



QUEEN ELIZABETH'S SCHOOL (WIMBORNE MINSTER)

Examinations Policy

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Review Cycle	Annual
Policy prepared by	Mrs K Boyes, Head of School
Committee responsible	Learning and Achievement
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Next Review	Under Review

EXAMINATION ENTRIES

POLICY

All students who have completed a course of study will be entered for appropriate external assessment.

The school may withdraw students from examinations if they are judged not to have completed the course of study, for example by failing to attend lessons or complete coursework, or if their behaviour jeopardises the examinations of other candidates.

Decisions on withdrawals will be made by the appropriate House Office after consultation with student, parents and Faculty. This applies to all year groups, including the sixth form.

The school makes examination entries, not students or parents. Teaching staff will take responsibility for all entries, including re-sits and changes of tier made at the request of parents. All results will be included in departmental statistics. Students must not be withdrawn from examinations simply to improve such analysis for a particular department or Faculty.

The school will pay for examination entries for internal candidates. Students on roll will not be entered as private candidates.

The school will make examination entries before the deadlines set by the awarding bodies. Late entries will only be made in the most exceptional circumstances and the cost (entry fee and penalty fee) will be borne by the Faculties concerned or the candidate if it is at their request.

The school accepts ex-students as external candidates. Charges will apply.

PROCEDURES

Estimated Entries

At the beginning of the autumn term the examinations manager will circulate a checklist to Faculties asking for confirmation of the exam specifications in use during the year.

Faculty Heads should use this to indicate the approximate number of students to be entered for each subject in the coming year, as well as any changes in specification and/or awarding body.

If a specification change or a new examination subject is introduced during the school year, the examinations manager should be informed immediately.

It is vital that the examinations manager is kept informed about specification changes. If this is not done, preliminary material may not be received from the awarding bodies and ultimately entries may not be made.

Final Examination Entries

Approximately four weeks before the awarding body entry deadline, the examinations manager will make entry lists available to Faculties as SIMS mark sheets. These should be completed by the internal deadline supplied by the examinations manager.

After the internal deadline the entry mark sheets will be made read-only. They should be checked by the relevant staff and the examinations manager should be informed before the awarding body entry deadline of any changes needed.

Coursework

Entries must be made for GCE and modular GCSE coursework units, even though there is no examination involved.

Certification Entries

The school does not make AS certification entries at the end of Year 12 for students who are continuing their studies in Year 13.

Certification entries will be made at the end of Year 13 for all students who are eligible for qualifications.

Re-sit Entries

In principle, no re-sit entries will be made for GCSE subjects. However all year 12 students who did not achieve a 4 or above in Maths and English will be entered to re-sit and will be expected to attend classes.

Re-sit entries may be made for GCE subjects at the discretion of the Faculty concerned. They should be submitted to the exams office at the same time as first time entries. Requests for re-sit entries from students are accepted but charges will apply.

Learning Agreements

When a Faculty makes a re-sit entry it should negotiate a Learning Agreement with the student concerned to ensure that he/she is in receipt of sufficient support and is prepared to undertake the study necessary to improve his/her mark in the examination.

Late Entries

Faculties making entries after the awarding body deadline, for which doubled and tripled penalty fees are payable, must obtain the approval of the SLT line manager for exams. Fees and penalty fees must be paid by the Faculties concerned.

Late requests for re-sits will not be accepted.

“Pirate Entries”

This is a term coined by the awarding bodies to describe entries made on the day of the exam. Such entries will not be made without the approval of the SLT line manager for exams. The penalty fees are substantial and must be paid by the Faculties concerned.

Late Changes

At GCSE the awarding bodies will accept tier changes in linear specifications for a limited time after the entry deadline without extra charge. Very late amendments, however, attract a penalty fee. If this is the case, the changes must be approved by the SLT line manager for exams and the penalty fees must be paid by the Faculties concerned.

Dis-applied Students and withdrawal from exam entries

Agreement for dis-application and exam withdrawals should be approved by Sally B Dean (Assistant Headteacher), after discussion and agreement with the student, staff and parents.

