



# **St Mary's Christian Brothers' Grammar School**

## **EXAMINATION POLICY**

September 2018

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## **1 Rationale**

The purpose of this examination policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- To ensure the security of St Mary's as an examination centre

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

The examination policy will be reviewed annually.

The examination policy will be reviewed by the Head of Centre, Senior Leadership Team and Examinations Officer

## 2 Roles and Responsibilities

### **The Head of Centre:**

- has overall responsibility for the school as an examination centre advises on appeals and remarks
- the Head of Centre is the school Principal. She also delegates a responsibility to one Senior Teacher as Head of Centre.
- is responsible for reporting all suspicions or actual incidents of malpractice – refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **The Examinations Officer (under direction of the Heads of Centre):**

- manages the administration of public and internal examinations
- advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all examination papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 18/19
- identifies and manages examination timetable clashes
- accounts for income and expenditures relating to all examination costs/charges
- line manages the senior examination invigilator in organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their examinations.

### **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.

**Teachers are responsible for:**

- notification of access arrangements requirements (as soon as possible after the start of the course)
- submission of candidates' names to Heads of Department.

**The special educational needs coordinator (SENCO) is responsible for:**

- identification and testing of candidates, requirements for access arrangements
- the provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims.

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

- collection of examination papers and other material from the examinations office 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.

**Candidates are responsible for:**

- confirmation and signing of entries
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- ensuring prompt arrival for all examinations. Candidates must be at the examination centre for 9am and 1pm each day
- reminding oneself of the examination centre venue in advance. This information will be relayed to students via the TV monitor information system located in the main foyer, the ER foyer and in the canteen. If there is any doubt about locations the candidate should be referred to the Examinations Officer or Year Head
- ensuring that they are fully equipped to complete the examination (pens/pencils/calculators etc)
- attending examinations and assessments in full school uniform at all times
- following all school and examination body rules for behaviour and conduct.

### **3 Qualifications Offered**

The qualifications offered at this centre are decided by the Head of Centre and Senior Leadership Team in consultation with the Heads of Department.

The qualifications offered are GCE, OCR, Diploma and GCSE, Certificate, BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus and the Options Booklets for that year. This information is also available on the school website. If there has been a change of specification from the previous year, the Examinations Officer and Senior Leadership Team must be informed at the beginning of the new school year.

Informing the Senior Leadership Team and Examinations Officer of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, Head of Department, School Careers Officer and the Senior Leadership Team

## **4 Exam seasons and timetables**

### **Exam Series**

Internal examinations and controlled assessments are scheduled throughout the academic year.

External examinations and assessments are scheduled in November, January, March, May, June and July.

The Head of Centre and Senior Leadership Team decide which examination series are used in the centre.

On-demand assessments can be scheduled only in times agreed by the Senior Leadership Team.

### **Timetable**

Once confirmed, the Examinations Officer will circulate the examination timetable for internal examinations and external examinations.

## **5 Entries, entry details and late entries**

All entry decisions are to be approved by the Senior Leadership Team.

Candidates are selected for their examination entries by subject teachers.

Candidates for AS Level January examinations are entered on the recommendation of the Head of Department using verification of chance graphs, homework records, attendance etc.

Candidates or parents/guardians can request a subject entry, change of level or withdrawal.

The centre will accept entries from external candidates only with approval from the Principal.

The centre may act as an examination centre for other organisations.

Entry deadlines are circulated to Heads of Department via email

Late entries are authorised by Head of Centre and Heads of Department.

GCSE re-sits will meet the GCSE terminal rule and re-sit requirements.

Re-sit decisions will be made in consultation with candidates, subject teachers, and Heads of Department.

## **6 Examination 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.

Examination fees are paid by the centre.

Late entry or amendment fees are paid by the departments, centre and candidates dependent upon the circumstance.

Candidates who fail to register for resit examinations by the agreed deadline are responsible for the payment of any late fees.

Fee reimbursements are sought from candidates who fail without good reason to complete the requirements of a public examination.

Re-sit fees are paid by the candidate.

## **7 Estimated grades**

Heads of Department are responsible for submitting estimated grades to the examinations office when requested by the examinations officer.

## **8 Managing invigilators and exam days**

### **Managing invigilators**

Support staff, external staff and agency employees are used to invigilate examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer.

Invigilators are timetabled and briefed by the Examinations Officer.

Invigilators' rates of pay are set by the Director of Corporate Services.

### **Malpractice**

The Head of Centre is responsible for investigating suspected malpractice.

