Examinations Policy 2023-2024

**The purpose of this Examinations Policy is:**

* To ensure the planning and management of examinations is conducted efficiently and in the best interest of all candidates.
* To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Centre’s Examination Processes to read, understand and implement this policy.

This Examination Policy will be reviewed annually by the Principal, Vice Principals, members of SLT and the Examinations Officer.

It will be approved by the Policy subcommittee of the Board of Governors Examination team which will include the Examinations Officer, Assistant Examination Officer, Vice Principal and Head of School.

## CONTENTS

[Examination Responsibilities 5](#_bookmark0)

[Head of Centre/Principal 5](#_bookmark1)

[Examinations Officer 5](#_bookmark2)

[Assistant Examinations Officer 5](#_bookmark2)

[Curriculum VP 5](#_bookmark3)

[Head of Senior School 5](#_bookmark4)

[Heads of Department 6](#_bookmark5)

[Subject Teacher 6](#_bookmark6)

[Form Teacher 6](#_bookmark7)

[Careers Teacher 6](#_bookmark8)

[Learning Support Co-ordinator 6](#_TOC_250000)

[Chief Invigilator/Invigilators 6](#_bookmark9)

[Candidates 6](#_bookmark10)

[IT Technician 7](#_bookmark11)

[Administrative Staff 7](#_bookmark12)

[Statutory Tests and Qualifications offered 7](#_bookmark13)

[At Key Stage 3 7](#_bookmark14)

[At Key Stage 4 7](#_bookmark15)

[At Post-16 7](#_bookmark16)

[Examination Seasons and Timetables 7](#_bookmark17)

[Examination Seasons 7](#_bookmark18)

[Venue 7](#_bookmark19)

[Timetables 8](#_bookmark20)

[Late arrivals 8](#_bookmark21)

[Child Protection 8](#_bookmark22)

[Invigilators 8](#_bookmark23)

[External candidates 8](#_bookmark24)

[Entries, Entry Details, Late Entries and Resits 8](#_bookmark25)

[Entries 8](#_bookmark26)

[Late Entries 8](#_bookmark27)

[Resits 8](#_bookmark28)

[Administration of resits 8](#_bookmark29)

[Examination fees 9](#_bookmark30)

[Withdrawals 9](#_bookmark31)

[The Disability Discrimination Act (DDA) 2010, SEN, Access Arrangements 9](#_bookmark32)

[Special Needs 9](#_bookmark33)

[Access Arrangements 9](#_bookmark34)

[Estimated Grades 10](#_bookmark35)

[Managing Invigilators and Examination Days 10](#_bookmark36)

[Managing Invigilators 10](#_bookmark37)

[Examination Days 10](#_bookmark38)

[Procedure for Emergency Evacuation of Examination Site 10](#_bookmark39)

[Examination Papers 10](#_bookmark40)

[Candidates, Clash Candidates and Special Consideration 11](#_bookmark41)

[Candidates 11](#_bookmark42)

[Clash Candidates 11](#_bookmark43)

[Special Consideration 11](#_bookmark44)

[Coursework and Appeals against Internal Assessments 11](#_bookmark45)

[Coursework 11](#_bookmark46)

[Appeals against Internal Assessments 11](#_bookmark47)

[Results, Enquiries about Results (EARs) and Access to Scripts (ATS) 12](#_bookmark48)

[Results 12](#_bookmark49)

[EARs (Enquiry About Results) 12](#_bookmark50)

[ATS 12](#_bookmark51)

[Certificates 12](#_bookmark52)

[Appeals Committee 12](#_bookmark53)

Appendix 1

List of Subjects offered at GCSE, AS Level and A2 Level………………………………………………………….13-15

## Examination Responsibilities

#### Head of Centre/Principal or His Deputy

* Has overall responsibility for St Malachy’s College as an Examination Centre.
* Advises on appeals and re-marks.
* Is responsible for the reporting of all suspicions or actual incidents of malpractice. Refer to the JCQ document, Suspected Malpractice in Examinations and Assessment.

#### Curriculum Vice Principal

* Overall responsibility for overseeing the Examination processes and associated processes.

