


<p>Dronfield Henry Fanshawe School</p> 	<p>Policy No:</p>	Revision No:	
		Date Issued:	July 2015
		Committee:	Statutory
	<p>Examinations Policy</p>	Author:	LJB
		Date Adopted:	November 2014
		Minute No:	
Review Date:		Nov 2019	

**Dronfield Henry Fanshawe School
Examinations Policy**

Aim

At DHFS we aim to conduct all examinations with high professionalism for all students, and provide students, parents and staff with clear guidelines. We need to ensure that all students in school involved in any examinations have a clear understanding of all examination board rules and regulations and adhere to these at all times.

Objectives:

- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.
- This exam policy will be reviewed annually.
- This exam policy will be reviewed by the Head of Centre, Senior Leadership Team, Examinations Officer and the Governors.
- This policy is based on the principle that all students will be entered for the appropriate examination linked to the course that they have followed in Years Ten and Eleven (GCSE) and Years Twelve and Thirteen (AS, A2) unless there are exceptional circumstances.
- Entry for examination will be by submission of a name and tick on the appropriate form, to the Examination Office.
- Any decisions concerning entries are to be made by the Subject Teacher in consultation with the Head of Subject and/or Senior Leadership Team.
- All deadlines regarding coursework, estimated grades and final entries are set by the board and are non-negotiable. Internal deadlines will be set by Examinations Staff to allow for submission in the appropriate manner and to allow time for checking. These deadlines will be published to staff at the start of each academic year.
- Parents will be given the information as to which examination their daughter/son has been entered for. Any queries should be referred to the Head of Subject and or the Examination Staff.
- In Year 7 all students will be entered for Key Stage 3 CATS.

The role of Examination Officer is currently undertaken by Lisa J Burke and Examination Support Officer by Sara E Gill.

1. Exam responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- advises on appeals and reviews
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Examinations Officer

Manages the administration of public exams and analysis of exam results:

- advises the Senior Leadership Team, subject and class mentors and other relevant support staff on annual exam timetables and application procedures as set by the various Exam Boards.
- oversees the production and distribution to staff, Governors and candidates of an annual calendar for all 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 exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework are completed on time and in accordance with JCQ guidelines.
- receives, checks and stores securely all exam papers and completed scripts.
- administers Access Arrangements and makes applications for special consideration using the *JCQ Access Arrangements and Reasonable Adjustments and JCQ Guide to the Special Consideration Process*.
- identifies and manages exam timetable clashes.
- accounts for income and outgoings relating to all exam costs/charges.
- manages recruitment, training and monitoring of a team of Exam Invigilators responsible for the conduct of exams.
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years.
- ensures all Heads of Faculty submit candidates' coursework marks online, tracks despatch and stores returned coursework and any other material required by the appropriate Awarding Bodies correctly and on schedule.
- arranges for dissemination of exam results and certificates to candidates and forwards any appeals/review requests.
- maintains systems and processes to support the timely entry of candidates for their exams.
- Support for the input of data.
- Posting of exam papers.

Deputy Head

- Organisation of Teaching and Learning.
- External validation of courses followed at Key Stage 4 / Sixth form.

Heads of Faculty

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in Post Results procedures.
- Accurate completion of coursework marks online and declaration sheets.
- Accurate completion of entry and all other marks online and adherence to deadlines as set by the Exams Officer.

Head of Careers

- Guidance and careers information.

Teachers

- Notification of Access Arrangements (as soon as possible after the start of the course).
- Assessment, security and posting of coursework.
- Submission of candidate names to Heads of Faculty.

SENCO

- Administration of Access Arrangements.
- Identification and testing of candidates' requirements for Access Arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

Invigilators

- Collection of exam papers and other material from the Exams Office before the start of the exam.
- Conducting the exam and invigilation throughout.
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Office.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the work as their own.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Heads of Faculty and the Heads of Subject.

The statutory tests and qualifications offered are: BTEC's.

