



## **Conduct and Administration of Examinations Policy**

Policy Code:	TL9
Policy Start Date:	December 2016
Policy Review Date:	December 2019

Please read this policy in conjunction with the policies listed below:

- TL2 Appeals Policy (Examination and Qualification Grades)
- VO10 BTEC Procedures Policy



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**1. Introduction to Public Examinations**

- 1.1** Each academy within The Priory Federation of Academies Trust operates as a separate centre for examinations purposes and administration.
- 1.2** There is an expectation that all students who have completed a course in any Ofqual-approved qualification will be entered for the external examination, including coursework, internal assessment or controlled assessment requirements.
- 1.3** Where teachers have expressed serious concerns about a student's suitability and ability in a subject and examination, they must raise them in good time with the Head of Year/Year Director as appropriate and the Subject Leader). *Any concerns must have been shared with parents/carers in good time. This is the responsibility of the Subject Leader.* If not resolved by this team and agreed with the parent and student, the issue should be referred to the academy head for resolution.
- 1.4** The Chief Executive will make the final decision on individual entries only where a concern has been raised with the headteacher in the relevant academy and not resolved in the academy.
- 1.5** If students are withdrawn from examinations after entry deadlines and costs are incurred, these costs may be passed on to the Department or to the student (e.g. if a student fails to complete coursework despite repeated help from department). Any students entered early for an examination will be as fully prepared for the examination as other students taking the examination at the usual time, so there may also be a charge for late withdrawals.
- 1.6** *The academy / departments concerned must have provided ample advice and opportunity for a student in difficulties to make up any lost ground. Clear deadlines and targets must have been set.*
- 1.7** Where a student is entered for an examination, but subsequently leaves the academy, or is withdrawn after discussion with the subject teacher/subject leader and the Head of Year/Year Director, it is the responsibility of the subject leader to inform the Examinations Officer of the withdrawal. Failure to do this may incur the cost of the entry fee, to be charged to the departmental budget.



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- 1.8** The Examinations Officer will publish a schedule of the year's key dates and deadlines by the end of September in the relevant academic year and meet subject leaders to explain the entry process and the published deadlines.
- 2. GCSE & GCE**
- 2.1** Late fees are payable if the examination board's deadlines are not met. These may be charged to the relevant departments. Information regarding individual students' (syllabus code, option code, tier level etc.) must be made available to the Examinations Officer using the correct pro-forma at least two weeks before the examination boards' deadlines for the relevant examination season, as notified by the Examinations Officer in the schedule of key dates published in September.
- 2.2** The printout of entries must be signed as correct and returned to the Examinations Officer, a copy being kept for departmental records.
- 2.3** Medium level assessments will be supported by the Examinations Office and suitable supervision arrangements made if requested by Heads of Subject.
- 2.4** High level controlled assessments for GCSE will be conducted by the Examinations Office in appropriately supervised conditions. Heads of Subject should inform the Examinations Office before the end of September of the likely requirements for the full academic year ahead. The Deputy Head (Curriculum) will publish a whole-year plan for every department's controlled assessment programme, as required by the Joint Council for Qualifications (JCQ) Regulations and Ofqual. This is subject to unannounced inspection by JCQ.
- 2.5** It is the subject leader's responsibility to ask the Examinations Officer to claim an award (Cash-in) for all students at the end of an AS course, whether or not they are continuing their subject to A-level. This also applies to any student who leaves the sixth form after completing the AS qualification. All AS grades should be cashed in in February and, if done so out of these times, a fee will be incurred, which may be passed onto the department if they have not notified the examinations team at the correct time.



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### **3. BTEC and OCR National Diploma Registration**

3.1.1 BTEC registration is normally done via Electronic Data Interchange (EDI) by the Examinations Office before the end of October for the following summer. Data is supplied by the responsible Head of Subject and printouts checked and signed as for GCSE above. Late fees may be payable if the examination boards' deadlines are not met. These may be charged to the relevant departments.

3.2 OCR National Diploma registrations can be completed via EDI at any time, but for purposes of clarity, the Examinations Office should be informed of these by the end of November.

3.3 All registrations are entered by the Examinations Office.

### **4. External Candidates**

4.1 The Academies accept entries from external candidates at the discretion of the Examinations Officer. Applicants are charged an administration fee, supply personal details for our records and pay all the relevant Exam Board charges. The Examinations Officer may decline to accept external entries where these necessitate an unreasonable workload for the Examinations Office or for teachers or for any reason which might in any way compromise Federation policies relating to appearance or other matters.

### **5. Estimated Grade Sheets and Examination papers**

5.1 Estimated grade sheets, where applicable, should be returned promptly to the Examinations Office by the notified date and copies kept by the department.

5.2 There are 3 copies of Coursework grade sheets: one sent to the moderator, one to the Exam Board and one copy retained in the department, or completed directly onto the Exam Board website secure data upload systems where applicable

5.3 When subject leaders are informed by the Examinations Office that examination papers have arrived, they must check and sign that they are correct and that enough papers have arrived; this is usually done at least a fortnight before the examination is due to take place.



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**6. Examinations Information**

- 6.1** Students will be informed of their examination entries by a printout of their personal subject entry list and by copies of their personal timetables, which will be circulated as soon as available, but not less than two weeks before the date of the examination.
- 6.2** Seating plans will be published on Sharepoint at least two weeks before the examination, and copies provided in the various display sites around the academies the day before the examination. The relevant Head of Year/Year Director and form tutors will receive all this information for form tutors to discuss with students, usually a week before the date of the examination.
- 6.3** At the beginning of every examination, the subject leader or a representative should be present to check attendance with an up-to-date list of entries, and to carry out any administrative checks regarding the paper requested by the Examinations Officer.
- 6.4** Except for the administrative checks required above, no teacher is admitted to any Examinations Hall or room. No teacher may have access to the paper until the day after the examination. Any teacher arriving unannounced in the Examinations Hall without authority to carry out the administrative checks may be required to stay until the end of the examination.
- 6.5** All invigilation is carried out by appointed invigilators under the direction of the Examinations Officer.

**7. Invigilators**

- 7.1** Invigilators are paid an hourly rate calculated to the nearest half hour after they finish work, based on the required time for each examination. They are expected to arrive one hour before the starting time for the examination session and carry out any duties directed by the Examinations Officer. They will receive a detailed briefing before every exam session.
- 7.2** Invigilators have all the powers of the Exams Officer, including necessary supervision and direction of students in and around the examination halls and rooms, under the responsibilities delegated to them.



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- 7.3** Invigilators must keep records of all matters relating to the administration and conduct of the examinations. Any of these records may be inspected by JCQ Examinations Inspectors.
- 7.4** Invigilators receive annual training updates of JCQ and Exam Board requirements and instruction in the standards required by The Priory Federation. It is a condition of employment that all attend at least one training session a year.
- 8. Inspection of Arrangements**
- 8.1** JCQ Inspectors may arrive without notice to inspect and report on all arrangements connected with the administration of examinations, including security and the identities of people authorised to be in the examination room. Their report is passed to all the examination boards and is available for Ofsted.
- 8.2** Facilities for the secure storage of all examination materials and papers in the separate centres will be used; these have been regularly inspected by JCQ and been assessed as Excellent. Teachers may not access these facilities.
- 9. Publication of Results**
- 9.1** Results are available electronically in each academy for the use only of the Senior Leadership teams on the day before publication of results to students. The results will be downloaded by the Examinations Officer through EDI and other methods approved by JCQ.
- 9.2** Results will be published within each academy according to the plans published by the Examinations Officer in consultation with the SLT in each academy.
- 9.3** Teachers may not access the results until the morning of Publication Day.
- 9.4** Students may have no access to results until the official publication time appointed by the examination boards.
- 9.5** Enquiries about Results (EAR) services are available to students and staff immediately on publication of results. Any query or uncertainty about the veracity or reliability of marking should immediately be passed to the



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Examinations Officer, who will provide any necessary support to resolve the uncertainty and explain any procedures that may need to be followed.