“Private Entries”

It is not possible for a student who is still on roll and studying the course to be entered for exams as a private candidate. Staff should not suggest to students that they may be entered for an examination if they pay for the entry themselves.

Statements of Entry

The examinations manager will issue statements of entry to students as soon as they are received from the awarding bodies. These will show the dates of examinations but not the specific times and seats, as these may change during the rooming process.

RESPONSIBILITIES

Teaching staff are responsible for supplying and checking all examination entries (including re-sit entries and certification entries).

The examinations manager is responsible for collecting examination entries and other submissions from faculties and communicating them to the awarding bodies accurately and in line with the appropriate deadlines.

The examinations manager is responsible for keeping faculties and students informed about deadlines and about the entries which have been made on their behalf.

Students are responsible for checking their own entries and personal details and alerting the examinations manager to any errors or changes.

PROCEDURES ON THE DAY OF EXAMINATION

In order to ensure a consistent approach, school colleagues are asked to follow the procedures laid out below.

The main part of this section refers to external examinations, but internal exams should normally follow similar guidelines. *Paragraphs in italics cover areas where procedures for internal examinations may differ.*

GENERAL

Exams/Lessons

- When students on study leave are not in exams they should either go home or revise in the LRC/designated classrooms. Other students should go to their normal lessons. No students should be wandering around the site.
- Students are expected to remain silent throughout the time they spend in the exam room, whether or not an exam is actually in progress. This includes entry and exit from the exam room

Exam Signs

These will be put up inside and outside exam rooms by exams office staff and in accordance with the JCQ regulations

Student ID Cards

Students must bring the ID badges provided by the school and placed on the front corner of the desk, to assist invigilators in checking attendance.

Publication of Seating Arrangements

- Every student will be given a personal timetable containing room and seat details.
- Seating plans will be posted daily on the Exams notice board (A Building, Ground Floor).
- A seating plan will be available in each exam room (with invigilator).
- A timetable for the whole season will be issued to all staff.

Invigilation

A team of external invigilators has been recruited to supervise all external examination rooms. Teaching staff may occasionally be asked to supervise students for some mock examinations when the examination takes place at a time when they would have been timetabled to teach these students.

Invigilators will supervise students after they enter examination rooms, directing them to their seats, answering exam process related questions and issuing instructions about bags and equipment. They will make any announcements that are required. They will not be responsible for student discipline before and after examinations.

SLT will manage student behaviour outside of the exam rooms/halls. A timetable of SLT support will be in place and provided to the exams manager.

Invigilators must make reception aware of any student disrupting the exam or in need of support. Reception will immediately request SOR.

SETTING UP EXAMS

Invigilators will be given advance timetables allocating them to particular exam rooms. They should gather outside the Exams cupboard half an hour before the start of each session. Lead invigilators with large venues to set up, should be in school an hour before the beginning of the exam.

- Morning exams officially start at 9.00am
- Afternoon exams officially start at 1.30pm, but times may vary. If possible they are scheduled so that they finish at 3pm, 15 minutes before buses leave.
- Students frequently sit two or more papers in succession. In such cases they remain under exam conditions throughout and may not leave the exam room un-accompanied between papers.

Where a venue demands more than one invigilator, one will be designated lead invigilator on the advance timetable. He/she will be responsible for co-ordinating the work of the team and for making any announcements required.

Papers and other materials will be laid out in the exams storage space. Papers and answer booklets for external exams are stored in the exams cupboard. The examinations manager will sort them and provide appropriate numbers for each exam room.

For internal examinations, Faculties will provide the examinations manager with a master copy of each question paper by the deadline set by exams. The exams office will arrange copying and storage.

Invigilators should take question and answer papers and all other materials directly to the exam rooms assigned to them. **Under no circumstances should exam papers in invigilators' care ever be left unsupervised.**

- In large venues (the Hall and Sports Hall) packs of exam papers should be opened and question papers and answer booklets laid out on desks before students are admitted to the exam room.
- In classrooms answer booklets and other materials may be laid out on desks, but packets of exam papers should not be opened until after students have been seated.
- Students should line up outside exam rooms 15 minutes early and wait until given permission to enter by the invigilator.
- If in the **Hall** students will line up along the outside of the hall in front of the school in silence. If the weather is too wet they will gather in the Foyer in silence.
- If in the **Sports Hall** students will line up in the quadrangle outside the PE Office.
- Supervision outside exam rooms will be arranged by the appropriate House Office/SLT.

