



EXAMINATION POLICY

PUBLIC EXAMINATION POLICY

The purpose of this public examination policy is:

- to ensure the planning and management of public examinations is conducted efficiently and in the best interests of candidates
- to ensure the operation of an efficient public examination system with clear guidelines for all relevant staff, candidates and parents

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

The JCQ (Joint Council for Qualifications) provides information on all aspects of public examinations. (<http://www.jcq.org.uk/exams-office>)

Public Examination responsibilities:

- The Headteacher is the Head of Centre and has overall responsibility for the school as an examination centre.
- Mrs Berks, Deputy Headteacher, has line management responsibility for the examination procedure.

The Headteacher and Mrs Berks have responsibility for:

- Ensuring risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place;
 - advising on appeals and re-marks;
 - reporting all suspicions or actual incidents of malpractice in accordance with the guidelines in the JCQ document '*Suspected Malpractice in Examinations and Assessments*'.
(<http://www.jcq.org.uk/exams-office/malpractice>)
- Mrs Berks and the Heads of Sixth Form have responsibility for:
 - the distribution of GCE results from June examinations;
 - the distribution of GCSE results to Year 11 students.
 - Miss Roberts, the Examination Officer has responsibility for:
 - administration of public examination entries and results;
 - organisation of examination timetables and examination sessions, ensuring the administering of access arrangements as per the JCQ regulations;

- relevant communication with the examination boards, staff, students and parents;
- receiving, checking, storing securely and, at an appropriate time, despatching all materials related to examinations as per the guidelines;
- overseeing the recruitment, training, organisation and monitoring of external invigilators, including DBS checks;
- organisation, administration and communication of post results procedures and outcomes as requested by Heads of Department and students;
- accounting for income and expenditures relating to all examination costs/charges;

Ms Bliss has responsibility for:

- applications for special considerations following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration;

Other colleagues and their responsibilities are detailed below.

Miss Wood, SENCO, has responsibility for:

- the identification and testing of students who may require appropriate access arrangements for public examinations;
- liaising with subject teachers to ensure adequate evidence of need/normal way of working is available prior to applying for access arrangements;
- working with the Examination Officer to apply for access arrangements required by candidates;
- working with the Examination Officer to provide the access arrangements required by candidates in examination rooms;
- ensuring all staff are informed of a candidates access arrangements for the purposes of non-examination assessment (NEA) / examination preparation etc.

Heads of Department have responsibility for:

- accurate completion and submission of entries by the given deadline;
- offering guidance to candidates and parents on examination entries;
- accurate completion of NEA sheets or electronic submission forms and declaration sheets by the given deadline;
- analysis of results to inform decisions on post-results procedures;
- informing the examinations officer of any proposed or actual changes of specification and/or examination board;
- ensuring that a candidate's access arrangements are adhered to in any NEA (see non-examination assessment policy).

All teachers have responsibility for:

- supplying information on entries and NEA as required by the Head of Department and/or examination officer by the given deadline;
- providing evidence to the SENCO to support an application for access arrangements;

- Ensuring that a candidate's access arrangements are adhered to in any NEA.

Lead invigilator/invigilators are responsible for:

- assisting the Examination Officer in the efficient running of examinations and conducting examinations in accordance with JCQ regulations.
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examinations office.

The centre employs external invigilators for all public examinations.

Examination Seasons and Timetables

- Public examinations are available at the following times, depending on the year group of the student:

Examination Season	
November	<p>Only available to students in the Parmiter's Sixth Form who are being re-entered for GCSE Mathematics or GCSE English Language because they have yet to achieve above a grade 4 in that subject.</p> <p>Where a student has already achieved these minimum requirements but wishes to improve their grades, the centre will consider a request to resit GCSE Mathematics or English Language. If the school agrees to facilitate these re-sits, the candidate will be required to cover all fees related to the examinations.</p>
May/June	<p>Available to students in Year 11 taking GCSE examinations.</p> <p>Available to students in Year 13 taking GCE examinations.</p> <p>Students in Year 12 are not expected to resit any GCSE examinations except GCSE Mathematics or English Language (as above).</p> <p>By permission from the Headteacher, students in other year groups who wish to take GCSE or GCE examinations.</p>

- Once confirmed, the Examinations Officer will circulate individual public examination timetables to all candidates.
- The Examinations Officer will identify any timetable clashes and organise supervising escorts, a secure venue and/or overnight supervision as appropriate.

