



Examinations Policy – DCP 027

Policy Owner: Nick Giles

Policy Date: 27 May 2016

Introduction

Public exams are a critical part of the educational process. A key part of the responsibilities of the schools within the Drapers' Multi-Academy Trust (MAT) is to ensure that candidates sit exams that are recognised by external stakeholders as being of an appropriate standard and rigour for the level of attainment being assessed. It is also the responsibility of the school to ensure that candidates are properly prepared and supported during the exam process.

The purpose of this policy is to set out the principles that apply across all MAT schools and the responsibilities that are delegated to Local Governing Bodies and the Principals.

Scope

This policy applies to all directors, governors, staff and pupils of the Drapers' Multi-Academy Trust. It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

Definitions

Child	Anyone under the age of 18.
LGB	Local Governing Body, with delegated powers of governance from the board of the MAT.
MAT	Drapers' Multi-Academy Trust.
Parent	Those having parental responsibility for the care of a Child (including Carers).
Pupil	Anyone enrolled at a MAT school (including students in Years 12 and 13).
SIP	School Improvement Partner

Policy

1. It is the responsibility of the Principal of each school within the MAT, after consultation with the SIP, to recommend to the LGB the examinations that will be offered and the examining bodies to be used. It is the responsibility of the LGB to approve the final choices.
2. The Principal of each school has overall responsibility for their school as an exam centre.
3. Each Principal must appoint a member of staff as Examinations Officer with overall responsibility for the examination process.
4. The Examinations Officer must establish procedures to ensure that both the school and its pupils are fully prepared for public and internal exams. These procedures must address the following:
 - i. Advice to the Principal on the choice of exam boards, taking into account their public standing and the appropriateness of their exam structure to the needs of the school.
 - ii. Advice on appeals and re-marks.
 - iii. Reporting of all suspicions or actual incidents of malpractice.
 - iv. Managing the administration of public and internal exams, and the publication of results.
 - v. Publishing details of the annual examination timetables and application procedures and advice staff as necessary.
 - vi. Ensuring that candidates for public exams and their parents are informed of, and understand, the examination timetable and how it will affect them.
 - vii. Consulting with staff to ensure that all necessary coursework is completed and submitted on time.
 - viii. Providing data and reports as required by the Principal.
 - ix. Receiving, checking and storing securely all examination papers, tests and completed scripts.
 - x. Administering access arrangements and make applications for special consideration.
 - xi. Identifying and managing examination timetable clashes.
 - xii. Accounting for income and expenditures relating to all examination charges and costs.
 - xiii. Advising members of staff, such as Faculty Heads, Form Tutors, SENCO and subject teachers of their specific responsibilities.



- xiv. Managing examination invigilation and invigilators, including selection, training and monitoring.
- xv. Arranging for the dissemination of examination results and certificates to candidates, and, with the approval of the Principal, forward any appeals/remarks requests.
- xvi. Maintaining systems and processes to support the timely entry of candidates for their examinations.

Review

- 5. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
- 6. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
- 7. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
- 8. The MAT board must formally review and re-approve this policy every five years.