



# EXAMINATIONS POLICY (Primary)

This is a Trust-Wide Policy  
which applies to all the schools within the Trust  
together with Appendices containing specific information  
for each of the Trust's academies.

Date of Policy Approval:

**07 July 2016**

Owner of Policy:

**Rushbrook  
PDIG  
Representative**

Authorised By:

**Operations Board**

Policy Review Date:

**June 2018**

Distribution:

**All Staff  
Website**

## **Bright Futures Educational Trust Vision**

Our vision is to create a world class education within our academies to enable every pupil and student to realise their full potential and, in particular, their full academic potential.

## **Rationale**

An examinations policy is crucial to ensure that all examinations adhere to the Standards and Testing Agency (STA) guidance and to enable the smooth and effective running of the examination period.

## **Aims**

- To ensure the planning and management of tests is conducted efficiently and in the best interest of pupils.
- To ensure the operation of an efficient test system with clear guidelines for all relevant staff. It is the responsibility of everyone involved in the school's test processes to read, understand and implement this policy. This examinations policy will be reviewed annually by the Principal.

## **1. Test responsibilities**

### **1.1 Principal**

#### **The Principal:**

- Is responsible for reporting all suspicions or actual incidents of malpractice.
- Advises the SLT, teachers and other relevant support staff on annual test timetables and application procedures as set by the STA.
- Oversees the production and distribution to staff, governors and pupils of an annual calendar for all tests in which pupils will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that pupils and their parents/carers are informed of and understand those aspects of the test timetable that will affect them.
- Receives, checks and stores securely all test papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the STA guidance (Access arrangements and special considerations regulations and Guidance relating to pupils who are eligible for adjustments in examinations).
- Organises the training and monitoring of a team of test invigilators responsible for the conduct of tests.
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

## **2. The statutory tests and qualifications offered**

- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the SENDCO, teachers and SLT and parents/carers will be informed.

## **3. Test seasons and timetables**

### **3.1 Test seasons:**

- Internal tests are scheduled as per the Academy assessment calendar.
- External tests are scheduled in May/June.
- All internal tests are held under external test conditions.

#### 4. The Disability Discrimination Act (DDA), special needs and access arrangements

##### 4.1 DDA

- The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. The Principal must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

##### 4.2 Special needs:

- A candidate's special needs requirements are determined by the SENDCO. The SENDCO will liaise with teachers regarding any special arrangements that individual pupils can be granted during the course and in the test.

##### 4.3 Access arrangements:

- Making special arrangements for pupils to take tests is the responsibility of the Principal.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Principal.
- Rooming for access arrangement pupils will be arranged by the SENDCO with the Principal. Invigilation and support for access arrangement pupils will be organised by the SENDCO with the Principal.

#### 5. Pupils and Special Consideration

- Pupils may leave the test room for a genuine purpose requiring an immediate return to the test room, in which case a member of staff must accompany them.
- A member of staff will phone a candidate who hasn't turned up for a test. They will then bring them to the examination room if they are within the permitted time limits set by the awarding bodies. Support staffs are responsible for pupils who are late for their tests.

##### 5.1 Special consideration:

- Should a candidate be ill before an test, suffer bereavement or other trauma, be taken ill during the test itself or otherwise disadvantaged or disturbed during an test, then it is the responsibility of the parent/carer to alert the centre, the Examination Officer, or the test invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the test, for example a letter from the candidate's doctor.
- The Examination Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the test.

#### 6. Access Arrangements Policy – Responsibilities and considerations.

##### 6.1 The Class Teacher will:

- Identify as soon as possible a pupil who you think may benefit from Access Arrangements.
- Inform the Vice Principal
- Access Arrangements will only be allowed for a pupil if they form part of their normal way of working in the classroom.

##### 6.2 The Vice Principal will:

- Inform the SENDCO and Principal straight away for a pupil who you think may benefit from access arrangements so that they have time to put testing and arrangements in place. Collect evidence to support the request for access arrangements and pass this straight away to the SENDCO and the Principal.

- Arrange for the testing of pupils that have been identified by a teacher as needing access arrangements as soon as possible.
- Organise the rooms, invigilators, readers, scribes etc for pupils that require access arrangements.
- Set the examination rooms up in accordance with STA regulations.

6.3 The Attendance Officer/Nominated member of Staff will:

- Collect any vulnerable pupils and bring into the Academy on the day of the examination.

## **7. Invigilation Guidance**

7.1 Invigilators must ensure that:

- Pupils enter the room quietly
- No unauthorised material is on the desks.
- Pupils have been given the correct paper.
- Pupils use a school pen or pencil unless otherwise instructed.
- Pupils complete the front cover of the examination paper correctly.
- Examination papers are opened only when all the pupils are seated and silent.
- Only the instructions on the front cover of the examination paper is read to the pupils.
- Pupils are reminded about the evacuation procedure.
- They do not leave the room once they have read the examination paper.
- The start time and the finish time have been correctly written on the board.
- The clock is working properly.
- Put all concentration into invigilating the examination. Moving around the room frequently and make sure that they are solely focused on watching the pupils.
- If a candidate drops something they pick it up for them straight away.
- Displays must be covered or removed.
- Test scripts must be collected immediately and stored in a locked cupboard. Then packaged as soon as possible and stored in a locked cupboard until collected.

7.2 In addition to the instructions on the front of the paper, questions can be read if a child requests it with the exception of the reading paper. However, schools must adhere to the test sensitive guidance on how to read certain questions. A pupil's response can also be read back to them. Children under access arrangements can be assigned a 1:1 read.