Entries and Fees - Internal candidates

When an internal candidate (current Parmiter's student) is sitting an examination related to a course taught within the school curriculum or extended school curriculum:

- The centre will pay the examination fees on behalf of the candidate for candidate's first entry for the subject. The centre reserves the right to request a deposit equal to the cost of the examination entries for any candidate whose attendance year to date is below 90%. The deposit will be refunded if the candidate attends all examinations. In the event of non-attendance, the relevant entry fee will be deducted from the deposit.
- Candidates are selected for their examination entries, including their tier of entry, by their subject teachers based on trial examination results and teacher assessment. Entries are overseen by the relevant Head of Department. Any appeals against these entries must be made in writing to Mrs Berks at least seven days before the examination entries deadline.
- The school may impose a charge equal to the financial charges levied by examination boards if:
 - A candidate is withdrawn because of lack of NEA;
 - A candidate, supported by written permission from a parent, makes a decision to sit or not to sit an examination after the late entry/withdrawal deadline;
 - A candidate fails to attend an examination and does not produce medical evidence or evidence of other mitigating circumstances.

When an internal candidate is wishing to resit an examination:

- For those students in Year 12 or Year 13 required to resit GCSE Mathematics and/or GCSE English Language, the school will discuss the entry with the candidate and pay all fees associated with these resits.

For any other resits:

- Candidates must submit their resit requests to Miss Roberts before the centre deadline; all necessary paperwork must be fully completed and the examination fee received before the examination entry will be made. Only under exceptional circumstances will the centre pay the fees for an examination resit, as determined by the Head of Centre.
- If no other candidate is sitting the examination, the candidate will also be required to pay for all invigilation costs associated with the examination.
- Please note that the centre deadline will be before the deadline for examination entries to allow time for the request and payment to be processed.

When an internal candidate wishes to sit an examination related to a course that is not taught within the school curriculum:

- The centre will consider requests for public examination entries for current Parmiter's students who have studied for an examination qualification outside of the school curriculum. However, the school cannot guarantee they can accommodate these requests. Requests must be directed to Mrs Berks, Deputy Headteacher or Miss Roberts, Examination Officer.
- The candidate is responsible for all entry fees, other costs associated with the examination (e.g invigilation fees, fees for language oral examiner) and the payment of a £10 administrative fee. The examination entry fees and invigilation costs will be payable to the school. However, any payments to an examiner (e.g. language oral examiner) must be made direct to the examiner. The only exception to this is a candidate in receipt of Pupil Premium funding, where the school will pay all fees and costs.
- The examination entry will only be processed when all necessary paperwork is fully completed and all payments received. Please note that the centre deadline will be before the deadline for examination entries to allow time for the request and payment to be processed.

Entries and Fees - Private candidates

- The centre will consider requests for public examination entries for private candidates who previously attended Parmiter's school. However, the school cannot guarantee they can accommodate these requests. Requests must be directed to Mrs Berks, Deputy Headteacher or Miss Roberts, Examination Officer.
- The centre does not accept public examination entries for private candidates who have not previously attended Parmiter's school, except by special permission from the Headteacher.
- The candidate is responsible for all entry fees, other costs associated with the examination (e.g invigilation fees, fees for language oral examiner) and the payment of a £10 administrative fee. The examination entry fees and invigilation costs will be payable to the school. However, any payments to an examiner (e.g. language oral examiner) must be made direct to the examiner.

The Equality Act, special needs and access arrangements

The centre will comply with the Equality Act 2010 to deliver the qualification in accordance with requirements defined by the legislation, awarding bodies, and JCQ. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. The JCQ document *'Access Arrangements, Reasonable Adjustments and Special*

Considerations provides detail on all aspects of these arrangements.
(<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>).

Access arrangements are put in place to allow students with special educational needs, a physical disability, a long-term medical condition, a psychological condition or temporary injury to access the examination / assessment. In general, these must be applied for and agreed well in advance of an assessment.

Special consideration is a post-examination adjustment to a student's mark or grade applied when their performance in an assessment / examination has been adversely affected by an event beyond their control. For example, a temporary illness or emotional issue, a bereavement or a domestic crisis.

