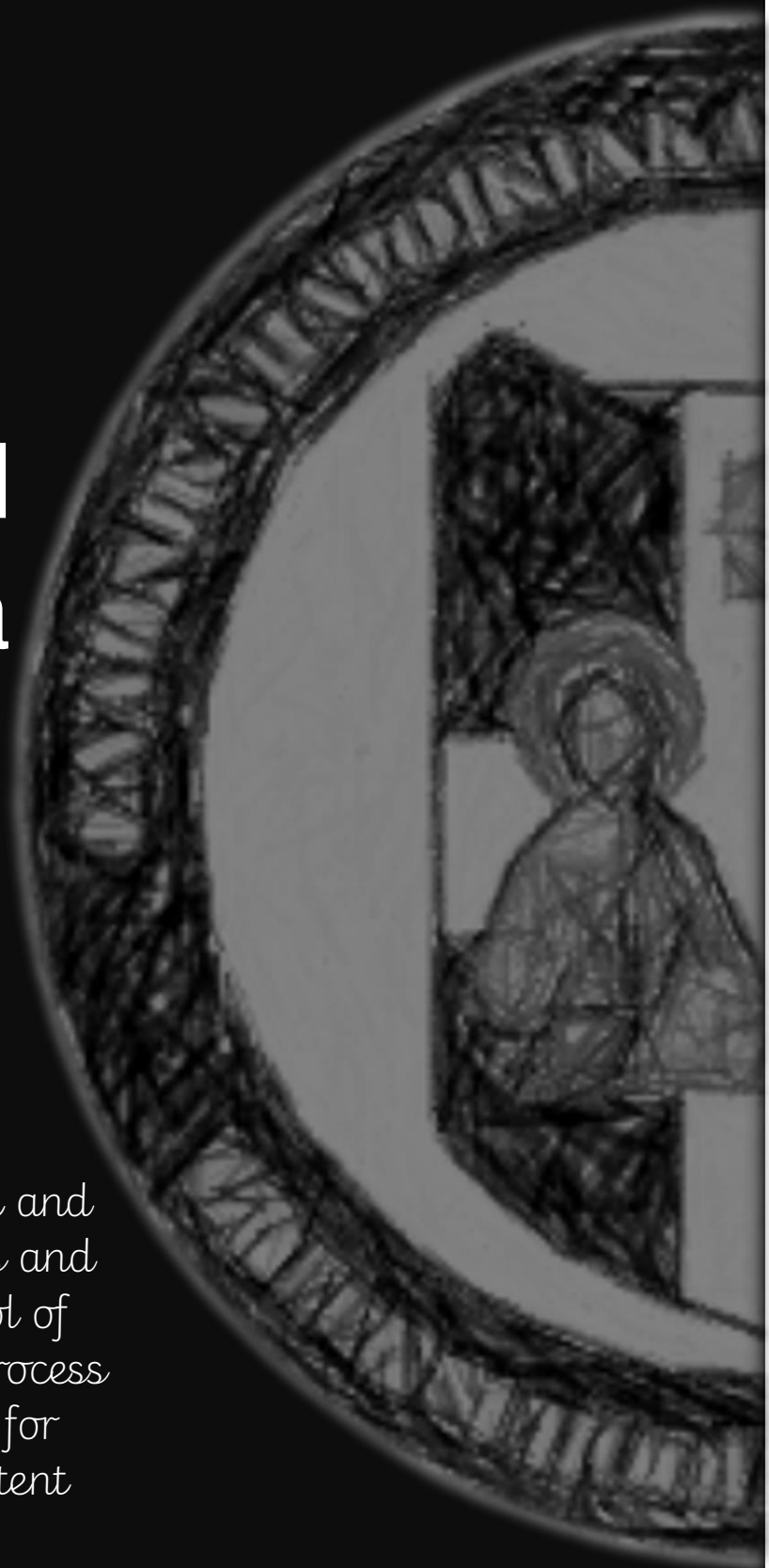


# Greek School *of* Ayia Triada Birmingham

## Examinations Policy & Guide to Good Practice

*This document defines the term and sets out the principles, practices and procedures which Greek School of Ayia Triada will follow in the process of carrying out examinations for candidates in a secure, consistent and effective manner.*



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# 1. The Examinations Policy

**The Centre:** Greek School of Ayia Triada Birmingham  
20226

**Head of Centre:** Dr. S. Tryfonos

## **Legal:**

To meet the requirements of the Ofqual

To meet the requirements of the Joint Qualifications Council (JCQ)

## **Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Head of Centre and Management board of the Greek School of Ayia Triada Birmingham.