It is the responsibility of the Head of Faculty to choose an appropriate Awarding Body/course syllabus which best reflects each candidate's needs. Heads of Faculty should inform the Examinations Office in June/July if they wish to change to a different Awarding Body/course syllabus from the previous academic year. (eg Examinations Office informed in June 2017 for courses which students will begin studying September 2017) Examinations Office will then advise the appropriate Awarding Bodies.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed by 1st July.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external Awarding Body.

At Sixth form

It is expected that AS modules will be completed during Year 12 and A2 modules in Year 13.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in December and January.

External exams are scheduled in November, April, May and June.

September Year 7 CATS

November GCSE English resit, GCSE Maths resits

December GCSE Trial Examinations, GCSE Art Trial Examinations

January AS/A2 Trial Examinations

March Y11 GCSE English and Maths Trial Examinations

April GCE Language Orals, Music, Drama, PE Examinations

May/June GCSE, GCSE Language Orals, AS, A2

All assessments will be subject to Awarding Body availability and dates.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Heads of Subject, Heads of Faculty and the Subject Teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre accepts external entries from former candidates only.

Entry deadlines are as follows: -

Summer Examination deadlines

	Internal	Board
GCSE and GCE entry deadlines	23 January	21 February

It is recommended that Heads of Faculty should enter all candidates for examinations and withdraw, if necessary, before the entries are sent rather than enter after the deadline and incur extra costs.

Any entries which the Head of Faculty wishes to withdraw because of insufficient work / poor attendance must be done following the correct procedure. If the candidate wishes to remain as an

entrant then they will be required to provide the entry fee. These will be called unsupported entries. If a student fails to attend lessons for a continuous period of time for whatever reason subject staff should determine the reason for their absence and inform the Exams Office when making entries. Exams Office staff are not responsible for withdrawing entries if no reason is given.

Once final examination entries have been submitted to the Board, students will be committed to those examinations, and be liable for the full fee if they do not meet coursework deadlines or fail to turn up for the examination.

Any amendment/withdrawal made after the entry deadline date must be made via email to the Exams Office staff and authorised by the Deputy Head. These changes will not be accepted unless submitted via the correct procedure.

Any candidates who are entered for examinations in the Summer session, drops/changes a subject after the start of the academic year and after the Board entry deadline date (21 February), will be responsible for the full cost of the examination.

Any candidate who fails to turn up for an examination due to illness must contact the Examinations Office on the morning of the examination and produce a valid medical certificate. If no medical certificate is received the candidate will be charged for the missed examination.

If a medical certificate is received the candidate is entitled to resit the missed examination free of charge but must remember to complete a resit form and return it to the Exams Office.

Students will be given a statement of their entries from the Examinations Office. This sheet will contain data that students need to check carefully for accuracy.

Each student, on entering Year 10 is issued with a candidate number and unique candidate identifier (UCI) and unique learner number (ULN). The candidate number is four digits and will be allocated to the student for the duration of school life.

Heads of Faculty are to complete appropriate examination entry forms by date required and return them with correct course/unit/aggregation codes inserted.

4.2 Late entries

Entry deadlines are circulated to Heads of Faculty via internal post and email.

Late fees are charged for amendments/entries made after the Board deadline, however fees can be refunded by the Examination Board up to one month after the deadline date. Any fees which cannot be recouped from the Examination Board will be charged to faculties. Any entries made after the Board entry deadline date must be made by Head of Faculty, via email and will incur a late entry fees – payable by the faculty.

4.3 Retakes

Retake decisions will be made in consultation with the candidates and the Subject Teachers.

If a candidate wishes to resit a unit/s this must be done by following the correct procedure. The Examinations Office issue information and resit forms which should be completed and signed by a Subject Teacher. They must be returned to the Examinations Office with the appropriate fee by the deadline date. Candidates must seek advice about re-aggregation as once an overall grade is awarded that grade will not automatically change if a resit is taken. PLEASE SEEK ADVICE FROM THE EXAMINATIONS OFFICE REGARDING RESITS AND REAGGREGATION FOR CLARIFICATION.

All candidates are expected to pay for resits.

(See also section 5: Exam fees)

5. Exam fees

GCSE initial entry fees are paid by the centre.