The school's Accessibility and Disability policy in relation to examinations provides full details of how the centre complies with its obligations to facilitate access to examinations and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as 'access arrangements');
- requesting access arrangements;
- implementing access arrangements and the conduct of examinations;

Responsibilities of the candidates

- Checking their personal details and details related to examination entries on their statement of entry. Any errors or omissions must be brought to the attention of the Examination Officer within a week of receiving the documentation.
- The JCQ document *'Instructions for conducting public examinations'* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examination> details the responsibilities of the centre and the regulations to which all candidates must adhere.
- Public examination briefings will be provided for appropriate year groups and candidates made aware of the following documents:
 - *JCQ's 'Notice to candidates for written examinations'*
 - *JCQ's 'Notice to candidates for on screen tests'*
 - *JCQ's 'Information for candidates - privacy notice'*
 - *JCQ's 'Information for candidates – social media'*

(these notices can be found on the JCQ website
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>)

- The school rules apply to all candidates taking public examinations.

- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. The centre suggests that mobile phones and any other item of value are left at home or handed in at Reception before each examination.
- Candidates are responsible for ensuring they have a copy of their examination timetable and presenting themselves to the correct examination room at the required time. The Examination 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.
- Disruptive candidates will be 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.
- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the Examination Officer, or the examination invigilator, to that effect. If a candidate is unwell before or during an examination they will be referred to the school matron who will advise whether the candidate is well enough to sit, or continue, the examination.
- The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor. Ms Bliss will then forward a completed special consideration form to the relevant awarding body.
- A candidate should speak to Miss Roberts, Mrs Berks or Ms Bliss if they are unsure of any procedures related to public examinations.

Malpractice

Mrs Berks, in consultation with the Head of Centre and the Examination Officer is responsible for investigating suspected malpractice. All instances of malpractice will be investigated in accordance with JCQ document '*Suspected Malpractice in Examinations and Assessments*'.

Please refer to the School's Internal Appeals Policy for information on how to appeal against a decision to apply a penalty because of malpractice in an examination/assessment.

Results

- Candidates from Years 11 and 13 will receive individual results slips, in the form of a centre produced document, for examinations taken in the May/June season on

results days in person at the centre. If a candidate is unable to collect their results in person, they can depute a close family member to do so for them. Requests for this should be made, in advance and in writing. Details of who to direct these requests to will be made available to candidates prior to results day.

- Individual results slips will also be e-mailed to candidates' school e-mail address on results day. Results information will not be e-mailed to other e-mail addresses.
- The centre will post uncollected result slips at the end of the results day.

Post Results Services

- The term Post Results Services refers to:
 - Enquiries about Results (meaning a review of marking)
 - Access to Scripts
- Detailed information about post results services will be issued to candidate and all teaching staff prior to the issue of results.

Enquiries about Results (EARs)

- EARs may be requested by centre staff if there are reasonable grounds for believing there has been an error in marking affecting all/the majority candidates. The centre will request a re-mark for all candidates it believes have been affected. The centre will obtain candidate consent before requesting a re-mark.
- EARs may be requested by candidates at their own expense. The required fees will be published prior to each examination season. Candidates must submit their requests to Miss Roberts before the centre deadline. All necessary paperwork must be fully complete and the required fee received before an EAR request will be processed. Only under exceptional circumstances will the centre pay for an EAR requested by a candidate, as determined by the Head of Centre.
- Please note that the centre deadline for EARs will be before the deadline for the examination boards to allow time for the request and payment to be processed. No requests will be accepted after the centre deadline.
- Candidates are reminded that an EAR can result in their mark and/or grade being lowered. It is recommended that candidates seek the advice of their subject teacher or Head of Department before requesting an EAR.
- The centre will accept EAR requests from private candidates providing all necessary paperwork and fees are received by the Examination Officer before the centre deadline. However, the centre will not instigate an appeal against the outcome of a review of marking on behalf of a private candidate; private candidates can submit an application for an appeal directly to an awarding body.

- Any internal candidate who is considering an appeal against the outcome of a review of marking must contact Mrs Berks, Deputy Headteacher. After consideration of the facts, Mrs Berks will determine whether there are grounds for the centre to submit an application for an appeal. Where the centre does not support a candidate's request for an appeal, reference must be made to the school's Internal Appeals Policy.

Access to Scripts (ATS)

- Awarding bodies will provide examination centres and their candidates with access to externally marked scripts for the following examinations:
 - GCE Advanced
 - GCSE
- Scripts may be requested by the centre to either:
 - inform an appeal about a result;
 or
 - for teaching and learning purposes.

Candidate consent is required before a script may be requested.

