



مدرسة جيمس متروبول  
GEMS Metropole School  
MOTOR CITY



# GEMS METROPOLE SCHOOL Examination Policy 2020 - 2021

<b>Policy approved by:</b>	Mr Naveed Iqbal – Principal
<b>Signed:</b>	
<b>Policy last reviewed:</b>	September 2020
<b>Next review date:</b>	August 2021

This policy is reviewed annually to ensure compliance with current regulations



**The purpose of this exams policy is:**

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The exams policy will be reviewed annually.

The exams policy will be reviewed by the Principal, Head of Secondary School and Examinations Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

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## 1. Examination responsibilities

### The Head of Centre

- Is the most senior operational officer in the organisation.
- Has overall responsibility for the school as an exams centre and advises Examinations Officer on appeals and re-marks.
- Is responsible for overseeing the reporting all suspected or actual incidents of malpractice - refer to the JCQ document suspected malpractice in examinations and assessments.

### Examination Officer

- Manages the administration of internal exams and external exams.
- Advises the Senior Leadership Team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines.
- Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document suspected malpractice in examinations and assessments.



**Heads of department** are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examination Officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.

**Teachers** are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or Examination Officer.

The **SENCO** is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Examination Officer in good time so that they are able to put in place exam day arrangements.
- Process any necessary applications in order to gain approval (if required).
- Working with the Examination Officer to provide the access arrangements required by candidates in exams rooms.

**Senior invigilator/invigilators** are responsible for:

- Assisting the Examination Officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

**Candidates** are responsible for:

- Checking their exam entries.
- Ensuring all relevant exam fees are paid to the finance department before the deadline set by Examinations Officer.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.
- To arrive punctually, a minimum of 15mins prior to the published starting time for all scheduled examinations and to be adequately equipped with the correct stationery/equipment for the examination.



## 2. Qualifications offered

The Senior Leadership Team and Heads of Department decide the qualifications offered at this centre.

The types of qualifications offered are GCSEs, IGCSEs, IAS levels, AS Levels, IA Levels, A Levels, and BTECs.

The subjects offered for these qualifications in any academic year may be found in the centre's course choice information. If there is to be a change of specification for the next year, the exams office must be informed by JUNE prior to the new academic year commencing.

Informing the Examination Officer of changes to a specification is the responsibility of the Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by with the Head of Department in consultation with the teacher. All exams must be taken in line with the relevant qualification/course/pathway, with the exception of re-sits and special circumstances in consultation with Head of Department, subject teacher and Senior Leadership Team. All exams are subject to awarding bodies available at GEMS Metropole School.

## 3. Exam series

Internal (termly assessments) are scheduled at the end of terms 1 & 2 (Approximately November and March) and held under external exam conditions.

External exams and assessments are scheduled in October/November, January and May/June.

## 4. Exam timetables

Once confirmed, the Examination Officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

## 5. Entries, entry details and late entries

The centre does not accept entries from private candidates in normal circumstances.

GEMS Metropole School reserves the right to withdraw or amend students entries to external examinations should any candidate be unable to demonstrate minimum academic standards in mock examinations/ submitted coursework/ continuous assessment/ overall subject performance.

Candidates undertaking \*self-study subjects and who wish to sit exams are responsible for registering with an external organisation. NOL's will be provided only if the relevant exams do not clash with exams the candidate is sitting within GEMS Metropole School.



*\*Self-study candidates who require to sit exams in school, should provide proof or requirement from concerned countries government or representative. Self-study exams are subject to awarding bodies available at GEMS Metropole School.*

Should there be any changes or exams cancelled, the school holds no responsibility to provide evidence/prediction to the awarding body on behalf of the self-study candidate.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email and staff briefing/RAP meetings. Failure to meet these deadlines may result in financial penalties against departmental budgets.

Heads of Department will provide estimated entry information to the Examination Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) will be charged to the relevant department if the delay is caused internally or to the parents/carers should they have failed to complete the process by the confirmed deadline.

Examination re-sits/retakes will be made on an individual basis in consultation with Head of Department and SLT using appropriate tracking data.

## **6. Exam fees**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The Examination Officer will publish the deadline for actions well in advance for each exams series. Examination entry fees are paid by the candidate.