AS initial entry fees are paid by the centre.

A2 initial entry fees are paid by the centre.

Late entry or amendment fees are paid by the departments, unless by the request of the parent/carer in which case this will be charged to the parent/carer.

Candidates or faculties will not be charged for changes or withdrawals made by the proper procedures or alterations arising from administrative processes, **provided these are made within the time allowed by the Awarding Bodies**. Any amendments made after this deadline will be charged to faculties or to the candidates in the case of parent/candidate request.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements. If a student is late for an examination which results in a late report being sent to the Awarding Bodies and is returned as paper not accepted the candidate will be charged for any resits.

This fees reimbursement procedure will be communicated in writing to candidates and parents/carers at the start of the academic year.

Retake fees for first and any subsequent retakes are paid by the candidates. All exam fees must be paid via Parent Pay or PayPoint, the school no longer accepts cheques or cash. (See also section 4.3: Retakes)

Candidates must pay the fee for any Enquiry about Results. (See also section 12.2: Enquiries about results [EARs])

6. Storage of Papers

Examination papers are delivered to the school reception where they are logged. The Exams Office are informed that parcels have arrived and these are either collected by exams staff or delivered by the caretakers, they are signed for upon receipt. They are immediately checked off with the delivery note and locked in the secure storage area within the Examinations Office.

7. The Equality Act, Special Needs and Access Arrangements

7.1 Equality Act

The Equality Act extends the application of the Equality Act to general qualifications. All exam centre staff must ensure that the Access Arrangements and Special Consideration regulations and guidance are consistent with the law.

7.2 Special Educational Needs

A candidate's special needs requirements are determined by the SENCO.

The SENCO will inform Exams Officer of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform Exams Officer of any special arrangements that individual candidates may be granted during the course and in the exam.

7.3 Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the Exams Officer.

Submitting completed Access Arrangement applications to the Awarding Bodies is the responsibility of the SENCO/Exams Officer.

Rooming for Access Arrangement candidates will be arranged by the Exams Officer with the SENCO.

Invigilation for Access Arrangement candidates will be organised by the Exams Officer and support for these candidates will be organised by the Exams Support Officer and SENCO.

All Access Arrangements will be dealt with by the Examinations Office and the SENCO. The Examinations Office and the SENCO will liaise with candidates and Examination Boards to ensure each candidate receives the appropriate arrangement necessary. The Examinations Office will apply for the arrangements and ensure each candidate receives this at every examination necessary. Every candidate's needs will be assessed individually by the SENCO and arrangements requested accordingly. Certain arrangements will need to be applied for with the Examination Board and others are centre delegated. Any requests for Access Arrangements are governed by Exam Board deadlines. Emergency Access Arrangements will be applied for by the Examinations Office.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for all exams.

The 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.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators' rates of pay are set by the centre administration.

In order to accommodate examinations both Dining Halls, the Sports Hall, Movement Hall, Fanshawe Hall and various classrooms are used. For smaller examinations free classrooms are used, for the December examinations the Sports Hall, Movement Hall and one dining hall will be used. For the summer examinations the Sports Hall, Movement Hall, one of the Dining Halls and various classrooms are used. The Halls are fully assembled by the caretakers and the Examination Staff to JCQ requirements and checked by the invigilator on each use. The classroom desks are checked by Examinations Staff and the invigilators post the necessary warning signs. Seating plans are created by the Examinations Staff and personal timetables are issues to all students.

Invigilation is now conducted solely by external invigilators. The Support Staff Manager and Examinations Staff are responsible for the advertising and recruitment of new invigilators, this is done in September. The rate of pay is standard support staff hourly rate of grade 5, point 14. Full training is provided in the form of group training and shadow training to ensure the invigilators feel confident before allowing them to conduct an examination alone. The examination is started and finished by the invigilator and Subject Staff are not allowed to attend the start of the examination. **Under no circumstance should they enter the exam room during the course of the exam. No papers are allowed to be removed / read from the examination room during the course of the exam, these are available from the Examinations Office 24 hours after the exam has taken place.** Examinations Staff are present at the start of each examination and record absent candidates. Contact is made with as many absent candidates as possible to request that they attend. In the case of illness they are advised to produce a valid medical certificate or in the case of lateness they are met at reception and escorted to their examination.