The Head of Centre and the Management board will undertake a formal annual review of this policy for the purpose of monitoring the efficacy with which the related duties have been discharged, by no later than one year from the date shown below or earlier if significant changes to the system will take place or if by legislation, regulatory requirements or best practice guidelines so required

**Official Reviews of this policy:** Management Board beginning of year

**Next Review:** September 2019

**Prepared initially by:** Dr. S. Tryfonos Head of Centre      1<sup>st</sup> Feb 2016

**Second Review by:** the Management Board Greek School of Ayia Triada Birmingham      24/05/2017

**Approved by:** Management Board Greek School of Ayia Triada Bham 1<sup>st</sup> Feb 2016

## **The Purpose of the Policy in Brief**

The purpose of this policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam 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 exam policy will be reviewed every two years. The exam policy will be reviewed by the Head of Centre, Management Board, Exams Officer and Governor.

## 2. Purpose of the Policy and Aims

The purpose and aims of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam 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 exam policy will be reviewed every two years

The exam policy will be reviewed by the Head of Centre,  
Senior Leadership Team, Exams  
Officer and Governor

## 3. Examinations Roles and Responsibilities

At this point all roles and responsibilities are described so as to provide more information.

### i. Head of Centre

Overall responsibility for the Greek School of Ayia Triada as an exam centre:

- Suggests and calls meetings for examinations policy reviews
- Advises on appeals and re-marks
- Reporting all suspicions or actual incidents of malpractice to the exam board.
- Refer to the Joint Council for Qualifications (JCQ) document suspected malpractice in examinations and assessments.
- Follows all JCQ exam regulations

### ii. Exams Officer

- Manages the administration of public and internal exams;
- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- Maintains systems and processes to support the timely entry of candidates for their exams

- Produces and distributes timetables to candidates for all internal / external exams and communicates regularly with staff concerning imminent deadlines
- Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ and Melksham Oak Community School.
- Provides and confirms detailed data on estimated entries to the awarding bodies.
- Receives, checks and stores securely all exam papers and completed scripts
- Identifies and manages exam timetable clashes
- Training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Advises on appeals and re-marks. Arranges for dissemination of exam results and certificates to candidates
- Reporting all suspicious or actual incidents of malpractice in accordance with the JCQ “Suspected malpractice in examinations and assessments” handbook.

### **iii. Assistant Exams Officer**

- Receives similar training to Exams officer
- Provides support to the Exams officer when and if needed
- Has the key to the exams room and code to the door and safe locks
- Can collect from post exams material and store them securely in the safe in the exam room
- Can post exam scripts to the awarding body
- Can take the role of exams officer in case of absence, if trained and requested.

### **iv. Side Manager**

- Has the key to the exams room and code to the door and safe locks
- Can collect from post exams material and store them securely in the safe in the exam room
- Can post exam scripts to the awarding body

### **v. Invigilators**

- Making the necessary announcements at the beginning and end of exams
- The effective and efficient conduct of the exams
- Supervision of candidates in the exam room.
- 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 their return to the Exams Office.

- Being familiar with the contents of the JCQ Instructions for conducting examinations for the current year and the JCQ regulations
- Displaying all JCQ notices/warnings to candidates

## vi. **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.
- Ensuring that any official exam board internal assessments/controlled coursework are conducted in accordance with JCQ guidelines.

## vii. **Candidates & Parents/Guardians**

### Candidates are responsible for:

- Confirmation and checking of statements of entry and individual timetables
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.
- Reading notices/warnings to candidates and following the rules and regulations set by Melksham Oak Community School & JCQ for all examinations

### Parents/Guardians are responsible for:

- Checking with their child to see that the correct exam entries are made and signing the confirmation slip to the Exams Office
- Checking that the correct tier of entry is made
- Ensuring their child attends exams as detailed on their exam timetable and is familiar with the rules and regulations set by Greek School of Ayia Triada Birmingham & JCQ for all examinations

## 4. Qualifications

- The qualifications offered at this centre are decided by the Head of Centre and the Management Board
- The qualifications offered are GCSE and GCE AS & A2 and the subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.
- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with candidates/parents/guardians, subject teachers, Heads of Department and Head of Centre

## **5. Exams Season and Timetable**

### Exam seasons

- Internal exams are scheduled in Late May and June-July.
- External exams are scheduled in March, May and June.
- All internal exams are held under external exam conditions.
- Which exam series are used in the centre is decided by the Head of Centre
- O-demand assessments are to be scheduled in agreement with Management Board

### Timetable:

- Once confirmed, the Exams Officer will circulate the exam timetables for external/internal exams to all relevant parties.