CONDUCT OF EXAMINATIONS

The Start of the Exam

An invigilator should be at the door of the exam room in order to ensure correct entry. Students are sometimes asked to enter a row at a time. An exam is deemed to be in progress from the time the candidates enter until the scripts have been collected and the students have left the room.

Invigilators Must...

- Ensure that students have not taken bags into examination rooms.
- Ensure that students do not have mobile telephones, iPods or MP4 players, wrist watches, or any other Smart or personal device with them in the examination room.
- Ensure that students are sitting in the correct seats. There will be a seating plan with every set of papers.

The Lead Invigilator Should...

- Write the Centre Number **55247**, the date and the start and finish times of each exam on the board.

- Check that a clock is visible to all candidates, showing the correct time and a second hand or counter
- Instruct students to place their ID cards on the front corners of their desks, so that they can be identified by invigilators.
- Read appropriate parts of the suggested wording for the Invigilator's announcement given in the **JCQ Instructions for the Conduct of Examinations**.
- Draw students' attention to check they are sitting the correct exam subject and tier and the instructions on the front of the question paper. Also issue any other notices issued by the examiners including any erratum.
- Instruct students to write their names on the front of the answer papers.
- Tell students that they can start writing.

Announcements by Teachers

Teachers may not enter exam rooms or make announcements to candidates at the beginning of an examination.

Faculties may provide invigilators with announcements to be read to candidates. Such announcements may not refer to any part of the exam paper other than the instructions on the front page. Invigilators are permitted to remind candidates which set books or options they have studied, but they may not tell candidates which questions to answer.

Teachers may not look at question papers until one hour after the official start time of the examination (i.e. 10.00am for morning exams and 2.30pm for afternoon exams). This is under the supervision of the exams manager if they are available.

Teachers may not remove question papers from exam rooms. Unused copies will normally be distributed to Faculties within 24 hours.

During the Exam

Invigilators should give students their full attention throughout the exam. They should not take work or reading matter or refreshments into the exam room.

Invigilators are not permitted to give candidates any advice whatsoever about exam questions, even if they ask for it. If an invigilator or a teacher believes there is an error in a question paper this should be reported to the examinations manager immediately. Under no circumstances should any announcement be made to candidates sitting the exam, unless the awarding body has issued an erratum notice.

- Invigilators should sign in at reception, giving their times of arrival and departure.
- Invigilators should check attendance under the direction of the lead invigilator, marking absentees and late arrivals clearly on the seating plan. Bear in mind that it may be necessary to refer to the seating plan months after the exam – any markings should be clear and unambiguous.
- Where there is an awarding body attendance list this should then be completed accurately from the seating plan. Do not mark students as absent if they do not appear on the seating plan – they may be in another room. Where an exam is spread over several rooms, the attendance list will normally be in the largest room.
- Invigilators should “work the room” keeping an eye on students and ensuring appropriate behaviour.
- Invigilators must complete the monitoring forms provided with the detail requested by the exams manager. This includes feedback on student usage of exam arrangements.

At the End of the Exam

- At the end of the exam candidates should be told to stop writing.
- The lead invigilator should remind students to write their names and exam numbers on the front of the answer paper.

Collection of Scripts

- Answer papers must be collected before students leave the exam room.
- Answer papers should be collected in exam number order, or sorted after collection if this is not practical. In external exams students are usually seated “snake-wise” - that is, from front to back of row A, from back to front of row B, from front to back of row C etc.
- Students using a laptop must save their work to a USB stick provided and remain in exam conditions until this paper is printed and each page signed by the student. This will be under the direction of the invigilator.
- For internal exams students must add their subject teacher’s name

The End of the Exam

- Students should sit in silence and wait for dismissal.

