevant support staff on the annual exam timetables and applications procedures as set by the various awarding bodies.
- oversees the production and distribution to staff and students of annual calendar for all exams in which students will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that the relevant pages of the school website informs parents of the examination courses for students in Years 10-13.
- oversees the production and distribution to staff of exam season access and rooming arrangements.
- accounts for income and expenditures relating to all exam costs and charges and provides forecast of likely expenditure to the Senior Leadership Team.
- ensures that students and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of students for their exams.
- identifies and manages timetable clashes.
- line manages invigilators; organises the recruitment, training and monitoring of a team of exams' invigilators responsible for the conduct of exams.
- administers access arrangements and makes applications for special consideration in line with the JCQ publication: *Access Arrangements, Reasonable Adjustments and Special Consideration*.
- ensures that all aspects of conducting exams are completed in accordance with the most recent edition of the JCQ publication: *Instructions for Conducting Examinations*. This includes:
 - the receiving, checking and storing securely of all exam papers ahead of examinations.
 - the running of examinations and the set-up and staffing of the examination venues.
 - the collection, secure storage and dispatch of examination papers.
- follows up any reports of malpractice during exams and reports these to the Head of Centre.
- consults with teaching staff to ensure that necessary non-examined assessments are completed on time and in accordance with JCQ Guidelines.
- arranges for dissemination of exam result and certificates to students in consultation with the Admin and Key Stage 4 and 5 Pastoral Teams.
- organises and forwards, in consultation with the Senior Leadership Team and Learning Area & Subject Leaders, any appeals and review of marking requests. See the *External Examinations Appeals Policy* for full details.

Learning Area and Subject Leaders

- accurate completion of exam entries and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- signing off completed exam entries.



- involvement in appeals and re-mark requests in consultation with the Senior Leadership Team and Learning Area & Subject Leaders, any appeals and re-mark requests. See the *External Examinations Appeal Policy* for full details.

Key Stage 4 Learning Mentor

- collects the lists of absent KS4 students from the Exams Officer/Invigilator from each of the exam venues at the start of exams.
- Liaises with the Attendance Officer to determine if any Year 11 students are absent
- contacting parents of absent Year 11 students and discussing the nature of any absences with the Exams Officer and Senior Leader in charge of exams.

Key Stage 5 Pastoral Lead

- collects the lists of absent KS5 students from the Exams Officer/Invigilator from each of the exam venues at the start of exams.
- Liaises with the Attendance Officer to determine if any Year 13 students are absent
- contacting parents of absent Year 13 students and discussing the nature of any absences with the Exams Officer and Senior Leader in charge of examinations.

The Special Educational Needs Coordinator (SENCo)

- the awarding of access arrangements through the identification and testing of students' requirements.
- providing a comprehensive list of students with access arrangements in time for the necessary examination administration to take place.
- informs access arrangement students on the procedures for their examinations prior to the exam season.

Students

- checking that all exam entries and personal information are correct.
- Responsible for bringing the correct equipment to exams.
- abiding by the exam rules and regulations.
- arriving to each exam on time.
- informing the school if they will be late for an exam.
- informing the school if they will be absent from an examination and providing evidence of illness to the Exams Officer.

Qualifications

- The qualifications offered at this centre are decided by the Head of Centre in consultation with Learning Area & Subject Leaders.



- Informing the Exams Officer of changes to a specification is the responsibility of Learning Area & Subject Leaders.

Exam Series and Timetables

Exam Series

- External GCSE exams for Year 11 students are held in May and June.
- External GCE A-level exams for Year 13 students are held in May and June.
- External BTEC exams for Year 12 and 13 students are held in January, May and June.
- External GCSE exams for Year 12 and 13 students are held in November, May and June.
- External exams outside of those listed above will be decided upon by the Head of Centre.

Timetable

- Once all exam dates are confirmed with the Senior Leadership Team, the Exams Officer will circulate the exam timetable for external exams to staff, students and parents.