## **6. Exams Entries, Late Entries, Retakes**

### Entries

- Candidates are selected for their exam entries by the heads of department and the subject teachers.
- Candidates, or parents, cannot request a subject entry, change of level or withdrawal.
- The centre accepts external entries from former candidates only.
- Entry deadlines are circulated to heads of department via email.
- Late entries are authorised by heads of department and Exams Officer.

### Retakes

- Candidates are allowed retakes as required in AS subjects.
- Candidates are allowed retakes as required in A2 subjects.
- Retake decisions will be made in consultation with the candidates, subject teachers and the heads of department.
- Candidates must complete a re-sit form and pay the retake costs to the Examination Office before entries can be made. (See also section 5: Exam fees)

## **7. Exam Fees**

Guide to fees and payments is provided by awarding body to the Greek School of Ayia Triada and other centres. The Greek School of Ayia Triada Birmingham may charge prospective candidates based on the fees guidance.

- Additional charges may apply depending on the status of the Candidates (private/ centre)
- GCSE, GCE AS and GCE A2 initial registration and entry exam fees are paid by the centre as soon as an entry is confirmed.
- Late entry or amendment fees are paid by the parents to the Greek School of Ayia Triada according to circumstances as determined by the Head of Examinations. Deadlines for application for an entry to May/ June examinations is provided to all parents of school via different means of communication (brochure, school website, leaflets, facebook page, fb parents groups, emails and text messages).
- Failure to make full payment of entry upon registration may result in late fees charge (additional £10- up to the end of Jan, up to £20 to the end of Feb and payments and registrations after the 1<sup>st</sup> of March Greek School of Ayia Triada will need to contact the Awarding Body for advice on accepting candidate and for charges)
- Candidates will not be charged for changes, withdrawals (within 30 days from initial registration) made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- Fee reimbursements are sought from candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Retake fees for first and any subsequent retakes are paid by the candidates. *(See also section: Retakes)*
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. *(See also section: Enquiries about results [EARs])*

## 8. The Disability and Equality

The Head of Centre must ensure that the Greek School of Ayia Triada Birmingham meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED) 2010.

- The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people 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), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.



## **9. Special Educational Needs**

Greek Language teachers should advise the Exam Officer of the School at the GCSE YEAR of any pupils who are on a course leading to an examination, and the dates of their examinations, including modular examinations.

It is the responsibility of the Exams Officer to liaise with the Examinations Head of Centre about the arrangements for candidates with Special Educational Needs. The Examinations Officer and the Head of Centre will ensure that all relevant documentation is provided for Access Arrangements for each candidate with special educational needs.

The Greek School of Ayia Triada Centre is responsible for relevant testing and assessment of Access Arrangements that might be applied. The Exams Officer will ensure all requests for Access Arrangements are sent to the appropriate boards and process the replies. The Exams Officer is also responsible for notification of access arrangements in writing to parent(s)/guardian(s) It is the responsibility of the Exams Officer to provide a separate room and invigilator for an individual or small group of candidates that require a reader/scribe.

It is the responsibility of the SENCO to allocate a suitable member of staff to support the candidate e.g. to read/scribe/etc.

Information of any candidates with Access Arrangements e.g. extra time, must be available to the invigilator in the examination room and recorded on the official seating plan

## **10. Access Arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examinations Officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

It is the responsibility of the Greek School of Ayia Triada to provide Word Processors/Laptops for candidates with relevant Access Arrangements. Spell check and internet facility must be disabled in accordance with JCQ Instructions Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer.

## **11. Estimated Grades**

The Head of Centre is responsible for submitting estimated grades to the awarding body when requested.

## 12. Contingency Plan

Contingency planning for exams administration is the responsibility of the Head of Centre of Greek School of Ayia Triada and the Management Board. Please see separate Document titled: *Contingency Plan*

## 13. Managing Invigilators and Exam Days

### Management Invigilators

External invigilators will be used for exam supervision. They will be used for all Examinations. Securing the necessary Disclosure and Barring Service (formerly Criminal Records Bureau-CRB) clearance for new invigilators is the responsibility of the Head Teacher's PA.

DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the Exams Office. Invigilators' rates of pay are set by the centre administration. Exam days The Examinations 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 is responsible for setting up the allocated rooms. The lead invigilator will start all Examinations in accordance with JCQ guidelines.

Subject staff, if available, should be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams subject teachers may be on hand in case of any technical difficulties, but may not assist with suggestions eg of use of colour, materials or method.