### **Examination days**

The examinations officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

The Director of Corporate Services is responsible for setting up the allocated rooms.

The lead invigilator will start all examinations in accordance with JCQ guidelines.

Subject teachers may be required at the start of the examination to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

Subject teachers are not permitted into the examination centre during an examination.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be made available to Heads of Department at the end of the examination session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the examination, if required.

## **9. Candidates, Clash Candidates and Special Consideration**

### **Candidates**

- The centre's published rules on acceptable dress, 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.
- Candidates may leave the examination room for a genuine purpose, in which case a member of staff must accompany them.
- The invigilators will notify the Examinations Officer who will try to make contact with the candidates who are 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 for identifying and resolving any examination clashes and if necessary providing escorts, identifying a secure venue and where required arranging overnight stays.

### **Special consideration**

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the examination invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example 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 end of the examination session.

## **10 Coursework and appeals against internal assessments**

### **Controlled Assessment**

Controlled Assessment replaces the largely discontinued term coursework.

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The examinations officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.



### **Marks and appeals**

Marks for all controlled assessed work and estimated grades are provided to the Examinations Officer by the subject teachers and Heads of Department.

Appeals against controlled assessments must be made by the specified date.

### **Appeals against internal assessments**

Advice for managing appeals against controlled assessments is available from the Examinations Officer.

## **11 Results, enquiries about results EARS/access to Scripts (ATS)**

### **Results**

Candidates will receive individual result slips on results days in person at the centre.

Arrangements for the centre 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 Senior Leadership Team.

### **EARS**

EARS may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

If a result is queried, the Examinations Officer, Head of Department and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

### **ATS**

After the release of results, candidates may ask the Head of Department to request the return of papers within three days' scrutiny of the results.

The Head of Department may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

## **12 Certificates**

Certificates are presented in person or collected from the school office.

Certificates cannot be collected on behalf of a candidate by third parties, unless they have been authorised to do so.

The centre retains certificates for three years.

## **Appendix One**

### **Conflict of Interest Statement**

What is a ‘**conflict of interest**’ in terms of examinations and assessment?

1. When a teacher is teaching, and thus assessing, the work of a candidate who is a family member or family friend
2. Where an invigilator is invigilating an examination in which a candidate is a family member or family friend

St Mary’s Christian Brothers’ Grammar School is committed to ensuring its decisions and actions in relation to the assessment process are, and are seen to be, free from personal bias and do not unfairly favour any candidate prior to or during the assessment process.

To that end, it is the policy of the school to

- ensure that every teacher / invigilator understands what constitutes a conflict of interest and that they have a responsibility to declare any conflicts that might arise for them
- document the conflict and the action(s) taken to ensure that the conflict does not affect / impinge upon the decision-making involved in the assessment process or the actual assessment process itself

### **Procedure**

When a teacher / invigilator identifies that they have a potential conflict of interest they must:

1. declare it as soon as they become aware of it
2. ensure it is recorded in the Conflict of Interest Log\*
3. remove themselves from any discussions / decisions about the same

### **Appropriate arrangements will be made within the centre for:**

- a) the candidate’s work to be assessed by another professional in the Department
- or**
- b) another invigilator to supervise the examination which the affected candidate is sitting
  - c)
  - d) the candidate’s coursework or examination paper to be handled by another member of staff or invigilator not affected by any conflict of interest prior to its transfer for marking to the examination board.

\*Held by the Head of Centre

## **Appendix Two – Malpractice**

St Mary's Christian Brothers' Grammar School is committed to ensuring that malpractice does not occur in any examination situation. Candidates should be warned re the consequences of malpractice in advance of each examination series. Warnings will be posted re malpractice at the entry point to each examination room.

### **Procedure**

- If a candidate is suspected of malpractice, the invigilator must warn the candidate that he /she may be removed from the examination room. The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate.
- The invigilator must record what has happened and wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination room. If necessary, the invigilator should summon assistance from the Head of Centre or a member of the Senior Leadership Team.
- The Head of Centre must report any instance of suspected or actual malpractice in connection with the examination to the awarding body as soon as possible. Form JCQ/M1 – Report of Suspected Malpractice ([http://www.jcq.org.uk/examinations\\_office/malpractice/](http://www.jcq.org.uk/examinations_office/malpractice/)) must be completed. The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.
- The examination script of a candidate suspected of malpractice should be packed for transport to the awarding body and form JCQ/M1 should be submitted separately to the relevant awarding body

The Head of Centre also has a duty to monitor and report any potential malpractice by invigilators (see Appendix One – Conflict of Interest Statement).