#### Examinations Officer

* To manage the administration of public examinations.
* To advise the Senior Leadership Team, subject and class Teachers and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
* To oversee the production and distribution to Staff and Candidates of an annual calendar for all examinations in which candidates will be involved and to communicate regularly with Staff concerning imminent deadlines and events.
* To ensure that candidates and their parents are informed and understand those aspects of the examination timetable that will affect them, including rules and regulations.
* To consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
* To provide and confirm detailed data on estimated entries.
* To receive, check and store securely all examination papers and completed scripts.
* To administer Access Arrangements and make applications for Special Consideration using the JCQ Access Arrangements and Special Considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations in conjunction with the Learning Support Co-ordinator.
* To identify and manage examination timetable clashes.
* To account for income and expenditures relating to all examination costs/charges.
* To manage the Chief Invigilator in organising the recruitment, training and monitoring of a team of Examinations Invigilators responsible for the conduct of examinations. A meeting with the Invigilation Team will take place at the start of each Examination Series to outline protocol.
* To oversee the submission of candidates’ coursework marks, record their despatch to the examination board and store any returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
* To apply for any appeals/re-mark requests.
* To maintain systems and process the timely entry of candidates for their examinations.

#### Assistant Examinations Officer

* To assist with all of the above.

#### Heads of KS3, KS4 and KS5

* Assist Curriculum Vice Principal in overseeing arrangements for relevant year groups

#### Heads of Department

* Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
* Involvement in post-results procedures.
* Accurate completion of coursework mark sheets and declaration sheets.
* Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
* Disseminate information from regular Examination Officer emails.
* Lead in the moderation of coursework marks.
* May collect examination papers from the staff room, 24 hours after published start time of examination.
* Store all completed coursework securely and include details of how it is stored in departmental policy, including on digital platforms.

#### Subject Teacher

* Prepare pupils for external examinations.
* Display examination dates clearly in classrooms.
* Follow JCQ coursework guidelines.
* Mark coursework accurately following departmental policy.
* Return all coursework to Head of Department for secure storage.

#### Form Teacher

* Update pupils on “Information for Candidates – Controlled Assessments”.
* Distribute timetables and collect pupil signatures as verification.
* Release pupils on time for examinations taken in the morning session.

#### Careers Teacher

* Provide guidance and careers information to candidates.

#### Learning Support Co-ordinator

* Provide examination requirements for:
  + Statemented pupils.
  + Pupils requiring extra time/modified papers.
  + Pupils on long term absence.
* Notification of Access Arrangements (as soon as possible after the start of the course and no later than two weeks before each examination season).
* Submission of names of candidates entitles to Access Arrangements to Heads of Department.
* Administration of Access Arrangements.
* Identification and testing of candidates’ requirements for Access Arrangements.
* Provision of additional support for candidates with identified additional needs including, English for

speakers of other languages, IT equipment, Ipads and tablets to help candidates achieve their course aims.

#### Chief Invigilator/Invigilators

* Collection of examination papers and other material from the Examinations Officer before the start of the examination.
* Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Office or for collection by CCEA (or posting).
* Attend relevant Training Courses.
* Must be familiar with the evacuation procedure and contingency plan.

#### Candidates

* Confirm and sign entries.
* Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
* Inform Examinations Officer if additional qualifications are being undertaken in a different centre.
* Arrive on time and equipped for timetabled examinations.

#### IT Technician

* Provide and prepare suitable computers as needed in consultation with the Examinations Officer.
* Set up Language Listening Examinations on shared computers immediately prior to Examination start time
* Configure software as per JCQ guidelines.

#### Administrative Staff

* Support for the input of data.
* Posting of examination papers, where required.
* Provide lanyards and signing in book for invigilators.

## Statutory Tests and Qualifications offered

* The statutory tests and qualifications offered at this Centre are decided by the Head of Centre, Vice Principal and Heads of Department.
* The statutory tests and qualifications offered include GCSE, GCE A Levels, BTEC and Cambridge Technical Examinations and London Institute of Banking and Finance Examinations.
* The Subjects offered for these qualifications in any academic year may be found in the St Malachy’s College Prospectus for that year. Also see Appendix 1.

***If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by the*** ***30th September of current Examination Series by the HODs.***

#### At Key Stage 3

A number of candidates will sit Irish Language GCSE.

#### At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

#### At Post-16

It is expected that AS modules will be completed during year 13 and A2 in Year 14.

## Exam Seasons and Timetables

#### Seasons

#### External examinations are scheduled in line with Examination Board Timetables. These are generally in November, January, March, May, and June.

The Examination Series used by the Centre is decided by the Heads of Department and approved by the Curriculum Vice Principal.

