



The Dartmoor Federation comprises:

- Boasley Cross Primary School
- Bridestowe Primary School
- Exbourne Cof E Primary School
- Lydford Primary School
- Okehampton College



## Examinations Policy

This policy was adopted by the Dartmoor Federation Policy Review Committee on

28<sup>th</sup> January 2013

and reviewed by the Policy Review Committee on 30<sup>th</sup> April 2015

*This Policy should be viewed alongside The Dartmoor Federation Access Arrangements Policy and Policy for Assessment Decisions at GCSE, AS and A Level*

Although the Head of Centre is legally responsible for the administration of the Examinations System, most of the day to day running and decisions will be devolved to the Exams Administrator.

GCSE certification is available in the majority of subjects at the end of the Year 11. Many subjects include controlled assessment towards the assessment over the two-year course. The proportion of controlled assessment to final examination and the type of assessment vary from subject to subject. During the course the subject teacher and tutors closely monitor performance to ensure that deadlines are met and standards of work are maintained at the highest level for each individual.

Courses are offered from all of the major examination boards.

There are also internal school examinations during a student's career at the College, including mock examinations in Year 11. The College places great importance on these mock examinations and they are one of several factors which are considered when a student's GCSE tier of entry is being decided.

The College will, at the discretion of the Head of Secondary Education, seek to secure reimbursement of the cost of exam entry where a student purposefully fails to attend.

## **Invigilation Procedures for Public Examinations**

The points outlined below are regulations as laid down by the various examination boards.

- (a) Every examination must be invigilated by persons appointed by and responsible to the Head of the Centre on the basis of at least one invigilator for every thirty candidates. In addition to this, it is College policy that for each examination session the Head of the Centre will appoint a senior invigilator who will be responsible for ensuring that all invigilation procedures, as set out in JCQ (Joint Council for Qualifications) regulations and guidance documents, are followed.

All invigilators will be required to have had an enhanced level DBS check.

All who invigilate for the College will be expected to attend regular paid training sessions to maintain the validity of their DBS check.

- (b) Invigilators must be familiar with:
- General Regulations.
  - The instructions issued by the Exams Administrator, notably at training sessions
  - Notice to Candidates: Written Examinations.
  - Warning to Candidates.
  - The precise requirements of the examination which they are invigilating.

These documents will be available to the invigilators in the Examination Office.

- (c) Invigilators must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates. Invigilators may be changed provided that the number present in the Examination Room does not fall at any time below the number prescribed.
- (d) Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task in the Examination Room.
- (e) Invigilation of the whole area must meet JCQ standards, e.g. where the Examination Room is L-shaped or where the Examination Rooms are connected by an archway or open door, there must be adequate invigilation in each space throughout the time of the examination.
- (f) Only persons authorised by the Head of the Centre are to be allowed in the Examination Room.
- (g) Any other public examination may be held in the Examination Room at the same time at the discretion of the Head of the Centre.
- (h) The Head of the Centre must be satisfied as to the identity of every candidate attending each examination session.

Although statutory regulations state that there should be at least one invigilator to every thirty candidates the College policy is such that the ratio of invigilator to student is one for every thirty candidates plus one. This ratio ensures that there is always an invigilator present in case of emergencies and that the number of invigilators never falls below the statutory requirement as laid down by examination boards. For examinations with 5 or fewer candidates, the sole Invigilator will be able to summon assistance with the examinations mobile phone.

In addition to the statutory regulations, the Senior Leadership Team will ask invigilators to:

- (a) Acquaint themselves of their sessions of invigilation.
- (b) Arrive promptly to the Examination Room.
- (c) Sign in on the sheet provided by the Head of Centre.
- (d) Pay full heed to the statutory regulations.
- (e) Conduct themselves in such a manner that the candidates are not disturbed.
- (f) Be sensitive to the needs of the examinees.
- (g) Accept only the highest possible code of conduct from examinees.
- (h) Treat invigilating for 'mock' examinations as though it were an invigilating session for a public examination.

If all invigilators adhere to the statutory regulations and those set out by the Senior Leadership Team then each public examination should run smoothly and efficiently. Your co-operation is much appreciated.