Doucecroft School Services

Examinations Policy

Last Reviewed by: Hayley Fraser

Date: January 2019

Next Review date: January 2020
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1. **Doucecroft School Services**

   **Ethos:**
   We welcome individuality and provide a safe and positive learning environment, to enable our students to thrive and meet their full potential preparing them for their future.

   **Our Mission:**
   At Doucecroft School Services our mission is that our students are/have:
   - Developing – Independence and life skills
   - Opportunity – to experience and learn new things
   - Understanding – to be understood and valued as an individual
   - Creativity – to express myself as an individual
   - Encouraged – to try new things and realise my potential
   - Confidence – to achieve and develop my self esteem
   - Respect – to feel accepted and accept others
   - Openness – to share experience and feelings with others
   - Fairness – to be recognised for achievement
   - Tolerance – accept that everybody is different

1. **Aims**
   The purpose of this document is
   - To provide an overview of the examinations used within the Doucecroft School services.
   - To ensure the planning and management of exams is conducted efficiently and in the best interest of the candidates.
   - To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
   - To ensure the students have access to appropriate levelled examinations as a tool to increase student self-esteem and to ensure their achievements are recognised.
   - To ensure that all students are assessed both in their academic abilities and areas linked to their autism to ensure they receive a curriculum that is both appropriate and challenging.
   - To enable all students to develop a sense of pride in their achievements.

2. **Examination Responsibilities**
   It is the responsibility of everyone involved in the centre’s exams processes to read, understand and implement this policy.

   **2.1 Head Teacher**
   - Has overall responsibility for the school as an Examinations centre.
   - Advises on appeals and re-marks.
   - Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments.*

   **2.2 Examinations officer – Head of Further Education**
   - Manage the administration of public and internal exams and supply data for the analysis of Examinations results.
   - Advise the Senior Management Team, class teachers and other relevant support
staff on annual Examinations timetables and application procedures as set by the various Examinations boards.

- Communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates and their parents are informed of and understand those aspects of the Examinations timetable that will affect them.
- Consult with teaching staff to ensure that necessary paperwork and controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements and makes applications for special consideration using the JCQ documents Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations.
- Identify and manages Examinations timetable clashes.
- Account for income and expenditure relating to all Examinations costs/charges.
- Organise the training and monitoring of the Examination invigilators responsible for the conduct of Examinations.
- Submit candidates' internal assessment/coursework, marks and any other material by the appropriate awarding bodies correctly and on schedule.

- Arrange rooming for Examinations and ensure an appropriate Examinations environment.
- Arrange the dissemination of Examinations results and certificates to candidates and forward any appeals/ re-mark requests, in consultation with the SMT.
- Report any suspicious incidents, actual malpractice or errors with the administration of exams to the Head Teacher immediately.

2.3 Head of Further Education & Assistant Head responsible for Teaching & Learning

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4/ post – 16 within Doucecroft School
- Gaining approval of courses prior to them being offered to students within Doucecroft School

2.4 Teachers

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Provision of information to the Examinations Officer relating to all the courses to be offered by their areas prior to the start of the school year.
- Accurate completion of coursework marks and declaration sheets supported by the Examinations Officer where necessary.
- Accurate completion of entry and all other mark information and adherence to deadlines as set by the Examinations Officer.
- Submission of candidates’ names to Examinations Officer.
- Identification and testing of candidates’ requirement for access arrangements.

2.5 Invigilators

- Attend training as required by the Examinations officer.
- Collection of exam papers and other material from the examinations officer before the start of the exam.
• Administration of the examinations session, under the guidance of the examinations officer.
• Collection of all Examinations papers in the correct order at the end of the Examinations and their return to the examinations officer.
• Report any suspicious incidents, actual malpractice or errors with the administration of exams to the Examinations Officer immediately.

2.6 Candidates
• Conform to the regulations of the JCQ with particular respect to honesty and conduct.
• Confirm that the details of their entries are correct.

3. Statutory Tests and Qualifications Offered
The statutory tests and qualifications offered within Doucecroft School services are decided by the senior management team, currently they are ASDAN, OCR and AQA.

At Key stage 4 & 5
All students will be entitled to be entered for a qualification or Award with an external awarding body for any course that they have completed.

4. Examination Seasons
External examinations are scheduled in November, January and June. The dates are set by the examination boards. The students participating in Portfolio Based work do not have set dates for their exams, the Examinations Officer and Teacher organise these dates. The school also accesses online testing, which can be applied for at any time throughout the academic year.

5. Entries, Late Entries and Retakes
5.1 Entries
• Candidates are selected for their examinations entries by class teachers and the Examinations Officer.

5.2 Late entries
• Entry deadlines are circulated at Teachers’ Meeting by the Examinations Officer.
• Late entries are authorised by the Examinations Officer.

5.3 Retakes
• Retake decisions will be made by the Examinations Officer, in consultation with the candidate and class teacher.

6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

DDA
The Disability Discrimination Act 2005 extends the application of the DD to general qualifications. All examinations centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.1 Special Needs
• All students that attend the Doucecroft School Services have an Education Health and Care Plan. The class teacher will inform the Examinations Officer if any student requires special arrangements.
6.2 **Access Arrangements**
- Making special arrangements for candidates to take Examinations is the responsibility of the Examinations Officer.
- Rooming for access arrangement candidates will be arranged by the Examinations Officer.
- Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.

7. **Managing Invigilators and Exam Days**

7.1 **Managing Invigilators**
- Internal invigilators will be used for Examinations supervision. The training of the invigilators is the responsibility of the Examinations Officer.

7.2 **Examination Days**
- The Examinations Officer will book the Examinations room, make the question papers, other Examination stationary and materials available for the invigilator.
- The Teacher or the invigilator is responsible for setting up the allocated rooms.
- The Examinations Officer will complete the examinations register.
- The invigilator or Teacher will supervise the students using the toilet.

8. **Exam Evacuation Procedure**
Should the Fire Alarm go off during an examination the students will be asked to put their pens down and evacuate the building. They will be guided to the fire assembly point. Procedures will be carried out in accordance with JCQ guidelines.

9. **Candidate and Special Consideration**

9.1 **Candidates**
- The candidates published rules on behaviour and candidates use of mobile phones and all electronic devices apply at all times.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the Examinations room for a genuine purpose requiring an immediate return the Examinations room, in which case an invigilator must accompany them.

9.2 **Special Consideration**
- Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the Examinations itself, it is the candidate's responsibility to alert the Examinations Officer, or the Examinations invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the Examinations, for example a letter from the candidate’s doctor.
- The Examinations officer will then forward a completed special consideration form to the relevant awarding body within seven days of the Examinations.

10. **Internal Assessments and Coursework**
Teachers must make provision for the safe storage and marking of the coursework. The Examinations Officer and teacher is responsible for the internal moderation of coursework. The Examinations Officer will ensure all coursework samples are ready for dispatch at the correct time.
11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

11.1 Results
- Candidates will receive individual results slips at the earliest possible time during the school term following results being published. This will enable staff to support students with ASD understanding their results.

11.2 Enquiries about results (EARs)
- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- The enquiry will be processed by the Examinations Officer.

11.3 Access to Scripts (ATS)
- The return of scripts after the release of results can be requested by centre staff or candidates.

12. The request will be processed by the Examinations Officer.

13. Certificates

Certificates will be presented to candidates at internally organised awards ceremonies. The needs of students with ASD must always be taken into account when organising these ceremonies as many may have great difficulty with the process. If this is the case certificates will be given to those students quietly and by staff who are familiar with them. Copies of certificates will be kept by the school until the student leaves.