## Appendix Three – Emergencies

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions specified
- Advise candidates to leave all question papers and scripts in the examination room. Candidates should leave the room in silence
- Ensure candidates are supervised as closely as possible while they are out of the examination room to minimise any discussion about the examination. Make a note of the time of the interruption and for how long it lasted
- Providing candidates can be returned to the examination room within a short space of time, allow them the full working time set for the examination
- If there are only a few candidates involved, the invigilator might consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- If the evacuation becomes protracted, the Head of Centre and Examinations Officer will make a decision about which point to abandon the examination and send the candidates home
- If re-entry to the premises cannot be secured and candidates have had to be dismissed without the examination being fully completed, the Examinations Officer will contact the relevant examination board and take advice on how to proceed
- Depending on the circumstances, the Examination Officer may be able to apply for special consideration for the candidates involved
- Details of the incident and the action taken should be fully recorded and details sent to the relevant awarding body
- Partially completed papers should be submitted to the awarding body following the normal protocols

### **Criteria\* for the Head of Centre (or Examinations Officer in her absence) to consider in assessing whether an examination can be continued**

- The length of time that has passed since the official start time
- Whether the minimum time for remaining in the examination room has passed to maintain the integrity of the examination
- The amount of time left to complete the examination(s)
- Whether there is sufficient time to complete the examination(s) before another session starts
- Whether continuing the examination will take candidates over the session limit of 3 hours (taking particular care in relation to candidates with access arrangements in place which may include extra time)

**\*THE PRIMARY CONSIDERATION, HOWEVER, INVOLVES THE HEAD OF CENTRE BEING COMPLETELY SATISFIED THAT NO COMMUNICATION HAS TAKEN PLACE BETWEEN THE CANDIDATES IN RELATION TO THE EXAMINATION.**

## **Appendix Four**

### **The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

#### **Disability Discrimination Act**

All examination centre staff must ensure that they meet the disability provisions under the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

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 he has a physical or mental impairment that has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities. The centre will meet the requirements of the DDA by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

#### **Access arrangements**

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

A candidate's access arrangements requirement is determined by the SENCO, doctor, pastoral teacher and/or educational psychologist/specialist teacher.

Making access arrangements for candidates to take examinations/controlled assessments is the responsibility of both the SENCO and examinations officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the examinations officer.

Rooming for access arrangement candidates will be arranged by the SENCO with the examinations officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the examinations officer.

## **Appendix Five - The Management of GCSE Controlled Assessments**

### **RE: Controlled Assessment Tasks**

- Guidelines / instructions from the particular examination boards re the completion of the controlled Assessment tasks should be strictly adhered to.
- The completion of Controlled Assessment Tasks is considered to be a formal examination and should be treated as such.
- If a student does not report for a formal Controlled Assessment Task, this matter should be reported to the appropriate Director of Study and Head of Department by the class teacher. The student should complete the Controlled Assessment Task as soon as possible, if this is feasible.
- If the controlled assessment is to be marked by the teacher, due rigor and attention should be paid to the specified mark scheme.
- All completed controlled assessment tasks should be stored in a locked cabinet until sent to the appropriate examination board for marking / moderation.
- The uploading of scores to e-portfolios is now common practice and instructions are duly issued to staff by the relevant examination boards and the school Examinations Officer each year.

## **Appendix Six - The Management of internal assessments (Baseline Assessments / mock examinations / in-house examinations)**

### **Principles**

- All assessments should be notified to students in advance in order to give them proper notice and time for preparation. An exception to this requirement may be Baseline testing (CAT4D, CAT4F, PTE, PTM).
- All assessment measures should be fair and equitable with a clear mark scheme.
- In-house examinations should be used to prepare students for the public exam process and should be conducted under formal examination conditions. In-house examinations are not optional and pupils cannot be excused from completing class assessments simply because they do not wish to.

