



مدرسة الدوحة البريطانية
DOHA BRITISH SCHOOL

Examinations Policy



Last Review: September 2021

Next Review: June 2022

Reviewer: Policy Committee





1. Purpose

The purpose of this policy and procedure is to ensure:

- 1.1 That the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- 1.2 The operation of an efficient examination system with clear guidelines for all relevant staff. Information about procedures is supplemented by the regulations of the examination board.

2. Scope

The policy and procedure applies to the Secondary school and the conduct of internal and external examinations in Key Stages 4 and 5, and internal examinations in Key Stage 3.

3. Definitions

The **Head of Centre** is the Principal.

4. Policy statement with procedural notes

Qualifications

- 4.1 The qualifications offered are I/GCSE, AS/A-Level, IB Diploma and BTEC Certificate and are decided by the Head of Centre.
- 4.2 The subjects offered for these qualifications in any academic year may be found in the centre's published options booklets for that year.
- 4.3 If there has been a change of specification from the previous year, the Examinations Officer must be informed by the first week of the autumn term by the relevant Subject Leaders, via the Head of Secondary.
- 4.4 Decisions about whether a candidate should be entered for a particular subject will be taken in consultation with the candidate /parents and the Head of Secondary. The Head of Secondary will seek advice from Subject Leaders, the Head of Sixth Form and the IB Coordinator. The school's policy is to limit withdrawal from subjects and to guide parents about appropriate tiers of entry.

Examination seasons

External examinations and assessments are scheduled in October/November, January and May/June.

Internal (mock) examinations and assessments are scheduled in:

Months(s)	Year groups
December	Year 11
January	Year 13 / Year 12 AS
May	Year 12 IB



Timetables

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

Entries, entry details and late entries

- 4.5 Candidates are selected for their examination entries by the Subject Leaders, confirmed by the Head of Secondary. This information is confirmed to the candidates and parents in advance of the examination deadline. Payment for examinations is also requested at this time.
- 4.6 Teachers or parents/carers can request a subject entry, change of level or withdrawal. The decision is made by the Head of Secondary.
- 4.7 The centre takes entries from external candidates.
- 4.8 The centre does not act as an examination centre for other organisations.
- 4.9 Entry deadlines are circulated by the Examinations Officer to Subject Leaders via email.
- 4.11 Late entries are authorised by the Examination Officer in consultation with the Head of Secondary. Parents are informed about late entry fees and the timeframe for payment and confirmation of examination entries.
- 4.12 Re-sit decisions will be made through consultation between the Head of Secondary and Subject Leaders and in accordance with examination board regulations.

Examination fees

- 4.13 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.
- 4.14 I/GCSE, AS, A-Level and IB entry examination fees are paid by the parents, including in the event that entries are confirmed late by candidates.
- 4.15 Late entry or amendment fees are paid by the school unless it is at a parent's request that changes are made to entries and then parents will pay.
- 4.16 Fee reimbursements are not sought from candidates who decide to sit an examination after the late entry/withdrawal deadline/fail to sit an examination/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- 4.17 Re-sit fees are paid by the parents.

Access arrangements

- 4.18 A candidate's additional educational needs requirements are determined by the Assistant Head for Learning Support.
- 4.19 The Assistant Head for Learning Support /Examinations Officer will inform subject teachers of candidates with additional educational needs who are embarking on a course leading to an examination, and the date of that examination. The Assistant Head for Learning Support can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.
- 4.20 A candidate's access arrangements requirement is determined by the Assistant Head for Learning Support.
- 4.21 Making access arrangements for candidates to take examinations is the responsibility of both the Assistant Head for Learning Support and Examinations Officer.
- 4.22 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer with support from the Assistant Head for Learning Support.



- 4.23 Rooming for access arrangement candidates will be arranged by the Assistant Head for Learning Support with the Examinations Officer.
- 4.24 Invigilation and support for access arrangement candidates will be organised by the Assistant Head for Learning Support with the Examinations Officer.

Contingency planning

Contingency planning for examinations administration is the responsibility of the Head of Secondary in collaboration with appropriate Secondary senior leaders and the Examinations Officer.

Estimated grades

Subject Leaders are responsible for submitting estimated grades to the Examinations Officer when requested.

Managing invigilators

- 4.25 Teaching staff are normally used to invigilate Internal and external examinations.
- 4.26 Invigilators are timetabled and briefed by the Examinations Officer.
- 4.27 All invigilators undergo yearly IB, AS, A-level and I/GCSE invigilator training.

Examination days

- 4.28 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.
- 4.29 Site staff are responsible for setting up the allocated rooms, following instruction from the Examinations Officer.
- 4.30 The lead invigilator will start all examinations in accordance with the examination board guidelines.

In accordance with school policy and in conjunction with examination board regulations:

- 4.31 Subject staff can be present outside the examination room to supervise candidates' entry into the examination. However, they are not permitted inside the examination room.
- 4.32 In practical examinations subject teachers may be on hand in case of any technical difficulties.
- 4.33 Examination papers must not be removed from the examination room before the end of a session. Papers will be collected by the invigilator and returned to the Examinations Officer.

Other procedures are those detailed by the examination board and must be followed.