- In large venues students should leave row by row, in silence, when told to by the lead invigilator.
- Where examinations continue after 3.15pm candidates who normally travel by school bus are responsible for making their own travel arrangements.

Return of Scripts

- Scripts should be returned to the exams storage space, A Building, 3rd Floor.

EVENTUALITIES

Late Arrivals

- Students who arrive up to 30 minutes late should be admitted to the exam room without disturbing other candidates. They should report to the exams manager in the first instance. The candidate should be allowed the full time for the examination. No late arrivals are admitted to exams involving audio or video playback.
- Students who arrive more than 30 minutes late should be sent to the examinations manager who will contact the exam board for approval to allow the candidate to start late. Full time may not be allowed.
- *All students arriving late for internal exams should be sent to the Exams Office.*

Missing Equipment

- Students are responsible for providing their own pens, pencils, drawing equipment, calculators etc. The Exams office does hold a small amount of spare equipment that will be made available to students if necessary.
- Under no circumstances should students be allowed to share equipment.

Leaving the Exam Room Temporarily

- Students who leave the exam room to go to the toilet or the medical room must be accompanied by an invigilator and must not speak to anyone, either in person or on the phone, while they are outside the exam room. They will be allowed extra time to make up for their absence if it is an authorised rest break but not if it is a bathroom break.

Leaving the Exam Room Early

- No candidate may leave the exam room until one hour after the official start time of the exam. **Note that QE starts some afternoon exams earlier than**

the official start time, which is 1.30pm. In such cases the earliest a candidate may leave is 2.30pm.

- No candidate may be readmitted to the exam room once he/she has left.
- During internal examinations all students must remain in the exam room until all scheduled exams have been completed.
- The senior invigilator should make an announcement at the beginning of the exam explaining if and when candidates may leave.

Mobile Phones

- Students are not permitted to bring mobile phones, MP4 players, wrist watches or other electronic devices into an exam room.
- If a mobile phone rings in a student's pocket, it should be switched off and handed to an invigilator immediately. At the end of the exam the student should be taken to the examinations manager.
- All incidents involving mobile phones will be reported to the awarding body. The candidate concerned can potentially have his/her marks for the paper reduced to zero and on occasion be disqualified from the exam subject entirely.

Cheating/Malpractice

Any student who is observed to be cheating should be warned immediately by the invigilator and any offending material confiscated. At the end of the exam he/she should be taken to the examinations manager. There is a penalty of disqualification for malpractice.

Disturbances

Any student creating a disturbance should be warned not to do so **once**. If he/she persists the invigilator should contact Reception and ask for SOR. The member of senior staff responding may remove him/her from the examination.

Emergency Evacuation Procedure

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

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Students should go to the assembly area in front of Farthing Hall, and should be kept separate from other students and supervised to ensure that there is no collusion.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- When the all clear is given students should return to the exam room and complete the paper, being allowed the full working time. A report will be made to the awarding body

Calling for Assistance

Staff invigilating alone should take a mobile phone with them (switched off) and call Reception on **01202 885233** if they need assistance. Where mobile reception is poor invigilators will be issued with a walkie-talkie.

Recording Incidents

The lead invigilator should record all incidents in the space on the Incident Log and Rest Breaks Log. In cases where disciplinary action is to be taken a written statement may be required after the examination.

RESPONSIBILITIES

As Head of Centre the Headteacher has ultimate responsibility for all assessment conducted at Queen Elizabeth's School.

The examinations manager is responsible for the day to day management of examinations, including

- timetabling
- rooming and seating
- publication of arrangements
- the safekeeping and distribution of question papers
- the activity of invigilators
- the collection and dispatch of scripts
- the observation of awarding body regulations

The examinations manager reports to the SLT line manager for exams.

Students are responsible for attending examinations on time and in the correct rooms, as detailed in their timetables.

Students are responsible for providing their own pens, pencils, drawing equipment, calculators etc.

If examinations continue after the end of school, students are responsible for making their own travel arrangements.