- Scripts may be requested by candidates at their own expense. The required fees will be published prior to each examination season. Candidates must submit their requests to Miss Roberts before the centre deadline. All necessary paperwork must be fully complete and the required fee received before an ATS request will be processed. Only under exceptional circumstances will the centre pay for an ATS requested by a candidate, as determined by the Head of Centre.
- Please note that the centre deadline for ATS will be before the deadline for the examination boards to allow time for the request and payment to be processed. No requests will be accepted after the centre deadline.
- The deadline for ATS, as set by the Examination Officer, is final and non-negotiable.
- All candidates and centre staff must read the guidance published by the school prior to requesting an ATS or a priority ATS. This is especially important if the candidate is also considering a review of marking as requesting a script will delay the review of marking and, in some circumstances, remove the opportunity for a review of marking. If unsure, candidates and centre staff must seek advice from Miss Roberts or Mrs Berks.

INTERNAL EXAMINATIONS POLICY

The purpose of this internal examination policy is:

- to ensure the planning and management of internal examinations is conducted efficiently and in the best interests of students
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff, students and parents

It is the responsibility of everyone involved in the examination processes to read, understand, and implement this policy.

In planning and organising internal examinations, the school replicates many of the regulations used in the running of public examinations. This is done to ensure that students understand the regulations to which they must adhere for their GCSE and GCE examinations.

Internal Examination responsibilities:

- Ms Absalom, Assistant Headteacher, has responsibility for internal examinations, including:
 - setting and communicating examination dates and the examination timetable;
 - liaising with Heads of Department regarding examination requirements for their subject;
 - liaising with the Examination Officer regarding the organisation of the examinations;
 - delivering examination briefings to students;
 - overseeing all relevant communication with the staff, students and parents.
- Miss Roberts, the Examination Officer has responsibility for:
 - organisation of examination entries, seating plans, individual examination timetables and registers;
 - receiving, checking and organising all materials related to the examination;
 - organising of the rooms, ICT resources and staffing required to run the examinations;
 - ensuring appropriate arrangements are in place to allow a student to use their access arrangements, which are administered as per the JCQ regulations;
 - rescheduling examinations for students who miss an examination through an authorised absence;
 - providing appropriate arrangements for those who require adaptation of examination arrangements during the season (e.g. due to temporary injury).

- returning completed examination papers to the relevant Head of Department.

Miss Wood, SENCO, and **Mrs Berks**, Deputy Headteacher, have responsibility for:

- ensuring that students are informed of the agreed access arrangements for their examinations;
- ensuring that appropriately trained staff are available to administer access arrangements, where necessary;
- that Heads of Department are aware of any modified materials/papers required for students.

Heads of Department have responsibility for:

- providing accurate information about the examination requirements for their subjects;
- where relevant, providing accurate information about tiers of entry for the examinations in their subject;
- ensuring there is a consistent department approach to revision lists / revision lessons / revision materials;
- ensuring the examination paper is fit for purpose, that is;
 - it provides students with an opportunity to demonstrate their skills and knowledge learned to date;
 - it is accessible to all students, but provides appropriate challenge to differentiate between the most able candidates. It may therefore be appropriate that students sit different examination papers (tiers of entry);
 - it is appropriate in length for the time allocated to the examination, neither too long nor too short;
 - the instructions about how to complete the paper are clear to all, students and invigilators;
 - the examination paper is easy to read, with diagrams / pictures clear to see;
 - it enables staff to provide students with feedback about their progress and identify areas for development.
- where appropriate, ensure that the examination paper(s) is sent to the VAC/reprographics for modification in good time.
- ensure sufficient copies of the examination paper(s) are provided to the Examination Officer by the deadline, including any modified papers/materials;
- ensuring a clear mark scheme is available to all staff marking the examination;
- ensuring realistic deadlines are provided to staff, taking into account gradesheet/report deadlines.
- ensuring staff are clear about when marks/grades/levels can be given to students and that feedback from examinations (e.g going through the paper) is consistent across the department.

All teachers have responsibility for:

- supplying information on tiers of entry to the Head of Department, where appropriate;
- providing revision lists / revision materials / revision lessons in line with departmental guidance;
- marking students examination scripts according to the published mark scheme and by the deadline;
- providing feedback to students in line with departmental guidance.

Lead invigilator/invigilators are responsible for:

- assisting the Examination Officer in the efficient running of examinations;
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examinations office.

The centre employs external invigilators for all school examinations.