Any malpractice is recorded and reported by the invigilator and dealt with by Examinations Staff and the Headteacher within the strict guidelines of the Examining Body.

8.2 Exam days

The Exams Officer will book all exam rooms after liaison with the timetabling supervisor and make the question papers, other exam stationery and materials available for the invigilator.

All examinations will be started by the invigilator in accordance with JCQ guidelines.

Subject staff may be present outside the exam hall to assist with identification of candidates but must not advise on which questions are to be attempted. If subject staff wish to brief students before the start of the exam this must be scheduled in a different location before the start of the exam. Under no circumstances should subject staff enter the exam hall/room during the course of the exam.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be available/distributed to Heads of Faculty 24 hours after the exam has taken place.

All morning sessions at Dronfield Henry Fanshawe School start at 9.15 am (students should arrive at 9.00). Afternoon sessions start at 1.45 pm (students should arrive at 1.30 pm). For late arrivals Examination Board procedure will apply.

If a student is absent from an examination this will be recorded on the official attendance register and sent to the Examination Board. If there are extenuating circumstances for the absence an adult responsible for the student would be expected to contact the Examinations Office. Examination Board regulations will be applied. However, simply forgetting an examination, over-sleeping, going on holiday, having a prior engagement or misreading the examination timetable are not acceptable reasons for absence and fees will be charged for the missed examinations.

Students are expected to follow examination regulations regarding conduct inside and outside the examination rooms. Warning notices will be clearly posted inside and outside the rooms and students will have their attention drawn to these. Examination regulations are very clear and students will be made aware of what is and is not authorised material to be brought into the examination room. Mobile phones, iPods, Smart watches or MP3 players, potential technological/web enabled sources of information are **strictly forbidden** in any examination room and, therefore, should be left at home on examination days. This is an Examination Board regulation and if ignored could result in disqualification. Please note that the school does not accept responsibility for any such items brought on site at any time.

Examination candidates will be supervised by invigilators at a ratio of 1:30 or 1:20 for practical exams (Art, Science and ICT). There will be copies of instructions to invigilators in each examination box. It is the responsibility of the invigilator to ensure that the examinations are conducted according to Examination Board regulations. Any infringement or discrepancy must be reported immediately to the Examinations Staff, and a full report made. Seat numbers are allocated to candidates for examinations held in all halls/rooms. Candidates must sit in the correct seat number allocated to them to ensure that a correct seating plan can be recorded by the invigilator and absent students can be clearly identified.

Once the examination has started, students will be expected to remain in the examination room until the examination has finished. Students will **not** be allowed to leave the examination room during the examination except for very exceptional circumstances. In these cases, students must be supervised by an invigilator.

Use of specialist equipment such as drawing boards, calculators or dictionaries must follow subject specific board regulations. It is the responsibility of the Head of Subject to make sure that all students are aware of the correct equipment needed for their examination and to ensure that the equipment is either provided by the student or the Faculty. The Examinations Office holds a very limited supply of equipment which can be used in extreme emergencies. Heads of Subject should liaise with the Examinations Staff. Students will be expected to provide their own basic equipment consisting of black pen, ruler, pencil and eraser.

At the end of an examination the invigilators should collect the papers in candidate number and tier (if necessary) order and ensure that the scripts are kept secure while students are dismissed from the examination rooms. They should then either pass these directly to the Examinations Staff, or ensure the scripts are kept secure until this can happen.

All scripts will be checked against the attendance registers by the Examinations Staff, and collected by Parcel Force at the end of the day, or placed in the locked store room for collection the next day and distribution to the appropriate Examining Board. An examinations dispatch log sheet will be signed by the Parcel Force employee to confirm collection of the scripts.

