



# PONTARDDULAIS COMPREHENSIVE SCHOOL YSGOL GYFUN PONTARDDULAIS



## Examinations Policy Polisi Arholiadau

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Review Date: Summer Term 2022  
Next Review Date: Summer Term 2025

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live to learn

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# PONTARDDULAIS COMPREHENSIVE SCHOOL

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### **OBJECTIVE**

To set up an efficient exam system with clear guidelines for all users.

In September the Examinations Officer will circulate to all Departments the Exam Board and subject syllabus used by that Department. This must be checked, signed and returned to the Examinations Officer by the Subject Leader.

### **Accountability of Departments**

The Subject Leader will take responsibility for exam entries/withdrawals etc.

### **Entries**

All candidates will be entered by the due date set by the board. It is the responsibility of the Subject Leaders to ensure that the correct lists are issued to the Examinations Officer.

### **Amendments**

Withdrawals will be accepted by the Examinations Officer up to the date set by the Board. The Subject Leader will notify the Examinations Officer of any changes by the requested date. Any late withdrawals/entries except in exceptional circumstances will be charged to the Department.

Change of Tier - the above applies.

### **External Examinations**

The Examinations Officer is responsible for the organisation and conduct of all external examinations.

The Deputy Headteacher will be responsible for the overview of the organisation of accommodation and invigilation for these examinations.

1. Final confirmation of entry numbers and levels will be made with the Subject Leaders
2. All exam papers will be counted in by the Examinations Officer and Deputy Headteacher and locked away.
3. All sealed exam papers will be checked by the Examinations Officer in good time before the exam date.



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4. A member of the Headship Team will be present at the start of each subject exam.
5. No exam papers can be removed from the exam room before the end of a session.
6. All examinations will be conducted according to the rules laid down by Exam Boards and within the start and finish times determined by the Board.
7. Any misconduct or irregularity must be reported to the Examinations Officer as soon as possible, who will then inform the Exam Board concerned.
8. In the absence of the Examinations Officer/Office Manager at the end of any exam, papers will be collected and taken to the front office and given into the care of the Deputy Headteacher.
9. Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.

### **Coursework, Controlled Assessments & Non-Exam Assessments**

It is the responsibility of each Department to ensure all coursework, controlled assessments or non-exam assessments are dispatched at the correct time. The Subject Leader may liaise with the Examinations Officer if necessary. Coursework can be dispatched using the same method as for exam papers or alternatively the samples of pupils' work can be uploaded to the secure site of the exam board.

### **Dispatch of exam scripts**

The School will dispatch exam papers to examiners by a new traceable system. This will be agreed between the Examinations Officer, the Post Office/alternative company and the school's Resources Manager.

### **Invigilation**

#### Conduct of invigilators

1. The Examinations Officer will ensure that each exam session will have a designated invigilator in charge, whose role will be to deploy invigilators and oversee conduct of each.
2. The Examinations Officer will check attendance according to seating plan.
3. Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.
4. All invigilators will receive training on an annual basis in line with JCQ regulations.



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### Results

1. Results will be available for collection on the day notified by the Exam Boards only.
2. Subjects should check for the possibility of a re-mark/re-grade within three days of scrutiny of the results.
3. If a result is queried the Deputy Headteacher will investigate the feasibility of asking for a re-mark.
4. Pupils/parents/carers can request resits of external examinations. All enquiries must be made in writing to the Examinations Officer. The cost of the resit will be charged to the parent/guardian of the relevant pupil.

### Additional Learning Needs

It is the responsibility of the ALNCo to liaise with the Examinations Officer about the arrangements for candidates with Additional Learning Needs. The ALNCo will ensure the Examinations Officer has all information needed on each candidate with Additional Learning Needs. The Examinations Officer will ensure requests for special consideration will be sent to the Examination Boards and process the replies.

### Appendix

#### Additional Learning Needs Examinations Policy

Staff in Departments should inform the ALNCo of pupils with Additional Learning Needs who are embarking on a course leading to an examination, and the date of that examination. The ALNCo can then inform individual staff of any specific arrangements which individual pupils can be granted during the course and in the examination. In the case of pupils with Specific Learning Difficulties/Visual Impairment or certain other medical conditions, these can be any or all of the following:

- Extra time for coursework and examinations
- Rest periods
- A reader
- A scribe
- Enlarged/modified papers
- A helper
- A prompter
- Separate room/invigilator
- Use of word processing/printing facility





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Special arrangements can also be made for pupils to take their examinations outside school, e.g. phobic pupils, M.E. sufferers. In these cases invigilation/examination rules must still be adhered to.

The ALNCo will inform the Examinations Officer, who will communicate with the Examination Boards at the beginning of a course, if any pupil is to be given special arrangements for coursework which carries marks towards a final grade.

A separate room and roaming invigilator is required for anyone with a scribe/reader and a separate room is required for an individual or group who is/are granted extra time/rest periods/use of a word processor.

It is preferable that the scribe/reader should be a person within the Learning Support Department who is familiar with and has had practice with the pupil taking the examination. It is important if for example the pupil and reader or scribe have worked together in similar situations such as internal tests/examinations. It is the duty of Learning Support Assistant to ensure that no unauthorised help is given to these pupils.

The ALNCo, in consultation with the Examinations Officer will complete the Special Arrangement Request Forms for candidates with Additional Learning Needs at the appropriate time and provide the necessary evidence to reach the Examination Boards on the stipulated dates. Examination Boards have a timetable of dates for the ordering of modified/enlarged papers for GCSEs which must be complied with.

The early opening and checking of Additional Learning Needs candidates' papers should be conducted in the presence of the Examinations Officer only with the permission of the Examination Board, at an agreed time and any further enlargements/modifications completed by the designated person in good time for the start of the examination. In cases where extra time has been granted and the examination finishes after school hours, the candidate's papers will be given to the Examinations Officer and locked away.

The necessary re-scheduling of internal and external examinations for pupils with Additional Learning Needs will be co-ordinated with the Examinations Officer, e.g. pupils who have extra time that cannot fit two examinations in one day.

Candidates with Visual Impairments may be granted an early start to examinations to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same examination.



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Candidates with extra help/time for coursework must ensure that it is all their own work. It is the responsibility of the Learning Support department to ensure that all work is original.

### **Internal Examinations**

The Examinations Officer will be responsible for the overview of the organisation of accommodation and invigilation for these examinations. Each Department will be responsible for producing examination papers which are suitable for the time slot allocated to their subject. Departments must ensure that they are represented at the start of each exam and collect papers at the end.

Misconduct should be reported to the Deputy Headteacher or Examinations Officer who will decide what action to take.