Entries, Entry Details, Fees, Withdrawals and Late Entries

- It is the school's policy:
 - To enter students for examinations in all examination courses which they are studying and are expected to successfully complete.
 - To ensure, through Learning Area Leaders and subject staff, that students are entered for appropriate courses, levels and tiers of entry.
 - To fund all costs of examination entry.
- Decisions on whether a candidate should be entered for a particular subject or tier will be taken in consultation with Learning Area & Subject Leaders, class teachers, SENCo, students and parents/carers. However, the final decision will be made by the Head of Centre in consultation with the Learning Area Leader and this may have cost implications for parents/carers.
- The centre does not act as an exam centre for any other organisations.
- Under exceptional circumstances, the centre may accept entries from private candidates, with the final decision made by The Head of Centre.
- Learning Area & Subject Leaders are responsible for ensuring that accurate and full information on examination entry requirements are passed to the Examinations Officer at the notified times.
- The Examinations Officer is responsible for issuing timely appropriate proformas and entry forms to Learning Areas according to the examination calendar.
- Decisions on withdrawing students from examinations will be made by the Head of Centre.
- The school reserves the right to charge the full entry cost, including late entry fees where:
 - A student fails to attend for examination or fails to hand in work for a non-examined assessment required by the specification to be internally assessed by the specified date.
 - A student is re-taking examinations as a result of poor performance at an earlier sitting.
 - A student insists on taking examinations contrary to Learning Area recommendations.



- A student withdraws themselves after being entered for an examination.
- A student fails to follow school and Awarding Bodies regulations and /or has to be removed from an examination room for disruptive behaviour or malpractice during an examination.
- A student fails to notify any changes to their examination entries by the specified date.
- The Head of Centre must sign off all late exam entries, tier changes and withdrawals once the appropriate deadline has passed.

Managing Invigilators

- Invigilators recruited by Kings Langley School are used to invigilate examinations.
- These invigilators will be used for external exams.
- Recruitment of invigilators is the responsibility of the Exams Officer.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Exams Officer who liaises with the Senior Leader in charge of examinations and the Admin Team.
- Annual training is arranged for the exams invigilators to ensure that they all invigilators are aware of the latest examination procedures as set out by the JCQ.
- Invigilators are timetabled by the Exams Officer.

Malpractice

- Kings Langley School follows the JCQ guidelines for malpractice as set out in the latest version of JCQ publications. Please see separate Malpractice Policy for further details.

Exam Day

- 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 invigilators.
- Each room will be furnished with a box of all possible required stationery, including but not limited to: black pens, pencils, rulers, rubbers, protractors, pairs of compasses, tracing paper, calculators, extra exam booklets for different exam boards and desk wedges.
- Site management is responsible for setting up the allocated rooms with desks, chairs and spacing according to JCQ requirements. This will be checked by the Exams Officer at the start of each exam session.
- The Exams Officer/ Deputy Headteacher in charge of Exams / Invigilator will start the exams in accordance with JCQ guidelines.
- Only the Head of Centre, Principal Deputy Headteacher, Senior Leader in charge of examinations, Exams Officer and Invigilators are permitted to enter an exam venue once exam papers have been opened.
- The members of teaching staff listed above are not allowed to enter an exam venue when the examination taking place is in their subject specialism.
- No other teacher or teaching assistant other than those listed above can enter an exam venue under normal circumstances without the permission of the Exams Officer.
- Spare copies of exam papers must not be removed from an exam venue by anyone other than the Exams Officer or Invigilators under any circumstances.



