



Exams policy

Contents

- The centre exams policy
- Exam series and timetables
- Entries, entry details and late entries
- Equality legislation
- Managing invigilators
- Candidates
- Internal assessments and appeals
- Results
- Certificates

The policy is next due for review in May 2020.

The purpose of this exams policy is:

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

The exams policy will be reviewed by the SMT and Exam committee.

Exam responsibilities

The head of centre/ Principal:

- has overall responsibility for the school as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the SAICA document under *malpractice in examinations and assessments*.

Exams officer¹:

- manages the administration of *internal exams and/or external exams*.
- advises the senior leadership team, subject and class educators, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all Ethembeni staff and candidates, of an annual calendar for all exams 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 exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with ECED guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- administers access arrangements and makes applications for special consideration following the Exam regulations.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' test / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned test, projects / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any post results service requests.

Heads of department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **special educational needs coordinator (SENCo)/ Deputy Principal** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Lead invigilator/invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to ECDE regulations.
- 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 ensuring their return to the exams office.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding given tasks / controlled assessment regulations and signing a declaration that authenticates the tasks/ assignments as their own.
- ensuring they conduct themselves in all exams according to the ECDE regulations.

Exam series

Internal exams (mock or trial exams) and formal assessments are scheduled in March and September.

External exams and assessments are scheduled in September and November.

Internal exams in June **are** held under external exam conditions.

The Principal and Deputy principal with the SMT *decides* which exam series is used in the centre.

The centre **does** offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the educators and the **learners**.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for **internal and/or external exams** before each series begins.

Entries, entry details and late entries

*Candidates or parents/carers **can** request a subject entry, change of level or withdrawal Grade 10 – 11 as stipulated by the ECDE.*

*The centre **does not accept** entries from private candidates.*

*The centre **does not act** as an exams centre for other organisations.*

Entry deadlines are circulated to heads of department/curriculum via **briefing meetings**.

Heads of department/curriculum will provide estimated entry information to the exams officer to meet ECDE deadlines.

Entries and amendments made after the ECDE deadline (i.e. late) require the authorisation, in writing, of the District's Director or Exams District Officer.

Equality Legislation

All Ethembeni Enrichment Centre staff must ensure that they meet the requirements of any equality legislation.

The school will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, and ECDE. This is the responsibility of the Principal, Deputy principal and Exam Committee.

Access arrangements

The **SENCo** will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the test series/exams.

A candidate's access arrangements requirement is determined by the ECDE.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the allocated invigilator.

Submitting completed access arrangement applications to the ECDE is the responsibility of the Deputy Principal.

Rooming for access arrangement candidates will be arranged by the Exam Committee with the Deputy Principal.

Invigilation and support for access arrangement candidates, as defined in the ECDE access arrangements regulations, will be organised by the Principal, Deputy Principal and the Exams Committee.

Managing invigilators

External staff **will not be** used to invigilate examinations.

Recruitment of invigilators is the responsibility of the Principal and Deputy Principal.

Invigilators are recruited, timetabled, trained, and briefed by the Principal / Chief Invigilator.

Malpractice

The Chief Invigilator in consultation with Exam Committee is responsible for investigating suspected malpractice.

Exam days

The exams 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.

Exam Committee is responsible for setting up the allocated rooms, and will be advised of requirements a month in advance.

The Chief Invigilator will start and finish all exams in accordance with ECDE guidelines.

Subject staff *may not* be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by ECDE concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with ECDE guidelines.

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 in accordance with ECDE recommendations and no later than 1 hour after candidates have completed them.

After an exam, the Chief Invigilator will arrange for the safe dispatch of completed examination scripts to the District Office, working in conjunction with *Deputy Principal*.

Candidates

The Chief Invigilator will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the *Chief Invigilator*.

The school's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with ECDE guidelines. Candidates are expected to stay for the full exam time at the discretion of the Chief Invigilator .

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The *invigilator is* responsible for handling late candidates and the Chief Invigilator as well as the Deputy Principal are responsible for handling absent candidates on exam day.

All late candidates must be brought to the Office by the invigilator in charge after the exam session and the Late Coming policy will be followed.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the school's Chief Invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within **2** days of the exam.

The Chief Invigilator will make a special consideration application to the relevant awarding body within **3** days of the exam.

Internal assessment

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

Marks for all internally assessed work are provided to the Exam Committee by the educators.

Results

Candidates will receive individual reports on first Wednesday of the following Term in a parents' contact session with educators. Reports will be collected

- *in person at school from the class teachers.*
- *collected and signed for by the parent/guardian.*

It is COMPULSORY that all teachers/ educators as well as parents be present for this meeting.

Enquiries about Results (EAR)

EARs may be requested by school staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the *candidate*.

All decisions on whether to make an application for an EAR will be made by *the Principal*.

If a candidate's request for an EAR is not supported, the candidate may appeal and the school will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the *Principal*, following the ECDE guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject educator to request the return of written exam papers within 2 days of the receipt of results for internal assessments.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the *candidate*.

Processing of requests for ATS will be the responsibility of *subject teacher for internal assessments*.

Certificates

Candidates will receive their certificates

- *in person at the school*
- *collected and signed for.*
- *All stationery has been returned to the school*
- *All responsibilities and requirements towards the school are met.*

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 5 years.

Head of centre

Exams officer

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Date

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