Late entry or amendment fees are paid by the department or parents/carers dependent on who is responsible for the delay.

## **7. Disability Discrimination act**

As an examination centre, GEMS Metropole aspires to meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006 (UK).

The DDA introduced measures aimed at eliminating the discrimination often faced by people of determination.



The main provisions of the Act give protection to people of determination in the areas of employment and education. 'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of all staff.

## **8. Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the all staff

## **9. Access arrangements**

The Inclusion Champion will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the specialist teacher in consultation with the inclusion team.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Inclusion Champion/ team.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of Inclusion. The Head of Inclusion will be supported by the Examination Officer.

Rooming for access arrangement candidates will be arranged by the Examination Officer and inclusion team.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by Head of Inclusion in consultation with the Examination Officer

## **10. Contingency planning**

Contingency planning for exams administration is the responsibility of the Examination Officer.

Contingency plans will be created in line with the guidance provided by Ofqual, JCQ and awarding organisations.

The contingency day for examination boards registered with GEMS Metropole is Tuesday, 29<sup>th</sup> June 2021. Any scheduled examination of the Summer 2021 series may be rescheduled to this date without prior notice. Parents will be notified of this again on issuance of the Summer 2021 examination schedule.



### **11. Managing invigilators**

Internal and external staff will be used to invigilate examinations. These invigilators will be used for external exams. Recruitment of invigilators is the responsibility of the Examination Officer.

Any invigilators present must have completed the relevant safeguarding training and be compliant with GEMS safer recruitment procedures.

Invigilators' rates of pay are set by the Principal and/or Manager of School Operations.

Invigilators are recruited, timetabled, trained, and briefed by the Examination Officer.

### **12. Malpractice**

The Head of Centre in consultation with the Examination Officer are responsible for investigating suspected malpractice.

### **13. Exam days**

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

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination.

The Senior Leadership Team or Examination Officer will start and finish all exams in accordance with JCQ guidelines.

Invigilators must establish the identity of all candidates sitting exams

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations.

After an exam, the Examination Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the senior invigilator.

### **14. Candidates**

The Examination Officer will provide written information to candidates at the beginning of the academic year. A formal briefing session for candidates may be given by the Examination Officer/Head of Department during assembly prior to each exam series.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. It is recommended that the only items the students bring to examinations is those that are required to complete the examination.





In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items **must not** be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Senior Invigilator is responsible for handling late or absent candidates on exam day.

### 15. Clash candidates

The Examination Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### 16. Special Consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Examination Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The Examination Officer will make a special consideration application to the relevant awarding body

### 17. Internal assessment

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. These deadlines are issued by the relevant examination boards and completely inflexible, therefore, must be adhered to at all times. The Examination Officer will confirm such deadlines to Heads of Department via email and RAP meetings as well as assisting by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the Head of Department. The Examination Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.



## 18. Results

Candidates will be notified on how they will receive individual results on results days. This may be;

- collection in person at the centre and signed for (where centre is open)
- distribution via email to designated email address provided by student

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the site staff.

The provision of the necessary staff on results days is the responsibility of the Examination Officer.

## 19. Enquiries about Results (EAR)

EARs may be requested by the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by the candidate.

Heads of Department will provide advice where requested. It is strongly recommended that students liaise with the relevant Head of Department on this matter.

Candidates must be aware that following a review of marking, grades can decrease, increase or remain the same. Should the overall grade increase then the candidate is eligible for a refund of the EAR fee.

All processing of EARs will be the responsibility of the Examination Officer, following the JCQ guidance.

## 20. Access to Scripts (ATS)

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

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by candidate.

Processing of requests for ATS will be the responsibility of the Examination Officer.

## 21. Certificates

When official certificates are received from the relevant awarding body, they must be collected and signed for by the candidate.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are. Please note, should there be any outstanding fees on the students account then GEMS Metropole reserves the right to withhold these certificates until accounts are settled.



The centre retains certificates for 1 year. This is an examination board ruling.

A new certificate will not be issued by an awarding organization if either lost or not collected after one year. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

## 22. Withdrawals

GEMS Metropole will enroll its students on a two-year GCSE course at the end of Y9. The Examinations Officer holds responsibility for completing the entries to all subjects appropriately, regardless of the awarding body.