#### Venue

* The majority of examinations will take place in the Crolly and Sixth Form Study.
* Additional rooms will be utilised based on numbers/requirements. B12 will normally be used for extra time candidates.
* JCQ posters will be displayed as required outside/inside each examination room.
* Those candidates entitled to individual supervision will be facilitated in a suitable room.

#### Timetables

The Examinations Officer will circulate the examination timetables for external examinations once these are confirmed. The skeleton timetable for the examination series will be posted in the ground floor foyer of B Block along with the entry list for each examination over a rolling 5-day period. This will give the students a further chance to observe the examinations information.

#### Late arrivals

* Candidates are responsible for their prompt arrival to each examination.
* Candidates are allowed late entry at the Chief Invigilator’s discretion, in line with JCQ guidelines.

#### Child Protection

##### Invigilators

* Invigilators will be subject to Access NI checks.
* Invigilators will sign in on each visit.
* Invigilators will familiarise themselves with our Child Protection summary prior to their first period of cover.

##### External candidates

* Only past-pupils have access to our Centre, in their first year of leaving.
* No other adults, except for invigilators are present during the examination seasons.
* Entry for any other past pupil or other external candidate is at the discretion of the Centre.
* External candidates must pay relevant fees and invigilation.

## Entries, Entry Details, Late Entries and Resits

#### Entries

* Candidates are selected for their examination entries by the Heads of Department and Subject Teachers.
* A candidate or parent/carer can request a subject entry, change of level or withdrawal. Provision of withdrawal requires approval from the Head of Department/SLT.
* The Centre usually only accepts external entries for past pupils of one year only.

#### Late Entries

* Entry deadlines are circulated through the Curriculum School Principal.
* Late entries are authorised by Head of Centre and Examinations Officer but paid for by Departments, or the student depending on the circumstances.

#### Resits

* Candidates are allowed 1 resit per subject in GCSE which they must pay for.
* Candidates are allowed 1 resit per subject in AS which they must pay for.
* Candidates may be allowed resits in A2.
* Resit decisions will be made in consultation with the Candidates, Subject Teachers, Examinations Officer and Heads of Department.

#### Administration of resits

* Pupils must collect the relevant form in the Office.
* Pupils complete form fully/ module and season– one per unit.
* Pupil leaves form and payment with the College Office Staff and is given a receipt.
* Forms marked as paid and forwarded to the Examinations Officer.

#### Examination fees

* GCSE, AS and A2 initial registration and entry examination fees are paid by the Centre.
* Late entry or amendment fees are paid by the Departments, or the student depending on the circumstances.
* 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.**
* Resit fees for all resits are paid by the candidate.
* Candidates must pay the fee for an enquiry about result, (EARS) should the Centre not uphold the enquiry and the Candidate insist on pursuing the enquiry.
* **Failure to attend any externally timetabled examination, without a valid reason, may result in candidates being billed for the full cost of the entry.**

## Withdrawals

* All pupils within the College remain as internal candidates for entry purposes.
* All pupils following 2-year courses are entered for the required examination and coursework units unless an agreement has been made with parents/guardians.

For a withdrawal to take place

* Parents will be fully informed of the individual situation in relation to the pupil.
* Parents will be made aware that this is *their* decision and not that of the College.
* Parents will provide written consent.
* Evidence will be collected over an appropriate time period demonstrating the need for withdrawal. Information may be gathered from Learning Support co-ordinator – information relating to academic needs.

## Special Educational Needs &Disability (NI) Order 2005, SENDO, Access Arrangements

**All Examination Centre Staff** must ensure that the Access Arrangements and Special Consideration Regulations and guidance are consistent with the law.

#### Special Needs

* A candidate’s special needs requirements are determined by the Learning Support Co-ordinator and the Education psychologist/Specialist Teacher. All evidence to be retained by the Learning Support Co- ordinator.
* Parents to be informed by Learning Support Co-ordinator of the Access Arrangement and to also explain to pupils what these arrangements are. These pupils must also sign the “Data Protection Notice”, which is again the responsibility of Learning Support Co-ordinator.
* The Learning Support Co-ordinator will inform individual staff of any special arrangements that individual candidates may be granted during the course of the examination.

#### Access Arrangements

* Making special arrangements for candidates to take examinations is the responsibility of the Learning Support Co-ordinator, as is submitting completed Access Arrangement applications to the Awarding Bodies.
* Rooming for access arrangement candidates will be arranged by the Learning Support Co-ordinator.
* On the day of the examination, the Learning Mentor will collect papers, deliver to the correct room and return to the Examinations Officer. A check should also be made that all SEN pupils are in the correct room with the correct staff.
* Invigilation and support for Access Arrangement candidates will be organised by the Learning Support Co-ordinator.
* This includes all invigilation staff being informed of specific arrangements and their role in the Invigilation process as outlined in the JCQ Access Arrangements document.

## Estimated Grades

The Heads of Department will submit estimated grades, when requested by the Examinations Officer.

## Managing Invigilators and Examination Days

#### Managing Invigilators

* External Invigilators will be used for all examination supervision. The recruitment of invigilators is the responsibility of the Chief Invigilator and Examinations Officer.
* External Invigilators must complete Access NI check. This is the responsibility of St. Malachy's College.
* Invigilators are timetabled and briefed by the Examinations Officer.
* Invigilators’ rates of pay are set by CCEA.
* No relative of any of the candidates must be in the examination room along with the candidates during the examinations.

#### Examination Days

* The Examinations Officer will book all examination rooms (following consultation with other users), make the question papers, other examination stationery and materials available for the invigilator.
* Site Management/Examinations Officers are responsible for setting up the allocated rooms.
* The Chief Invigilator will start all examinations in accordance with JCQ guidelines.
* In practical examinations subject teachers may be on hand in case of any technical difficulties.

#### Procedure for Emergency Evacuation of Examination Site

* A copy of the Emergency Evacuation Procedure document must be at hand in each examination room.
* Evacuated Candidates must go to **the Assembly Point on the school 3G pitch**, located at the rear of the School.
* Candidates must remain there, in isolation and under examination conditions, returning to the Examination Halls to complete the examination.
* The examination room is to be made as secure as practically possible (without putting anyone at risk) as soon as the last candidate has left.
* A report will be submitted to the relevant Examination Board.

#### Examination Papers

* These must only be opened in the examination hall and not removed from the examination room before the end of a session. Subject teachers must not be present in the hall during an examination.
* Papers may be collected by Heads of Department after 24 hours of the examination’s published starting time.

## Candidates, Clash Candidates and Special Consideration

#### Candidates

* The Centre’s published rules (JCQ) on school uniform, behaviour and candidates’ use of mobile phones and all electronic devices (including smart watches) apply at all times.
* **No watches** are permitted to be worn during examinations.
* **Water bottles must have the labels removed**
* Candidates’ personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage (this includes mobile phones and other electronic devices).
* Disruptive candidates are dealt with in accordance with JCQ guidelines.
* Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.
* The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

#### Clash Candidates

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and additional supervision and making arrangements for overnight supervision.

#### Special Consideration

* Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be unwell during the examination itself, it is the candidate’s responsibility to alert the Centre, or the Invigilator, to that effect.
* Any Special Consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate’s Doctor.
* The Examinations Officer will then forward a completed Special Consideration application to the relevant awarding body.

## Coursework and Appeals against Internal Assessments

#### Coursework

* Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
* Heads of Department will ensure all coursework is ready for despatch at the correct time.
* See separate policy for further details with regards to coursework.

#### Appeals against Internal Assessments

The Centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Officer.

The main points are:

1. Appeals will only be entertained if they apply to the *process* leading to an assessment.
2. There is no appeal against the mark or grade awarded.
3. Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
4. Appeals should be made in writing by deadline to the Head of Centre/ Vice Principal Curriculum who will decide whether the process used conformed to the necessary requirements.
5. The Head of Centre’s findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

\*Refer to appeals policy documentation

## Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

#### Results

* Candidates will receive individual results slips on results days in person at the Centre. KS5 CCEA results are available online.
* 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 Head of Centre.
* Candidates who cannot be present may authorise/nominate someone (in writing only) to collect their results.
* Results will only be shared in person.

#### EARs (Enquiry About Results)

* EARs may be requested by Centre Staff or Candidates if there are reasonable grounds for believing there has been an error in marking.
* Candidates must be made aware that with re-mark scripts there is the possibility that their marks may be lowered, unchanged or increased.
* The fee for this remark will be paid by the candidate.
* This fee will be reimbursed if the appeal is upheld and only if an upgrade is awarded.

#### ATS (Access to Scripts)

* After the release of results, candidates may ask Subject Staff to request the return of papers. The fee will be paid by the candidate.
* Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. The fee for this service will be paid by the relevant Department.
* Re-marks cannot be applied for once an original script has been returned.