### **Procedures for Managing and Implementing In-house Assessment**

- Exams should be left in a timely fashion in the prearranged location to be collected and signed for by staff supervising the exam.
- Teachers should issue revision lists to pupils detailing what should be studied for the examination.
- Students should be given clear instructions verbally and in writing about how to complete the test.
- AS far as possible pupil friendly language should be used to ensure readability of the test.
- All written examinations should be conducted in silence and at separate desks. All bags should be placed at the back or front of the room.
- Students should be advised in advance of the equipment required to complete the test.
- If a student does not report for a formal in-house exam, this matter should be reported to the appropriate Head of Year and the class teacher. The student should complete the examination as soon as possible, if this is feasible.
- If a student does not report for a tracking test, the student should complete the assessment as soon as possible, if this is feasible.
- Students should be encouraged to review their work if they finish the test early.
- Teachers should 'supervise' pupils during the test by monitoring the dynamic in the room (walking up and down etc.)
- Telephones should be disabled and no mobile devices should be used by teachers / students. The noise of keyboards and teacher discussion may distract pupils from the focus of their examination and it is vital that disruption is kept to a minimum.
- During summer examinations, teachers should not mark the work of public examination candidates when they are supervising internal school tests.
- If you are not the class teacher, examination papers should be returned to the pigeon-hole or filing cabinet drawer of the relevant member of staff with a list of absentees and any information that the class teacher should be aware of as soon as possible after the examination.
- In house examinations should have extra time built into them when scheduling (to accommodate those children entitled to examination concessions) so teachers should bear this in mind when planning.
- Students may ask the teacher / supervisor to read or explain a word to them to facilitate their understanding of the task they have to complete.

## Appendix Seven - Risk Management and Contingency Planning for Public Examinations

Risks, and those at risk, will be categorised in the following format:

<b>Nature of risk:</b>	A. Physical	B. Human	C. Chemical / Biological risks			
<b>Those at risk:</b>	i. Students	ii. Invigilators	iii. Examinations Officer	iv. Head of Centre	v. Teaching Staff	vi. School

All examination venues will be risk-assessed in advance of scheduling by the Examinations Officer, with a view to minimising disruption before and during the public examination.

All examination venues should contain the correct ratio of invigilators to candidates.

Invigilators should be trained re how to conduct an examination.

Students should be made aware of the rules and regulations about what it is permitted to bring into the Examination room in advance and of protocols before, during and after the examination.

The health and safety of all students is our primary concern along with the efficient conduct of the examination.



**Nature of risk(s) involved – General (applicable throughout examinations)**

<b>Nature of risk / issue</b>	<b>Hazard</b>	<b>Who is at risk</b>	<b>Probability of risk occurring (see formula)</b>	<b>Steps/actions to be taken to avoid risk</b>	<b>Timescale</b>	<b>Who is responsible</b>
B	Entry not made due to staff absence	Candidates	1	Liaison with Curriculum Leaders and Head of Department when entries are being made. Double check entries received with class lists on SIMS.	Examination entry schedules	Examinations Officer
B	Incorrect tier entered for as a result of human error by staff or Examinations Officer.	Candidates	1	Liaison with Head of Department and Class Teachers when entries are being made. Ask teachers to double check entries and sign and date them. Check examination entry tier codes.	Examination entry schedules	Examinations Officer
B	Student loses timetable and is thus unaware of examination dates and may even miss examination.	Candidates	1	Make students aware of protocols in such a case, (student instruction)	Any examination period	Examinations Officer/Head of Centre/Head of Year

B	Entry fee deadline missed. Late fee due.	School	1	Ensure subject teachers and Head of Departments are aware of deadlines well in advance and that entries are made in a timely fashion.	Any examination period	Examinations Officer
B	Examination Room Disruption – internal. Noise from Reader / Invigilator or candidates.  Other candidates completing examination earlier or arriving late to the examination room.  Candidate needs to go to the toilet.	Candidates	1	Candidates are aware of examination protocol.  Staff should also be clear about their roles and responsibilities.  ONE candidate may leave the examination room at a time accompanied by an invigilator or additional supervisor.	Any examination period	Examinations Officer
B	Examination Room Disruption – external. Canteens in use so examinations located in the hall may be disrupted.	Candidates	3	Optimum amount of Staff in the area to supervise at the end of class and at break / lunchtime.  Classrooms at the end of corridors / isolated areas within the school may be used to mitigate against noise.	Any examination period	Examinations Officer
B	Candidate writes wrong candidate number on script or records the wrong candidate details on the script.	Candidates	1	Each student is issued with their legal name and candidate details on an individual desk card. These details are also found on individual student examination timetables.  Each desk is labelled with the relevant candidate's details.	Any examination period	Examinations Officer

