



NOTTING HILL & EALING
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Senior School

Public Exams Policy

2023-2024

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 return 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.

Where boards release results before GCSE and IGCSE results day, these are released to students, but Heads of Departments do not answer queries until results day itself.

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.

Overnight supervision arrangements

When candidates are entered for multiple examinations, (three or more examinations) timetabled for the same day and the total duration for those papers is:

- more than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks, or



- more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks

Candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays (ICE8.1)

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted (ICE8)

The head of centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the examination throughout (ICE 8)

Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable (ICE 8.1)

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations (ICE 8.3)

Roles and Responsibilities

The role of the head of centre

- Ensure where a candidate takes an examination the following morning, a member of centre staff or an invigilator is appointed to supervise the candidate at all times while the candidate is on the premises sitting examinations (ICE8.2)
- Be satisfied that the arrangements maintain the integrity and security of the examination (ICE8.4)
- Inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate (ICE8.4)

The role of the exams officer

- Discuss with an affected candidate all possible options to resolve, within the same day, their timetable clash of multiple examinations, only applying overnight supervision arrangements as a last resort and once all other options have been exhausted (ICE 8)
- Re-arrange any examination that cannot be taken in the scheduled afternoon session for the following morning, ensuring if an examination is deferred from Friday afternoon, it is re-arranged for Saturday morning (ICE8.5)
- Ensure the JCQ Overnight Supervision and Overnight Supervision Declaration forms are completed before the overnight supervision is to commence (ICE8.4) Confirm the supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff, determining a method of supervision which ensures the candidate's well-being (ICE 8.2)
- Download the JCQ Overnight Supervision Declaration form for signing by the candidate, the supervisor and the head of centre (ICE8.4)
- Inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions/penalties, as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures (ICE 8.4)
- Keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later, and not send to an awarding body, unless specifically requested (ICE8.4)
- Ensure where a candidate takes an examination the following morning, the candidate is under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and ensure there is no contact with other candidates (ICE8.2)
- If a candidate is allowed to take an examination on a later day than other candidates at the centre, ensure all copies of the question paper used on the earlier day are sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken that examination (ICE8.6)

Reviewed and updated September 2023

Next review July 2024