Students are encouraged to take a broad base of subjects including: English (usually language and literature); Mathematics; Science (Biology, Chemistry, Physics - a combination of one, two or all three); a Modern Foreign Language (no longer compulsory); Humanities (History or Geography), and the Arts (visual and performing). Subjects such as Business Studies, Economics, Media Studies, and ICT are also offered alongside Social Sciences such as Psychology and Sociology.

Students make their GCSE - option choices in Y9 following extensive consultation with the school, their parents and teachers. At this stage, the proposed level of study will be discussed. Some subjects offer two tiers of entry; Foundation and Higher. Foundation level study is aimed at grades 5-1 and Higher Grades 9-1.

The expectation for all students is that they sit the exams that they signed up for in Year 9.

### **Withdrawals will only be considered under the following circumstances:**

#### **Serious illness and injury**

Provided that the withdrawal is notified to GEMS Metropole School in writing as soon as possible and is sent no later than the day of the exam and is supported by documentary evidence. This should normally be a medical certificate.

#### **Exceptional personal circumstances**

If a candidate is withdrawn due to exceptional personal circumstances, such as bereavement, family crisis, or personal trauma an application must be made in writing by the applicant no later than the day of the exam with full details substantiating the request.

#### **Circumstances beyond the candidate's control**

Where a candidate misses a Practical exam due to circumstances beyond their control (such as a major travel incident that causes serious difficulties getting to the exam, or an accident to their instrument immediately before the exam). In this case a candidate's practical examination appointment may be rescheduled within the current examination session, although this may mean travelling to an alternative venue.



Should rescheduling not be possible and in the case of non-attendance for an examination, the applicant must notify GEMS Metropole School in writing as soon as possible with full details substantiating the request.

**Withdrawals will not be considered for the following:**

- A student not enjoying a selected course.
- A student deciding they no longer wish to sit an exam due the subject being more difficult than they thought or not having content that they enjoy.
- A parent making a decision on the student's behalf.
- Attendance concerns other than those listed above.
- Any other reason deemed to be not in the best educational interests of the students by the staff at GEMS Metropole.

Withdrawals can only be requested in the first instance when the Head of Department holding the subject specialism raises a concern about the student's ability to achieve a pass in the chosen subject.

Parents wishing to hold a withdrawal meeting with the relevant Head of Year must make a meeting request in writing clearly stating the reasons for requesting the withdrawal of their son or daughter.

A withdrawal will only be considered if there is sufficient evidence that the student will not achieve a grade after studying the subject for the two years previous.

**Alevels**

Most A levels are now unitised rather than based on a final exam. An A level course usually consists of a mix of AS awards taken at the end of the first year of A level study and A2 courses in the second year. All exams must be taken in line with the relevant qualification/course/pathway.

Advanced Subsidiary (AS) Award.

This is the first year of A-levels. Students usually follow between 3 and 6 AS courses. Taking between 2 and 4 through to the second year of study.

A2

This is the second year of A level study. Success at A2 should enable a student to matriculate for university study.

As with GCSE/IGCSE the same withdrawal policy stated above will be in operation.

Naveed Iqbal  
Head of Centre/Principal  
September 2020

Mairin Crozier  
Examination Officer  
September 2020



**1. Appendix**

	<b>General roles</b>	<b>Access Arrangements / special consideration roles</b>	<b>Invigilator/ invigilation/ malpractice roles</b>
<b>Possible role options for inclusion in policy (select as many as required)</b>	<ul style="list-style-type: none"> <li>● Head of Centre</li> <li>● Deputy head</li> <li>● Heads of department</li> <li>● Senior leadership team</li> <li>● Examination Officer</li> <li>● SENCO</li> <li>● Subject teachers</li> <li>● Candidate</li> <li>● Parent/carers</li> </ul>	<ul style="list-style-type: none"> <li>● Head of Centre</li> <li>● SENCo</li> <li>● Educational psychologist</li> <li>● Specialist teacher</li> <li>● Examination Officer</li> <li>● Other (please specify)</li> </ul>	<ul style="list-style-type: none"> <li>● Examination Officer</li> <li>● Senior leaders</li> <li>● Agency employees</li> <li>● Head of Centre</li> <li>● Senior Leadership Team</li> <li>● Senior Invigilator</li> <li>● Invigilator</li> </ul>