COURSEWORK

On completion of a piece of coursework all students must sign an appropriate statement of authentication. Teaching staff should take the steps necessary to confirm that no plagiarism has taken place, from the Internet or from other sources.

RESPONSIBILITIES

Teaching staff are responsible for managing the production, marking and internal moderation of coursework.

The examinations manager is responsible for collecting coursework marks and submitting them to the awarding bodies, for forwarding requests for samples to the appropriate Faculties and for packaging and dispatching coursework to moderators.

All documentation of coursework is the responsibility of the teachers concerned. The examinations manager will not check coursework or documentation before dispatch.

RESULTS AND CERTIFICATES

Students will be invited to collect examination results when these are released by the awarding bodies. Results will be posted to students who provide stamped addressed envelopes and emailed to those providing consent and an email address. Results for other students will be held in Reception for collection. If someone is collecting on behalf of a student, the student must have given written consent prior to or on the day of collection.

Certificates for the main summer exam season will be available for collection from Reception after Presentation Evening at the end of the autumn term. Students that remain on role after year 11 will be issued their certificates in school.

The school does not post certificates to students.

RESPONSIBILITIES

The examinations manager is responsible for receiving, checking, storing and recording distribution of certificates.

The School will commit to keeping certificates for at least 2 years and then they may be destroyed. Replacements can then be ordered from the awarding bodies.

POST-RESULTS SERVICES

Students will be issued with information about Post-Result Services along with their examination results. Services include:

- obtaining photocopies of scripts (GCE only)
- obtaining original scripts
- claiming grades
- review of marking services

Students wishing to have a script re-marked may obtain a photocopy of it first and discuss whether a re-mark is advisable with the appropriate teacher.

All scripts and photocopies of scripts are the property of candidates and will be forwarded directly to them on receipt by the school. Faculties wishing to retain scripts for teaching purposes must make their own arrangements with individual students.

The cost of script returns and re-marks are to be paid for by the student concerned unless it is a school/faculty request.

RESPONSIBILITIES

It is the responsibility of the Faculties to request post-result services from the examinations manager.

It is the responsibility of the examinations manager to

- inform Faculties and students about deadlines for post-result services
- submit requests for post-result services to the awarding bodies in accordance with any deadlines they may set

Because of the short timescale the examinations manager will accept requests for photocopies of scripts directly from students.

DOCUMENTS

JCQ: www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

JCQ: www.jcq.org.uk/exams-office/post-results-services

MALPRACTICE

DEFINITIONS

"**Malpractice**" means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any manager, employee or agent of any awarding body or centre.

A failure by a centre to investigate allegations of suspected malpractice in accordance with the requirements in this document also constitutes malpractice.

JCQ: <https://www.jcq.org.uk/exams-office/malpractice>

POLICY

The school will ensure that students are informed about regulations relating to examinations and coursework.

The school will investigate all alleged infringements of regulations, by staff or by students.

Any student or member of staff accused of malpractice will be

- informed of the allegation made against him or her
- given access to the evidence supporting the allegation
- told the possible consequences should malpractice be proven
- given the opportunity to prepare a response
- given the opportunity to seek independent help
- informed of appeals procedures (if any)

All proven allegations of malpractice will be reported to the appropriate awarding body.

PROCEDURES

Where malpractice appears to have taken place it should be reported to the examinations manager in the first instance.

An investigation will be carried out by the SLT responsible for examinations on behalf of the Head of Centre and the Head of Centre will submit a report to the awarding body.

Where allegations of malpractice are made against a student, he or she should be

- given an opportunity to write a personal statement
- given an opportunity to seek advice from his/her parents.

Whether or not a student's parents are involved in the investigation, a copy of the report submitted to the awarding body will be made available to them on request.

Where a student's parents are connected with the school (for example, as members of staff or governors) they will not be permitted to take part in the investigation.

Where the alleged malpractice involves coursework and the student has not yet signed a statement of authentication the issue should be dealt with internally.

Where coursework submitted for internal assessment is rejected on the grounds of malpractice, candidates have the right to appeal against this decision.

Once a statement of authentication has been signed the case must be referred to the appropriate awarding body.