Candidates

- 4.34 The school's published rules on acceptable dress and behaviour apply at all times.
- 4.35 Examination board regulations about candidates' use of mobile phones and other electronic devices apply at all times.
- 4.36 Examination equipment must be prepared in line with examination board regulations.
- 4.37 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 4.38 Disruptive candidates are dealt with in accordance with examination board guidelines.
- 4.39 I/GCSE and AS Level candidates are expected to stay for the full examination time. Students who are allocated extra time can leave at any time during that extra period once the normal time has



passed.

4.40 IB candidates must remain for the first hour of the examination and for the last 15 minutes.

4.41 Candidates may only leave the examination room for a genuine purpose during permitted time frames and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times.

4.42 The Examinations Officer is responsible for handling late or absent candidates on examination day or subsequently.

Clash candidates

The Examinations Officer will be responsible as necessary for arrangements to account for examination clashes. Provision will be made to accommodate and support these pupils.

Special consideration

4.43 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 Examinations Officer, or the examination invigilator, to that effect.

4.44 The candidate must support any special consideration claim with appropriate evidence within 24 hours of the incident. Supporting evidence, e.g. a medical certificate, should be given to the Examinations Officer who will complete the necessary paperwork.

4.45 The Examinations Officer will forward the completed special consideration form to the relevant examination board within 7 days of the examination.

Internal assessments and appeals

4.46 Internal assessment replaces the largely discontinued term 'coursework'.

4.47 It is the Subject Leader's responsibility to ensure that all internal assessment is ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

4.48 Marks for all internally assessed work and estimated grades are provided to the Examinations Officer by the subject teachers.

4.49 The process for managing appeals against internal assessments is detailed in the regulations of the relevant examination board.

Results

4.50 Candidates will receive individual result slips on results days, in person at the school or via email.

4.51 The provision of staff on results days is the responsibility of the Head of Centre in liaison with the Head of Secondary.

4.52 Students will be provided with a login to *Edexcel on online* once the school clearance form has been completed and handed to the administration office. Students will be able to access their results on results day and will be able to download a copy of their complete results. Certificates can be collected from the school in late September / early October once released by the examination board.



Enquiries about results

4.53 All remarks are at the expense of the pupil / parent. On results day pupils will be provided with a letter stating that if a request for a remark is to be made then:

The proper document must be completed and returned to the Examination Officer;

The associated fee must be paid;

The examination board deadline must be met.

4.54 Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any enquiries about result are requested.

4.55 If a result is queried, the Examinations Officer, relevant Subject Leaders and Head of Secondary will investigate the feasibility of asking for a re-mark.

4.56 When the centre does not support a candidate's or parent's request for an enquiry about result, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Access to scripts

4.57 After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

4.58 Centre staff may also request scripts for investigation or for teaching purposes.

4.59 For the latter, the consent of candidates must be obtained.

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

4.61 Parents must meet associated costs.

Certificates

4.62 Certificates are presented in person.

4.63 Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

4.64 Certificates are withheld from candidates who owe fees.

4.65 The centre retains certificates for one year.

4.66 A transcript of results may be issued if a candidate agrees to pay the costs incurred.

5. Roles and responsibilities

The Principal, as Head of Centre, is to:	<p>5 report all suspicions or actual incidents of malpractice.</p> <p>6 conduct analysis of results with Subject Leaders and in conjunction with the Vice Principal and Head of Secondary.</p>
The Examinations Officer is to:	<p>7 organise internal and external examinations within the centre;</p> <p>8 ensure that entry procedures, fees, conduct of examinations and results and certificates are efficiently dispatched;</p> <p>9 ensure that staff understand and comply with controlled conditions</p>



	<p>protocols (invigilation);</p> <p>10 process the release of public examination results;</p> <p>11 collate and communicate requests and decisions for access arrangements;</p> <p>12 create and implement a detailed examination timetable for each examination season.</p>
The Head of Secondary is to:	<ul style="list-style-type: none"> ● liaise with the Examinations Officer; ● delegate responsibilities to the Head of Sixth Form, the IB Coordinator and to other Secondary Senior Leaders as appropriate; <p>13 advise about appeals and re-marks;</p> <ul style="list-style-type: none"> ● ensure the availability of information to candidates / Administration Office about Sixth Form pathways and places following the release of I/GCSE results; ● conduct analysis of results with Subject Leaders and in conjunction with the Vice Principal and Principal; ● supervise the production of subject area action plans that account for the analysis of examination results.
The Head of Sixth Form and the IB Coordinator are to:	<p>Liaise with the Examinations Officer to ensure that proper procedures are followed for the:</p> <p>14 collection of examination papers and other material from the Examinations Officer / safe before the start of the examination.</p> <p>15 collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Officer / safe;</p> <p>16 provide information to candidates about Sixth Form pathways and places following the release of I/GCSE results.</p>
Subject Leaders are to:	<p>17 analyse examination results for their subject and compile subject area action plans that account for this analysis.</p>
Teachers are to:	<p>18 notify any access arrangements requirements (as soon as possible after the start of the course if not previously recorded in iSAMS);</p> <p>19 submit candidates' names to the Assistant Head for Learning Support;</p> <p>20 be conversant with, and adhere to, invigilation procedures.</p>
Assistant Head for	<p>21 identify candidates' requirements for access arrangements.</p>



Learning Support is to:	22 organise access arrangements in conjunction with the Examinations Officer; 23 ensure that her / his related qualification is current, advising when external courses to update the qualification should be provided by the school.
Candidates are to:	24 confirm and sign entries; 25 understand coursework regulations and sign a declaration that authenticates the coursework as their own.

6. Related documents

Examination board procedures and regulations



Thank you