Examination Timetables and Entries

- Internal examinations are run for students in each year group. The school believes internal examinations provide students with a valuable opportunity to demonstrate their learning to date, understand areas they need to revisit and get used to working under the examination conditions they will experience in public examinations.
- All students are expected to sit all examinations relevant to the subjects they study as part of their school curriculum.
- For the relevant subjects, students are selected for their tier of entry by their subject teachers based on assessment results and teacher assessment. Any queries regarding the tier of entry must be directed to the relevant Head of Department in the first instance. If the query is not resolved, students/parents should contact Ms Absalom. All queries must be submitted at least 10 working days prior to the examination date; no queries after this deadline will be considered.
- All students are expected to follow the published examination timetable. Exceptions to this are:
 - students with agreed access arrangements, where timetable changes need to be made to accommodate these arrangements;
 - students in Years 10 - 13 who have examination clashes. The Examination Officer will resolve these clashes and students may be required to go in to isolation (supervised revision) between their examinations so they do not communicate with other students who have already / are about to sit the examination.
- All requests for student absence will be refused during examination periods.
- If a student misses an examination for medical reasons, for which the school has reasonable evidence, the school will endeavour to reschedule the examination. If

an examination is missed for non-medical reasons, or for a medical reason that the school is not able to verify, the school reserves the right not to reschedule the examination.

- Students are not able to resit internal examinations unless serious illness or other exceptional circumstances at the time of the examination prevented them from completing the paper. In all cases, evidence of the medical condition / exceptional circumstances must be provided. If a resit is agreed to, students and parents must be aware that the mark achieved cannot solely be used to inform forecast / UCAS grades as the examination paper is no longer secure.

The Equality Act, special needs and access arrangements

Access arrangements are put in place to allow students with special educational needs, a physical disability, a long-term medical condition, a psychological condition or temporary injury to access the examination / assessment. In general, these must be agreed well in advance of an assessment.

Where a student's performance in an assessment / examination has been adversely affected by an event beyond their control, for example, a temporary illness or emotional issue, a bereavement or a domestic crisis, the student and parent / carer must contact Ms Absalom. Ms Absalom will then ensure the student's subject teachers and the relevant Heads of Department are informed. However, consideration for such events cannot be quantified and so no adjustment to marks will be made. The situation will be considered when awarding forecast grades and / or considering setting, but the school will support the decisions made by the Head of Department on these matters.

The school's Accessibility and Disability policy in relation to examinations provides full details of how the school complies with its obligations to facilitate access to examinations and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as 'access arrangements');
- requesting access arrangements;
- implementing access arrangements and the conduct of examinations;

Responsibilities of the students

Students must:

- Check their personal details and details related to examination entries on their individual timetables. Any errors or omissions must be brought to the attention of the Examination Officer within a week of receiving the documentation.

- Ensure they have a copy of their examination timetable and arrive at the correct examination room at the required time.
- Have all equipment necessary for the examination. Students will not be able to borrow equipment if they have forgotten it. If they have a piece of equipment in the examination room that breaks / is no longer working, the invigilator will lend them a replacement piece of equipment if one is available.
- Remember that all school rules apply during examinations.
- Understand that their personal belongings remain their responsibility and the school accepts no liability for their loss or damage for items left in an unsupervised area.
- Follow all examination regulations regarding behaviour and conduct in an examination room. Any students not following these regulations will receive a verbal warning. If their behaviour persists they will be removed from the examination room and will complete their examination in isolation. Any student removed from an examination will be issued with a Head of Year detention and the parents/carers informed. If a student is removed from an examination for a second time, the parents will be contacted and will be asked to attend school to supervise the remaining examinations for their child. The student will not be permitted to return to the main examination room without the supervision of their parents/carers. If parental/carer supervision is not possible, the student will remain in isolation for the remainder of the examination period, including at break and lunchtimes. Any student removed from an examination room for inappropriate behaviour will have any study leave revoked.
- Remember that toilet breaks are not permitted during examinations, except for those with known, relevant, medical conditions. Toilet breaks are disruptive for other students and means the school has to pay for increased staffing levels during examinations.
- Alert the Examination Officer, an invigilator, or any other adult in the examination room if they are taken ill before or during an examination. The student will be referred to the school matron who will advise whether the student is well enough to sit, or continue, the examination.

Malpractice

Ms Absalom, in consultation with Mrs Berks and the Examination Officer, is responsible for investigating suspected malpractice during internal examinations. All instances of malpractice will be investigated in accordance with JCQ document '*Suspected Malpractice in Examinations and Assessments*'.

Please refer to the School's Internal Appeals Policy for information on how to appeal against a decision to apply a penalty because of malpractice in an examination/assessment.