All decisions about penalties to be applied for malpractice lie with the awarding body concerned. When it receives a response to a malpractice report the school should inform the parties involved as soon as possible.

Students do not have a right of appeal against decisions. The school may appeal on behalf of a student. Students and parents should not attempt to contact awarding bodies directly.

RESPONSIBILITIES

It is the responsibility of teaching staff to ensure that students understand

- exam room regulations
- regulations relating to coursework
- school expectations during the exam period.

It is the responsibility of the examinations manager to ensure that

- students are issued with copies of regulatory notices
- regulatory notices are displayed in all exam rooms
- invigilators remind students of regulations at the beginning of each exam session
- copies of regulatory notices are published on the school's website.

DOCUMENTS JCQ: www.jcq.org.uk/exams-office/malpractice

REVIEWS OF MARKING - CENTRE ASSESSED MARKS - (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Queen Elizabeth's School (55247) is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Queen Elizabeth's School (55247) is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Queen Elizabeth's School (55247) will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Queen Elizabeth's School (55247) will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Queen Elizabeth's School (55247) will, having received a request for copies of materials, promptly make them available to the candidate.
4. Queen Elizabeth's School (55247) will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. Queen Elizabeth's School (55247) will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Queen Elizabeth's School (55247) will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Queen Elizabeth's School (55247) will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

Please apply using this form that is publicised on our website. The deadline will need to be agreed with the head of subject.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Queen Elizabeth's School (55247) and is not covered by this procedure.

There is an administration cost per unit appeal requested to be paid via Parent Pay to the school.

Reference Documents:

Please see our Non-Examination Assessments Policy that is publicised on our website at <http://www.qe.dorset.sch.uk/statutory-documents>

ACCESS ARRANGEMENTS AND SPECIAL CONSIDERATION

DEFINITIONS

Access Arrangements “are approved before an examination or assessment and are intended to allow attainment to be demonstrated [by candidates who have particular requirements]. An example of an Access Arrangement would be the provision of a modified paper for a candidate with a visual impairment.” *JCQ Access Arrangements FAQ*

Special Consideration “may be given following an examination or assessment to ensure that a candidate with a temporary illness, injury or indisposition at the time it is conducted is given some recognition of the difficulty they have faced. Any Special Consideration granted cannot take away the difficulty the candidate has faced and can only be a relatively minor adjustment to ensure that the integrity of the standard is not compromised.” *JCQ Access Arrangements FAQ*

POLICY – EXAM ACCESS ARRANGEMENTS

The school will ensure that students with particular requirements are entered for external assessment which is appropriate to their abilities.

The school will ensure that approved access arrangements are provided in examinations to give students with particular requirements a fair opportunity to demonstrate their attainment.

All access arrangements in examinations will

- comply with awarding body regulations
- be backed by evidence of need
- reflect the support arrangements to which the students concerned have been accustomed to in class.

POLICY – SPECIAL CONSIDERATION

Where a student’s performance in an examination is affected by unforeseen events beyond his/her control the school will ensure that the awarding body concerned is made aware of the fact.

All applications for special consideration will

- comply with awarding body regulations
- be backed by evidence

PROCEDURES – ACCESS ARRANGEMENTS

Please see our Exam Access Arrangements (EAA) Policy that is publicised on our website at <http://www.ge.dorset.sch.uk/statutory-documents>

PROCEDURES – SPECIAL CONSIDERATION

Staff, parents or students who have concerns about the impact of unforeseen events on students' performance should contact the examinations manager, who will submit an application for special consideration if appropriate.

Note that the outcome of a special consideration application is not known until exam results are issued. Confirmation that special consideration has been applied, in some cases appears on subject result listings provided by the awarding body, not on student statements of results or on certificates. Awarding bodies will not provide information about the number of marks awarded.

It is the responsibility of the examinations manager to submit applications for special consideration to the Awarding Bodies.

It is the responsibility of the student to inform the examinations manager promptly about any difficulties he/she may have encountered before or during an examination.

It is the responsibility of the student to provide medical or other evidence requested by the examinations manager.

LINKS

JCQ: www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration