



NOTTING HILL & EALING  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

Senior School

# Public Exams Policy

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2022-2023

# Public Exams Policy

## Policy aims

To ensure the smooth and efficient running of the Centre (NHEHS) and for the integrity of the examination process in compliance with JCQ regulations, so that the experience for the girls taking public examinations is positive.

The Examinations Officer (EO) is responsible to the Head of Centre and Deputy Head Academic for the public examinations held at NHEHS. These comprise GCSE, IGCSE, GCE and those national qualifying examinations for which NHEHS is a Centre e.g. BMAT.

They are directly responsible for entries and results (including results statistics and enquiries about results), for generating the timetable, for recruiting and maintaining a bank of invigilators, for running the examination rooms, for ensuring the correct provision of exam papers, stationery and labels and for overseeing delivery and collection of exam papers, scripts and coursework. They also returns the entries and results files to ALIS.

The EO adapts the GCE and GCSE/IGCSE timetables to include candidate, invigilation and room information. They are also responsible for running the GCE/GCSE/IGCSE examination rooms during the June exam period, and overseeing the correct filing of question papers, attendance records, examiner labels and stationery.

Related areas:

- Assessment records for school and Trust purposes are managed through SIMS by the Data Manager, who also assists the EO in recording public examination statistics in SIMS for the Trust.
- HoDs (or a representative from the department) are asked to be present at the start of public exams, to support the candidates (they cannot enter the room), and to be present on GCSE and A level results day.
- Internal 'mock' examinations are included in the EO's responsibilities for Years 11 - 13.

## Examinations

### *Subjects*

These are determined by Heads of Departments, who select Boards and type of course (e.g. linear, modular) in consultation and agreement with the Headmaster and Deputy Head Academic.

Entry into public examinations is solely at the discretion of the Head of Centre.

### *Controlled Assessment / Coursework*

Each department is responsible for administering any controlled assessment / coursework in line with Board guidelines. All coursework is kept by the EO or Department as relevant until the Board disposal date, when it is distributed to pupils or destroyed.

### *Sessions*

NHEHS holds examination sessions in May and June only for GCSE / IGCSE and GCE entries in all subjects, plus retakes as required.

### *Entries*

NHEHS is a closed Centre and does not normally accept entries from candidates outside school. Internal candidates from Year 10 and the exceptional external candidate may enter for non-curricular subjects as private candidates, although NHEHS does not offer practical components including controlled assessment units.

If a private entry is sought, the candidate must complete the relevant form provided by the EO and have this ratified by the DH-A. The EO and DH-A should be satisfied that any external oral examiner for a private language examination entry complies fully with the examination board regulations. The EO should notify the oral examiner of any examination board guidelines and ask them to sign a statement that they have done so before any assessment at the centre takes place.

All entries are administered and submitted by the EO. Estimated entries and estimated grades are also administered by the EO.



## *Examination Fees*

Pupils at NHEHS have their entry fees paid by the school. **Late entry fees, retakes, Reviews of Results (RoRs) and private candidate entry fees are all paid by the candidate, except in cases of student hardship or where the fee has originated with teaching staff.** Heads of Department may request photocopies of A-Level/GCSE scripts in discussion with the Deputy Head Academic which are paid for by the school.

## *Examination Access Arrangements*

[See SEND, ALN, EAL, and Access Arrangements Policy.](#)

## *Invigilation*

The EO is responsible for recruiting and maintaining a bank of invigilators, with assistance from the School Administrator and Deputy Head Academic in the hiring process.

## *Results and Post-results*

Public Examination Results are received and administered by the EO, who reports in writing to the Headmaster and Deputy Head Academic following each examination season.

The EO also informs the Headmaster, Deputy Head Academic, Head of Sixth and relevant HoD of the results of any upgrade following RoRs. The EO also administers the Appeals process if the school decides to challenge the results with a particular Examination Board or if an internal appeal is made.

The EO is expected to be present on Results Days and will be supported by the Deputy Head Academic, the Assistant Head (Teaching & Learning), the Heads of Sixth and Year 11, and HoDs or their representatives on these days.

All A Level and Pre U results are given to students on A Level results day.

**All GCSE and IGCSE results are given to students on GCSE results day, even when the boards release this sooner.**

## *Examination Emergency Evacuation Procedures*

**In the event of a fire or any other emergency that requires evacuation, the following procedures apply:**

- The evacuation procedures must be explained to candidates before the start of the examination.
- All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings, including mobile phones, should leave the examination room with the candidates.
- In the event of the alarm sounding, tell the students to remain calm, ask them to leave their belongings and papers on their desk and leave by the nearest exit. Remind them that they are still under examination board conditions and UNDER NO CIRCUMSTANCES should they take any personal belongings with them or talk to one another; a breach of regulations could mean disqualification from their examination.
- Note the time that the alarm went off and how long the examination has been going on.
- An invigilator should leave with each group. Registers should be taken out with the invigilators, who should take a roll-call to ensure that all students are present and accounted for.
- IMPORTANT - candidates should assemble apart from other pupils at a separate assembly point, e.g. a different area or the Junior playground if it is not in use. This will ensure that they are isolated from other students. Please line up the candidates according to the examination taken e.g. one line for GCSE Maths, another line for GCSE French etc.
- Re-enter the examination room when you have the all clear. Note the time of re-starting the examination and change the finish time. Inform the Examinations Officer of the incident, so that a Special Consideration Form can be produced.

Reviewed and updated July 2022

Next review July 2023