9. Emergencies during an examination

9.1 Fire Alarm / Bomb Alert

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

You should stop your exam and record the time then contact the Exams Staff immediately by use of the mobile radio. The Examination Staff will try to determine the nature of the emergency and will advise you of the outcome. (You will need to keep your radio switched on during this time). For a false alarm the candidates will **not** leave the exam room. If you are informed that a real emergency situation exists you should: -

- Evacuate the exam room to the top car park
- Ensure that all question papers and scripts are left on the desks in the exam room
- Ensure that candidates are supervised as closely as possible whilst they are out of the exam room so as to ensure there is no collusion
- Note the time and duration of the interruption
- On resumption, allow the candidates the full working time prescribed for the examination
- Make a full report of the incident and of the action taken to Exams Staff.

10. Candidates, clash candidates and Special Consideration

10.1 Candidates

Candidates are carefully prepared for all examinations. Senior Leadership are responsible for appropriate briefings, Subject Teachers inform candidates of expectations and various information booklets/statements are issued by the Examinations Office. Examinations Staff are always available in case of any problems.

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. **MOBILE PHONES / IPODS / SMART WATCHES / MP3-4 PLAYERS / POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION ARE STRICTLY FORBIDDEN IN ANY EXAMINATION ROOM.**

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator must accompany them.

The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

10.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays, where appropriate/necessary.

Clashes are unavoidable as many candidates are opting for more varied subjects. These are dealt with under the strict guidelines of the Examining Body and the appropriate procedure is adhered to. Our database system gives us the information we need to identify the candidates and arrangements are made for those candidates. This involves the occasional movement of examinations to the morning or afternoon session or overnight supervision if necessary. Overnight supervision is rare but again is applied for and dealt with under the strict guidelines of the Examining Body. Students receive statements of entry which will identify any examination clashes and candidates are briefed on the procedure.

Examination notices are issued informing candidates of examination dates/times/rooms and the procedure if there are clashes. In the case of more than 6 hours (A level) or 5 ½ hours (GCSE) (including any extra time allowances) examinations in one day, the candidate will be given the choice of sitting all the examinations in one day or moving some to the following day which obviously includes overnight supervision.

10.3 Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the Exam Invigilator, to that effect.

Any Special Consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed Special Consideration form to the relevant Awarding Body within seven days of the exam.

Special consideration can be requested by staff, parents or candidates. This can be requested for a various number of reasons and Examinations Staff submit the necessary online forms using medical evidence if required.

11. Coursework and Policy for Appeals against Internal Assessments/Controlled Assessments/Enquiries About Results

11.1 Coursework/Controlled Assessment

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Faculty will ensure all coursework/controlled assessments are ready for despatch at the correct time and the Exams Officer via reception will keep a record of what has been sent when and to whom.

Marks for all internally assessed work should be entered online by the Subject Teachers, Heads of Subject and the Heads of Faculty.

The Examinations Office will ensure coursework/controlled assessment marks which need entering online are submitted by the appropriate date, a copy should be printed off by the Heads of Subject. All Subject Teachers/Heads of Faculty are responsible for packaging and sending off their own coursework/controlled assessments. If a yellow 'Parcelforce' label is attached these must be posted via the Examinations Office and not left in reception. On posting of coursework/controlled assessment the 'posting of assessment log, kept on reception, will be completed by the member of staff submitting the coursework/controlled assessment. Sample coursework/controlled assessment requests will be distributed accordingly.

All coursework/controlled assessment will be stored in a lockable cabinet and then placed in a locked room for the duration of preparation by the candidates.

11.2 Appeals against internal assessments

Often a candidate does not agree with the coursework/controlled assessment marks awarded by the teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the Exams Officer, who will carry out the correct procedure, it is expected this will only be used on exceptional circumstances.

Dronfield Henry Fanshawe School is committed to ensuring that whenever their staff assesses' students' work for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Dronfield Henry Fanshawe School is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by Dronfield Henry Fanshawe for moderation by the Awarding Body.

The procedure is available in the Exams Office policy.

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series.
- Appeals should be made in writing by the candidate's parent/carer to the Exams Officer, who will investigate the appeal with the Exams Support Officer and Assistant Headteacher.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the Awarding Body and the examinations Code of Practice of the JCQ.
- The candidate will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

After work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Dronfield Henry Fanshawe School and is not covered by this procedure. If you have concerns about it, please ask the Exams Officer for a copy of the appeals procedure of the relevant Awarding Body.