- Exam papers will be distributed to Learning Area and Subject Leaders no earlier than the next working day following an examination.
- The Exams Officer will ensure that Invigilators adhere to the JCQ regulations at all times, and in accordance with the most recent edition of the JCQ publication: *Instructions for Conducting Examinations*

Students

- All students will complete public examinations in full school uniform as published in the *Behaviour Management Policy*.
- Students' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- All students will be scanned before entering an exams venue to help ensure that JCQ rules are followed on mobile devices, earphones or earbuds, and all types of wrist watch.
- All mobile devices and smart watches should be switched off and placed in students' bags.
- All other watches and earphones or earbuds should also be placed in students' bags.
- Students are expected to bring all equipment to each exam. This includes but is not limited to: two black pens, pencil, eraser, ruler, protractor, a pair of compasses and a calculator.
- Students are required to complete their exams papers in black, non-erasable ink.
- Pencil cases brought into exam venues by students should be clear and see through.
- Students should not bring in any additional paper with them in their pockets or pencil cases to their exam desk.
- Calculator lids are not to be brought to their exam desks.
- Water bottles brought into exam venues by students should be clear, colourless and without labels or writing.
- Students are not allowed to place blazers, jumpers or any other item of clothing on the back of their chairs. Any items of clothing removed during an exam should be placed carefully on the floor.
- Students are expected to follow all reasonable instructions given to them by the Exams Officer or Invigilators.

Registration and Lateness

Registration

- An Invigilator responsible for attendance will register students in all exam venues. This will then be referred to the Key Stage 4 Learning Mentor and/or the Key Stage 5 Lead.
- The nature of any absences will be confirmed following discussions between the Key Stage 4 Learning Mentor and/or Key Stage 5 Lead and the Attendance Officer.
- The Key Stage 4 Learning Mentor and/or Key Stage 5 Lead will contact the parents/carers of any absent students who have not contacted the school and then report these to the Exams Officer and Senior Leader in charge of examinations.

Lateness

- It is the responsibility of students to inform the school if they will be late to school for an exam.
- Students who are late may be permitted to enter an exam with the full-time for their exam at the discretion of the Head of Centre and in accordance with the most recent edition of the JCQ publication: *Instructions for Conducting Examinations*.



Results

- Arrangements for the centre to be open on results day are made by the Head of Centre, Senior Leader in charge of examinations and the Exams Officer.
- The provision of staff on results days is the responsibility of the Head of Centre.
- Results can only be given to students in person unless a letter signed by the student giving someone else permission to collect the results on their behalf has been received. The person collecting exam results on behalf of a student must provide photographic identification to prove their identity.
- In special circumstances, it can be agreed with the Exams Officer and Head of Centre that exam results can be given over the phone or sent by email. This will be arranged by the student with the Exams Officer before the end of the summer term. The phone number or email address will need to be verified by the Exams Officer. The Exams Officer will prepare in advance with the Admin Team so that the communication of results can take place as close to the published results time as reasonably possible.

For guidance on Reviews of Marking, see the *External Examinations Appeals Policy*.

Certificates

- Certificates are presented to students invited to the Year 11 and Year 13 Presentation Evenings. Students will be required to sign for their certificates.
- Remaining students will be contacted via email or phone to collect their certificates from school and the school will ensure that accurate contact information is maintained to facilitate this. Certificates will only be given to students who will sign for them on collection.
- Any remaining or returned certificates will be kept until candidates turn 25 years old before being destroyed.

Contingency Plan

The examination contingency plan should cover all aspects of examination administration. It will allow senior leaders to have a robust contingency plan in place, minimising risk to examination administration and any adverse impact on students.

This plan should be read in conjunction with the latest version of the “Joint Contingency Plan” published by the JCQ.

Implementing the plan will safeguard the interest of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

Attached is an outline of the circumstances and responses which may require implementation of the plan.