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/faculty 24 hours after the end of the exam session once all candidates have completed.

## 14. Candidates, Clash Candidates and Special Consideration Candidates

### Candidates

The Centre's published rules on acceptable dress, behaviour and candidate's use of mobile phones and other electronic devices apply at all times.

The JCQ's published rules on acceptable behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. The School will send a letter home to any student who is disruptive in external exams or mock exams.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of the exam staff must accompany them at all times.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines. The Examinations Officer is responsible for handling late or absent candidates on the exam day.

### Clash candidates

The Examinations Officer and external invigilators will be responsible as necessary for supervising candidates with exam clashes. Overnight supervision as necessary and in accordance with the JCQ rules and regulations Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam, for example by providing 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 exam.

## 15. Examinations Internal Appeals Procedure

The JCQ requires the centre to publish a separate procedure relating to internal assessment decisions, which is available from the Exams Office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by end of June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- the head of centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

## 16. Results, Enquiries About Results (EARs) and Access to Script (ATS)

### Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the head of centre. The provision of staff on results days is the responsibility of the Examinations Officer.

### EARs–EXTERNALLY MARKED UNITS

Following the issue of results, candidates may wish to see a copy of their script or ask for their script to be re-marked EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidate consent is required before any EAR request is processed.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

A Priority Script and Priority Re-mark is available for A-level candidates whose place at university may be dependent upon these results. The deadline for these services is 5 working days after the publication of results. Non-priority scripts and re-marks are available for four weeks after the publication of results. Following a re-mark, unit marks and grades may be raised, stay the same or be lowered.

Fees and deadlines will be published for these services and are issued to HODs before results day and available from the exams office following each results day. Not all services are available for all subjects and/or levels (See section 5 : Exam fees)

### ATS–ACCESS TO SCRIPTS

After the release of results, candidates may ask subject staff to request the return of papers within the deadlines set by the awarding bodies. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained, forms available from the exams office.

AS/A2/GCSE re-marks cannot be applied for once an original script has been returned by the awarding body.

## **17. Malpractice**

'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 a result or certificate; and/or

- damages the authority, reputation or credibility of any awarding body or Centre, any officer, 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 of the Joint Council for Qualifications also constitutes malpractice. The centre will investigate and report to the appropriate awarding body all cases of suspected malpractice in accordance with the Joint Council's policies and procedures.
- Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or examining body (Joint Council for Qualification) will be followed by the school.
- Malpractice associated with external examination for the purposes of this policy includes the following:
  - Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions
  - The use of mobile phones and other electronic devices during exams
  - The passing of information between students during an examination
  - Taking unauthorised material into the examination room

Where malpractice is discovered in coursework, then the appropriate Head of Centre will discuss the matter with the Head of Centre and the Examinations Officer. The action taken will depend on the severity of the malpractice that has taken place.

- In some circumstances, candidates will be required to re-submit the work.
- In some circumstances, the work will be destroyed and not entered for assessment. This will reduce the grade available to the candidate.
- In extreme circumstances, the incident will be reported to the relevant awarding body.

Where malpractice in coursework is discovered by the awarding body, then the awarding body will follow their own malpractice procedures. (Details of these procedures can be found in the JCQ Suspected Malpractice in Examinations and Assessments document).

All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered.

- In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarded by all awarding Bodies.
- Candidates must therefore ensure that malpractice does not take place at any stage during the examination and assessment process.
- JCQ Malpractice Document can be found here: (Note that this document is revised every year) <http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments>

## **18. Certificates**

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The centre retains certificates for 12 months.

Lost Certificates can be requested from the relevant exam boards. A transcript of results can be arranged if requested in writing and there is an admin fee payable for this service.

## **19. Monitoring and Evaluation**

This exam policy will be reviewed every two years. This exam policy will be reviewed by the Head of Centre and the Management Board

## **20. Useful Documents & Information**

The following pages contain documents and information utilised in our Centre-Greek School of Ayia Triada

## a. Safe Log

A safe log is kept for monitoring when exam papers are stored and removed for exam purposes. Any of the Exam Officers/ Side Manager access the exams storage room and safe must sign the form below, enter their detail and date and time opened, added or removed contents from the safe and when closed back again.