- 9.6** The data in the computer systems of the four academies relating to historical entries and results may be shared with any member of staff having a legitimate interest in students' results.
- 9.7** Academies are able, by arrangement, to email out results to students in years 11 and 13 or those Boarding students who do not live in the UK. This is to assist those year 13 students who will not be in the country on results day and who need grades for university places; and those year 11 students who will not be in the country on results day and who may need their GCSE grades for College places. These emails will only go to a school email address and only once correct authorisation has been given by the student concerned.
- 10. Re-marks (Service 2 – individual script - and Service 3 – re-assessment of coursework) and paper returns**
- 10.1** Departments requiring re-marks or the return of papers must clear this first with the Curriculum SLT member in each academy. Fees for these services are high and may be charged to departmental budgets.
- 10.2** Students or parents who request any of the EAR services must pay for them in advance. Remarking fees are refundable if grades go up.
- 10.3** All Service 2 enquiries require students to sign a consent form.
- 10.4** If departments require papers to be returned for their own use they will be charged. If these papers are to be used as teaching examples, written permission must first be obtained from the student whose paper is asked for. The Examinations Office has the necessary permission forms. All names should be removed before these materials are used in teaching.
- 10.5** EAR services will be processed in the academies by the Examinations Officer following JCQ procedures.
- 11. Internal Examinations**
- 11.1** The Examinations Office is able to run mock GCSE, GCE and other internal examinations, where invigilation and examination conditions are identical to



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the arrangements for public examinations. The Examinations Officer can offer this service by arrangement with Heads of Department / Subject Leaders.

**12. Other external examinations and tests.**

**12.1** ECDL, University Admissions Tests and other Awarding Bodies and other tests are organised by the Examinations Office. Other external tests may be arranged with Examination Office support. All will be run according to the regulations set down by the awarding board or Institution.

**12.2** Where departments are running internal tests, they may arrange support from the Exams Office if available.

**13. APPEALS ABOUT INTERNAL ASSESSMENT DECISIONS**

**13.1** Sometimes a candidate for an external qualification does not agree with the coursework or internal assessment marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned, the candidate should follow the Appeals Policy TL2, which lays out the procedure to follow.

**14. EVACUATION OF AN EXAMINATIONS HALL DURING AN EMERGENCY**

**14.1** The Fire and Emergency Evacuation policies in each Academy contain details of particular arrangements for evacuation in case of emergency.

**14.2** The security of the examination and the maintenance of JCQ regulations relating to the examination are paramount considerations after the physical safety of students and staff.

**14.3** Evacuation will be to a separate designated area close to the Examinations Hall.

**14.4** Examination room regulations apply throughout any evacuation; teachers and other staff may not speak to candidates except about matters of health and safety.

**14.5** Candidates will return to the Examinations Hall after the evacuation when given permission by the appropriate emergency authorities and complete their examination.





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**14.6** All the circumstances of the evacuation will be reported to the relevant UABs.

**14.7** Special Consideration will be applied for all candidates involved in any evacuation.

**15. Policy amendment**

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



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## **The Priory Federation of Academies Trust Policy for the Conduct and Administration of Examinations**

This Policy has been approved by the Priory Federation of Academies Trust's Education and Standards Committee:

Signed: ..... Name: ..... Date: .....

Vice Chair of the Committee

Signed: ..... Name: ..... Date: .....

Chief Executive Officer

Signed: ..... Name: ..... Date: .....

Federation Services Manager

Please note that a signed copy of this agreement is available via Human Resources.