Results

- Students will be issued with their examination results by their subject teachers.
- Where appropriate, marks will be converted to Parmiter's Curriculum Levels, GCSE or A Level grades. However, students and parents/carers must be aware that this is not always possible.
- Completed examination papers remain the property of Parmiter's School and some departments will choose to keep complete examination papers secure so that they can be used in future examination series. In these circumstances, students may review their examination papers in school but they must not be taken out of school.
- The result a student achieves in an examination is one piece of information used to inform forecast grades / UCAS grades / working at levels. Grades and levels will not be agreed based only on the evidence of examinations.

UNIVERSITY ENTRANCE TESTS POLICY

The purpose of this university entrance tests policy is:

- to ensure the planning and management of the university entrance tests is conducted efficiently and in the best interests of students.
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff, students and parents.

It is the responsibility of everyone involved in the examination processes to read, understand, and implement this policy.

The Cambridge Assessment Admission Testing body provides information on all aspects of the university admissions tests. (<https://www.admissionstesting.org/>)

University admission tests responsibilities:

- The Heads of Sixth Form have responsibility for:
 - advising students on university and course choices, and therefore whether the student needs to take one of the university entrance tests;
 - ensuring students who intend to take the university entrance tests are registered on UCAS;
 - passing any relevant information from the Examination Officer.
- Miss Roberts, the Examination Officer has responsibility for:
 - providing candidates with the necessary entry forms;
 - receiving completed paperwork and entering students for the appropriate test;
 - relevant communication with the admission testing body, staff, students and parents;
 - receiving, checking, storing securely and, at an appropriate time, despatching all materials related to the university admissions tests as per the guidelines;
 - organising of the rooms, ICT resources and staffing required to run the examinations;
 - liaising with the SENCO regarding appropriate access arrangements for the university entrance tests;
 - ensuring appropriate arrangements are in place to allow a student to use their access arrangements, which are administered as per the JCQ regulations;
 - providing candidates with the relevant information so they can access results, if these are provided to the candidates;
 - process any post-results enquiries.

Miss Wood, SENCO, has responsibility for:

- ensuring appropriate evidence is available to support the access arrangements provided to candidates taking the university admission tests.

Invigilators are responsible for:

- assisting the Examination Officer in the efficient running of the examinations and conducting examinations in accordance with Cambridge Assessment Admission Testing body regulations.
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examinations office.

Entries and Fees - Internal candidates

- The school offers entry for University Admissions tests for the October/November sitting.
- Entries are accepted from current Parmiter's students. The candidate is responsible for all entry fees (including any late fees) and the payment of a £5 administrative / invigilation fee. The only exception to this is a candidate in receipt of a student bursary, where the school will pay all fees and costs.
- The school will consider requests for entries from students who previously attended Parmiter's, or external candidates, but reserves the right to refuse to accept these entries. Requests for entry must be made to Miss Roberts, Examination Officer, in writing. If accepted, the student must cover the cost of all entry fees, including invigilation fees.
- The examination entry will only be processed when all necessary paperwork is fully completed and all payments received. Please note that the centre deadline will be before the testing body deadline to allow time for the request and payment to be processed.
- Access arrangements for University Entrance Tests are agreed in line with the testing body's regulations, JCQ regulations and the school's Accessibility and Disability policy in relation to examination.

● **Responsibilities of the candidates**

Candidates are responsible for:

- Submitting their completed application form, and payment, to the Examination Officer by the centre deadline.
- Regularly checking their e-mail to ensure they receive all communication regarding the examinations.
- Presenting themselves to the correct examination room at the required time. The Examination Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with testing body guidelines.

- Remember that all school rules apply during examinations, including rules regarding uniform.
- Disruptive candidates will be dealt with in accordance with testing body 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.
- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the Examination Officer, or the examination invigilator, to that effect. If a candidate is unwell before or during an examination they will be referred to the school matron who will advise whether the candidate is well enough to sit, or continue, the examination.
- A candidate should speak to Miss Roberts if they are unsure of any procedures related to university admissions tests.

Malpractice

Mrs Berks, in consultation with the Head of Centre and the Examination Officer is responsible for investigating suspected malpractice. All instances of malpractice will be investigated in accordance with the testing body's guidelines.

Please refer to the School's Internal Appeals Policy for information on how to appeal against a decision to apply a penalty because of malpractice in an examination/assessment.

Results

- For those tests that provide results to the candidates, candidates are responsible for accessing their own results.

Post Results Services

- Any candidate with a query regarding their results should speak to Miss Roberts, Examination Officer. Where the school does not support a candidate's request for a post results service, reference must be made to the school's Internal Appeals Policy.