The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 April for the summer exams, to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements. This deadline may be extended on exceptional circumstances
- the Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for Awarding Body inspection.

Enquiries About Results (EAR's)

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

12. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

12.1 Results

Candidates will receive individual results slips on results days in person at the centre or if not collected by 1st class post to their home addresses the following day.

Arrangements for the school to be open on results days are made by the Exams Officer / Head of Centre.

The provision of staff on results days is the responsibility of the Exams Officer / Head of Centre.

The centre aggregates at the end of Year 11, Year 12 for AS grades, and at the end of Year 13 for A2 grades.

Results are downloaded from the Examination Boards the day before the release date and incorporated into our database system. Senior Management, Progress Leaders, Subject Teachers are informed of the results on the morning of the release date and all assist in the distribution of the results. Results analysis is completed on the day of release mainly by Examinations Staff, Data Manager and Senior Management and reported to the various bodies along with press releases. Results are distributed in school at 7/9am on the morning of release by the Exams Team. They can be posted if candidates are unable to collect them on the day.

Students will be informed of the date in August when they may come into school and collect their results. Students who cannot do this must inform exams staff and they will be posted out. If a student wishes to have their results posted to another address other than their permanent address they must provide a stamped addressed envelope. **UNDER NO CIRCUMSTANCES WILL RESULTS BE GIVEN OUT OVER THE PHONE OR VIA EMAIL. IF PARENTS WISH TO COLLECT RESULTS ENVELOPES THEY MUST PROVIDE A LETTER OF PERMISSION FROM THE CANDIDATE, PROOF OF IDENTIFICATION AND PROVIDE A SIGNATURE FOR THE RESULTS.**

12.2 Enquiries About Results

Enquiries About Results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. All EAR's will be paid by the student unless authorised by Progress Leaders.

Subject Staff and candidates can request these services but review of marking/clerical check/access to scripts do require the permission and a signature from candidates. Candidates should complete the necessary forms, available from the Examinations Office and make the required payment before requests can be made. Enquiries about results are made online and are dealt with by Examinations Staff.

Should the student need to appeal against an EAR decision this must be done by following the correct procedure. See Examinations Staff for guidance.

(See section 5: Exam fees)

12.3 Access to Scripts

After the release of results, candidates may request the return of papers by the deadline, to be analysed by candidates and Subject Staff.

Candidates should complete the necessary forms, available from the Examinations Office and make the required payment before requests can be made. Enquiries about results are made online and are dealt with by Examinations Staff.

If a result is queried, the candidate can ask the Exams Officer to request a review of marking at the candidate's expense.

Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained.

AS/A2, GCSE reviews cannot be applied for once an original script has been returned.

13. Certificates

Certificates are issued around late September/October and will be distributed at the Celebration of Achievement evening, these are **NOT** posted. Notices are posted on our website and to Sixth Form students to inform of availability. Year 11 certificates are distributed at the Record of Achievement evening held in October, Year 12 certificates are distributed via the Sixth Form Study Supervisor and Year 13 certificates are distributed at a presentation evening held in December. The Examinations Office holds certificates for a maximum of one year, after which they are destroyed. Certificates are stored in our secure storage area. Requests for old certificates should be made by the student via the Awarding Bodies and will incur a hefty charge per certificate.

Policy Links

[Examinations Mobile Phone/Smart Watch Policy](#)

[Examinations Malpractice Policy](#)

[Examinations Resit Payment Policy](#)

[Examinations Management of Controlled Assessments in GCSE Policy](#)

[Examinations Risk Management Process for Controlled Assessments](#)

[Examinations Emergency Fire Procedure](#)

[Examinations Appeals Against Internal Assessments – Controlled Assessments](#)

[Examinations Contingency Plan](#)

[Examinations Coursework Posting Procedure](#)

[Examinations Disability Policy](#)

[Non-Examination Assessment Policy](#)