SAFE LOG EXAM CENTRE Greek School of Ayia Triada Birmingham 20226

Name	Date	Time Opened To remove Exam Material	Time Opened To store Exam Material	Signature
S. Tryfonos	13/05/2016	09:00	---	
S. Tryfonos	26/03/2016	12:30	---	
S. Tryfonos	26/03/2016	08:00	---	
S. Tryfonos	17/05/2016	---	12:30	
S. Tryfonos	17/05/2016	---	12:52	
S. Tryfonos	23/05/16	9:00	---	
S. Tryfonos	22/06/16		12:30	
S. Tryfonos	24/05/2017	09:00		

## b. Dispatch of Exam Material/ Papers at Center

Collection of Exam Material/ Dispatch Greek School of Ayia Triada Birmingham 20226

Date Receive/ Dispatched	Time	Name of Person involved	Stored (S) Dispatched (D)	Signature



## c. Exams Storage Room/ Safe & Key Holders Declaration

According to guidance offered by Ofqual, JCQ and awarding bodies for Conditions for storing written question papers and any other confidential material distributed to centres in advance of the examinations – “a box within a box”:

Question papers and any other confidential material, e.g. answer booklets, must be stored securely at the centre’s registered address in a secure room solely assigned for the purpose of administering secure examination materials, restricted to two to four key holders only. This is commonly referred to as a “box within a box”. Specific requirements must be met. Requirements with regards to the storage room and key holders suggest that no less than 2 and no more than 4 key-holders must have a access to the room where confidential material and exam papers are kept.

At the Greek School of Ayia Triada members of staff with role and responsibility related to the examinations, and with key-holder’s role must sign a declaration. Please see document below. Further information may be found on JCQ website- <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

### Access to Examinations Room Key-holder’s Declaration

Members of staff signing this form, have access to the Examinations Storage Room and hold the role of a Key holder and have full access to the room. Also by signing this and a key holder agrees that he/she will treat all material and information kept in the Examinations Storage Room as confidential and will never disclose to third parties any sensitive information. This form is a legal document which Greek School of Ayia Triada may use in case of suspected breach of confidentiality.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As from today \_\_\_\_\_ I have a key/ code to the keypad lock of the examinations storage room door and the code of the safe.

I \_\_\_\_\_ understand my duties associated with this Declaration of Confidentiality regarding the maintenance instructions issued, legislation, confidentiality and prohibition of abuse, and I am aware of the fact that a breach of this Declaration may result in criminal or civil liability.

Kind Regards

\_\_\_\_\_ Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## **d. Speaking Examinations Appointment Time**

All Candidates taking speaking Examination as part of their GCSE , are given appointment time for the date they are taking their examination. In this way candidates can come to the centre only at the time of their examination appointment. The document below is the appointment date and time form:

<b>Candidate Number</b>	<b>Name and Surname</b>	<b>Appointment time</b>

## e. Useful Links

AQA	<a href="http://www.aqa.org.uk/">http://www.aqa.org.uk/</a>
JCQ	<a href="http://www.jcq.org.uk">www.jcq.org.uk</a>
CCEA	<a href="http://www.rewardinglearning.org.uk">www.rewardinglearning.org.uk</a>
Ofqual	<a href="http://www.ofqual.gov.uk">www.ofqual.gov.uk</a>
City & Guilds	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>
Edexcel	<a href="http://www.edexcel.com">www.edexcel.com</a>
Exams Delivery Support	<a href="http://www.education.gov.uk/schools/">http://www.education.gov.uk/schools/</a>
EDI	<a href="http://www.ediplc.com">www.ediplc.com</a>
DENI	<a href="http://www.deni.gov.uk">www.deni.gov.uk</a>
OCR	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
UCAS	<a href="http://www.ucas.ac.uk">www.ucas.ac.uk</a>
VTCT	<a href="http://www.vtct.org.uk">www.vtct.org.uk</a>
JCQ guide to the special considerations process	<a href="http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance/a-guide-to-the-special-considerationprocess">http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance/a-guide-to-the-special-considerationprocess</a>
JCQ Instructions for conducting examinations	<a href="http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations">www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations</a>
DfE guidance on dealing with disruption to teaching and learning	<a href="http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather">http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather</a>
DENI guidance on dealing with disruption to teaching and learning	<a href="http://www.deni.gov.uk/index/85-schools/5-school-management/exceptional-closure-ofschools-to-adverse-weather.htm">www.deni.gov.uk/index/85-schools/5-school-management/exceptional-closure-ofschools-to-adverse-weather.htm</a> <a href="http://www.deni.gov.uk/exceptional_closures_checklist.pdf">http://www.deni.gov.uk/exceptional_closures_checklist.pdf</a> <a href="http://www.nidirect.gov.uk/school-closures">http://www.nidirect.gov.uk/school-closures</a>