Possible disruption	Response
Disruption of teaching time – school closed for an extended period	<ul style="list-style-type: none">• Alternative accommodation to arranged by the school.• School to facilitate online learning through MS Teams.• We will liaise with Longdean School and use their facilities at the nearest available opportunity.• Supervising our students in a secure environment and transporting them to Longdean will be overseen by the Senior Leadership (in conjunction with the Examination Manager).
The school is unable to open as normal during the examination period	<ul style="list-style-type: none">• School to open for examinations and examination candidates only, if possible.• School to arrange to use an alternative venue in agreement with the relevant awarding organisation for example, share facilities at another local school or use other public buildings.
Extended unavailability of school MIS system during exam entry period.	<ul style="list-style-type: none">• Exam boards informed with a view to entries being made on their secure web sites or via another local school.
Extended unavailability of school internet connection during exam entry period.	<ul style="list-style-type: none">• Exam boards informed with a view to entries being made on their secure web sites via another local school.• Examination officer's school computer to have a 4G mobile phone dongle in order to access the internet
Extended unavailability of school internet connection on Results Days	<ul style="list-style-type: none">• Examination officer's school computer to have a 4G mobile phone dongle in order to access the internet.
Extended unavailability of school MIS system on Results Days.	<ul style="list-style-type: none">• Exam boards informed with a view to results being downloaded from their secure web sites or emailed.
The school is unable to distribute results as normal	<ul style="list-style-type: none">• The school to contact the awarding organisation about alternative options. This may include:• Arranging to access results at an alternative site.• The school to make arrangements to coordinate access to post result services from an alternative site.



	<ul style="list-style-type: none">• The school to share facilities with another centre.
Examinations Officer absent unexpectedly on an examination day.	<ul style="list-style-type: none">• Invigilators to run the exams with a member of the Senior Leadership Team drafted in to support.• Another local schools' Examinations Officer or Examination Assistant to be contacted if necessary for advice, help and support.
Long term absence of Examination Officer	<ul style="list-style-type: none">• School to appoint temporary replacement – Sarah Markley (who works at KLS and has previously carried out the role).• School to ensure that a member of the support staff works with/shadows the exam officer so that they are able to take over key aspects of the role in the short term.• Exam boards to be informed and their help requested.• Another local school to be contacted with a view of them providing help and support.• Procedures and timeline to be documented in advance.
Head of Centre absent	<ul style="list-style-type: none">• Senior Leader in charge of examinations to assume the responsibilities of Head of Centre in their absence.
SENCo absent unexpectedly	<ul style="list-style-type: none">• Clear documentation to be kept of the identification of students, and testing and applications, for exam access arrangements.• Senior Leader with line management responsibilities for SEN works with Deputy SENCo to ensure that SENCo responsibilities are carried out in their absence, including the identification of other students for whom applications for exam access arrangements may be required
Major unexpected shortfall in number of invigilators on a particular day.	<ul style="list-style-type: none">• Head of Centre and Senior Leader in charge of examinations to be informed.• Arrangements made by the Senior Leadership Team for members of



	school staff who have completed the relevant training to be used to cover shortfall.
At the start of an exam, when the question papers are opened, some are found to be incorrect, incomplete or unreadable.	<ul style="list-style-type: none">• Exams boards informed and advice sought.• If some of the papers are useable then they are to be copied. Candidates are to be kept under supervision and whole cohort Special Consideration applied for.• If none of the papers are useable then question papers downloaded from exam board website and then printed or good paper copies obtained from a local centre. Candidates are to be kept under supervision and whole cohort Special Consideration applied for.
The evacuation alarm goes off during an examination.	<ul style="list-style-type: none">• Students will not evacuate the examination unless instructed to do so. Students to be instructed to stop working, close all question papers and answer booklets. Invigilators to record time the alarm goes off. If the evacuation alarm stops and there is no requirement to evacuate the examination room then the exam will be resumed and the time of resumption will be recorded. The finish times for all the examinations will be extended by the length of time of the interruption. A whole cohort Special Consideration will be applied for by the Examinations Officer.• If the examination room does need to be evacuated then students will be instructed to close all question papers and answer books, to leave them all on the examination desk and to follow the evacuation instructions given by the Exams Officer and Senior Leader in charge of examinations. Invigilators to record time the alarm goes off. The students will be told that they must remain under examination conditions both during the evacuation and also while at the dedicated fire assembly



	<p>point under the direct supervision of the examination officer and invigilators. If it is decided by the Head of Centre that it is safe for the students to return to the examination room and to resume the examination then the students will return to the examination room under examination conditions. The time of resumption will be recorded. The finish times for all the examinations will be extended by the length of time of the interruption. A whole cohort Special Consideration will be applied for by the Examinations Officer.</p>
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