				Invigilators should ask candidates to check that the name and number on the desk correspond with theirs.		
B	Examination clash	Candidates	1	Report to be run which generates examination clashes. Manual checks to be made with regard other entries as this suite of subjects do not avail of all exams offered in St Mary's CBGS. Clashes are to be resolved by the Examinations Officer in line with JCQ Guidelines. Candidates to be personally informed by letter of their examination clash and its resolution to ensure that all protocols are adhered to.	Any examination period	Examinations Officer
B	Candidate certificate not being correct due to incorrect information on SIMS.	Candidates	1	All pupil data should be accurate and any changes recorded immediately.	Any examination period	SIMS Manager (O Convery)
B	Incorrect access arrangements being applied or access arrangements not being applied at all.	Candidates	1	Liaison with SENCO/other SLT re pupil needs and arrangements.	Any examination period	Examinations Officer SLT SENCO
B	Candidate is unable to find examination room before the examination commences.	Candidates	1	Candidates instructed to arrive in good time for the examination (Cf. Student Examination Handbook).	Any examination period	Examinations Officer Head of Year

				Students aware which rooms are being used in advance.		
B	Candidates not being prepared for correct specification or examination board.	Candidates	1	Liaison with Head Of Departments and VP Curriculum re any curricular changes in a timely fashion.	Any examination period	Examinations Officer
B	Special consideration not applied for due to human error or information not being received from / provided by the candidate.	Candidates	1	Liaison with SENCO/ SLT  Candidates informed that sickness or other special circumstances must be reported on the day of the examination (at the latest) to ensure administration is processed in a timely manner.	Any examination period	Examinations Officer
A	School building unavailable to run examinations in due to a power shortage or other physical issue.	School	1	Alternative accommodation should be sought – links with local parish centres / other schools should be forged in a pre-emptive strike.	Any examination period	Examinations Officer
A / B	Adverse weather conditions affecting transport links which means that there are insufficient trained staff to administer the examination. This may also affect candidates turning up for the examination.	School Candidates	1	Senior staff and Principal may need to step in to ensure the examination is run. Candidates to be advised about repeat opportunities. Check the contingency plans held by the specific Examination Board in such cases.	Any examination period	Examinations Officer
A	Examination papers lost in transit to the Examination Board.	School Candidates	1	Ensure proof of postage is obtained and retained and that the special delivery option is used.	Any examination period	Examination Board

B	Candidate has an infectious ailment and is unable to complete her examination in the same room as other candidates.	Candidates	1	A small room / office should be available in case of a case such as this. Additional staff always need to be on standby. Depending upon the nature of the ailment, it may be necessary to check the invigilator's own medical background.	Any examination period	Examinations Officer
B	Invigilator provides incorrect examination paper or wrong tier of examination.	Candidate	1	Invigilators to be made aware of their roles and responsibilities through appropriate training and correct examination papers should be opened and checked.	Any examination period	Examinations Officer

## **APPENDIX 8**

### **Pre-release materials: Revised procedures**

- All pre-release examination materials will be signed into the strong room on the day of delivery
- The pre-release date, the relevant department and the Head of Department will be recorded on the chart
- The resources will be signed out of the strong room by a Senior Teacher on the designated release date and time
- The sealed packages will be delivered to the department by the Senior Teacher
- The package will be opened by the Head of Department in the presence a Senior Teacher or an Assistant Head of Department where applicable
- The Senior Teacher and Head of Department will verify receipt of the materials and a copy will be retained in the strong room

### **Staff training**

- Internal training sessions will be organised for the Examination Officer and the relevant Heads of Department to ensure they exercise due diligence in fulfilling their duties
- The Examinations Officer will be trained to ensure that the revised procedures are fully implemented and that the examination materials are securely stored in the strong room
- As appropriate, the Heads of Department will be trained to follow the revised procedures to ensure the security of the examination materials
- Staff will be trained to bring immediately to the attention of a member of the School Leadership Team any concerns they may have about the breach of any of these procedures

## APPENDIX 8 Cont

### Examination Policy Review

- The examination policy will be reviewed in 2018

### Pre-release Materials

#### Departments

Department	Current HOD
Science	Mr S Kelly
Media Studies	Mr P Laverty
French	Miss C McAtamney
Music	Mrs C Morris-Spillane
Irish/Gaelige	Mr C Flynn
Art	Miss L McGonagle
Spanish	Miss J Mervyn
Polish	Mr R Herron
Construction	Mr V Murphy

Pre-release materials & Mark Schemes

Examination Title	Code	Examination Date	Release Date	Senior Teacher (signed out)	Head of Department (signed for receipt)



<b>APPROVALS</b>	
<b>Principal:</b>	
<b>Chair of the Board of Governors:</b>	
<b>Date of Approval by Governors:</b>	
<b>Date of next annual review:</b>	