#### Certificates

* Certificates are presented in person, through tutor groups and are signed for by the candidate.
* Certificates may be collected on behalf of a candidate by a third party from the School Office, provided they have been authorised to do so. (Written consent is required)
* The Centre retains certificates for one year only.

### Appendix 1

**List of subjects offered and examination board in St Malachy’s College, Belfast. (2023-2024)**

# GCSE

|  |  |
| --- | --- |
| **Subject** | **Board** |
| **Art & Design** | **CCEA** |
| **Biology** | **CCEA** |
| **Business and Communication Systems** | **CCEA** |
| **Business Studies** | **CCEA** |
| **Chemistry** | **CCEA** |
| **Chinese (Mandarin)** | **AQA** |
| **Computer Science** | **WJEC** |
| **Double Award Science** | **CCEA** |
| **Drama** | **CCEA** |
| **English Language** | **CCEA** |
| **English Literature** | **CCEA** |
| **Home Economics: Food and Nutrition** | **CCEA** |
| **French** | **CCEA** |
| **Gaeilge** | **CCEA** |
| **Geography** | **CCEA** |
| **Government and Politics** | **CCEA** |
| **History** | **CCEA** |
| **Irish** | **CCEA** |
| **Learning for Life & Work (LLW)** | **CCEA** |
| **Leisure, Travel & Tourism** | **CCEA** |
| **Mathematics** | **CCEA** |
| **Further Mathematics** | **CCEA** |
| **Moving Image Arts** | **CCEA** |
| **Music** | **CCEA** |
| **Physical Education** | **CCEA** |
| **Physics** | **CCEA** |
| **Religious Education** | **CCEA** |
| **Science (Single Award)** | **CCEA** |
| **Spanish** | **CCEA** |
| **Technology and Design** | **CCEA** |

AS Level

|  |  |
| --- | --- |
| **Applied ICT**  **OCR Level 3 CTEC (2 Year course)** | **OCR** |
| **Art & Design** | **CCEA** |
| **Biology** | **CCEA** |
| **Business Studies** | **CCEA** |
| **BTEC Travel & Tourism (Boys’ Model)** | **Pearson** |
| **BTEC Sport** | **Pearson Edexcel** |
| **Chemistry** | **CCEA** |
| **Computer Studies** | **WJEC** |
| **Drama** | **WJEC** |
| **Economics** | **CCEA** |
| **English Literature** | **CCEA** |
| **AS Further Mathematics** | **CCEA** |
| **Food and Nutrition** | **CCEA** |
| **French** | **CCEA** |
| **Geography** | **CCEA** |
| **Government & Politics** | **CCEA** |
| **Health & Social Care** | **CCEA** |
| **History** | **CCEA** |
| **Mathematics AS** | **CCEA** |
| **Mathematics A2 in one year** | **CCEA** |
| **Moving Image Arts**  **(DCF)** | **CCEA** |
| **Music** | **CCEA** |
| **Physics** | **CCEA** |
| **Religious Education** |  |
| **Sociology (DCF)** | **WJEC** |
| **Spanish** | **CCEA** |
| **Physical Education** | **WJEC** |
| **Technology and Design** | **CCEA** |

# A2 Level

|  |  |
| --- | --- |
| **Applied ICT**  **OCR Level 3 CTEC (2 Year course)** | **OCR** |
| **Art and Design** | **CCEA** |
| **Biology** | **CCEA** |
| **Business Studies** | **CCEA** |
| **Chemistry** | **CCEA** |
| **Economics** | **CCEA** |
| **English Literature** | **CCEA** |
| **French** | **CCEA** |
| **Geography** | **CCEA** |
| **Government & Politics** | **CCEA** |
| **Health & Social Care** | **CCEA** |
| **History** | **CCEA** |
| **London institute of Banking and Finance. Diploma in Financial Studies. (DCF)** | **LIBF** |
| **Mathematics** | **CCEA** |
| **A2 Further Mathematics** | **CCEA** |
| **Moving Image Art (MIA)** | **CCEA** |
| **Music A2** | **CCEA** |
| **Performing Arts (Girls’ Model)** | **CCEA** |
| **Physical Education** | **WJEC** |
| **Physics** | **CCEA** |
| **Religious Education** | **CCEA** |
| **Sociology (DCF)** | **WJEC** |
| **Software Systems Development** | **CCEA** |
| **Spanish** | **CCEA** |
| **Technology & Design** | **CCEA** |