



EXTERNAL EXAMINATIONS POLICY (Senior School)

EXAMINATION ENTRIES

The cost of all GCSE/IGCSE and A Level examination entries will be met by the candidate.

GCSE/IGCSE

Candidates in Year 11 will be entered for full or half GCSE/IGCSE award in all subjects they are studying full-time at QEH.

In instances where a student wishes to be entered as a QEH candidate for a subject not normally available at KS4, the Head must be consulted as to whether this can proceed.

A Level

Candidates will be entered for three (or occasionally two or four) A Level subjects.

AEA, STEP, EPQ, L2PJ

The candidate will meet the cost of entries for these examinations. Parents may apply in writing to the Head for financial assistance where applicable.

University admissions Tests: BMAT, ELAT, HAT, MAT, MLAT, PAT, TSA etc.

The cost of entries for these examinations (if applicable) will be met by the candidate. The entry for many of these tests must be made by the Exams Officer. QEH will not act as an open centre for these examinations (see External candidates).

Late withdrawal

Candidates who ask to have an exam entry withdrawn after the late entry deadline has passed will be expected to meet the cost.

Billing internal candidates for entries

Once entries have been made for any exam session, the Exams Officer will report to the Bursary the costs of these entries. The Bursary will then add these costs to the next end of term bill for the candidate.

Invigilation

Invigilation costs will be met by the school for internal candidates.

External candidates

QEH will not normally accept external candidates, but will allow ex-Year 13 and ex-Year 11 candidates to re-sit units as external candidates. This will take place at some point in the academic year after the candidate has left the school. There may be additional costs incurred for invigilation.

External candidates will be required to meet the full entry fees for their examinations. QEH would normally require external candidates to pay for these entries in advance due to the difficulty in recovering costs afterwards.

POST-RESULT EXAM SERVICES & APPEALS

Access to Scripts (ATS)

After exam results have been released, awarding bodies allow candidates to request access to their scripts (examination papers), via QEH, to support any review of marking.

The candidate will normally meet the cost of access to scripts requests.

If the candidate is requesting this service, they will be informed of the cost and billed in their next end of term bill or if the candidate has left QEH, payment should be forwarded to the Exams Officer prior to the access to scripts request being set in motion.

If a department is requesting scripts to support teaching and learning, the Exams Officer will ensure that the candidate has signed the appropriate form or sent an email granting permission for their work to be used (see www.jcq.org.uk Post Results Services booklet) and the Bursary will be informed which Department will meet the cost.

Reviews of Results (RoRs)

These reviews include a clerical re-check, a review of marking and a review of moderation (where applicable).

The candidate will normally bear the cost of all enquiries about results.

Whenever a review of marking or re-moderation is requested the candidate must sign a form or send an email to the Examinations Officer (see www.jcq.org.uk Post Results Services booklet) to show that the candidate understands that, as a result of the enquiry, their mark may be raised, lowered or remain the same. They will be informed of the cost and if the candidate has left QEH, payment should be forwarded via the Exams Officer to the Bursary prior to the enquiry being set in motion. If the grade is improved the candidate will be reimbursed.

The Head must approve any departmental enquiry request generated within QEH. The Exams Officer must ensure that the candidate(s) has/have given permission for the enquiry and signed the appropriate form and the Bursary told which Department will meet the cost should the grade not be improved.

Appeals

Appeals against failed result enquiries can only be made if there is some procedural failure by the Awarding Body (examination board). Such appeals may only be made with the support of the Head, whose decision in such matters is final.

CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility of the Head of Centre/Exams Officer.

Contingency plans are available and are in line with the guidance given by Ofqual, JCQ and awarding organisations.

EQUAL OPPORTUNITIES AND DISABILITY

QEH will make reasonable adjustments for disabled pupils and those with Special Educational Needs to ensure that such pupils are not placed at a substantial disadvantage in comparison with other pupils with regards to examinations

For full details see QEH *Equal Opportunities and Disability Policy* on the website.

ACCESS ARRANGEMENTS

Word Processor Use

QEH is permitted to provide a laptop (with spelling and grammar check, predictive text and internet access disabled) for exams and controlled assessments as long as the candidate has displayed a need for this arrangement which has demonstrated that they require an additional or alternative method for them to be able to access the exam and content. It must be the case that without this arrangement the pupil would be significantly disadvantaged.

Candidates cannot simply opt to type their exams, even if they can type more quickly than they can write. The use of a word processor must have been recommended by a teacher and approved by the Head of Learning Enhancement.

Additionally, the following 2 conditions apply:

1. The candidate must have a need such as:
 - a learning difficulty which has a substantial and long term adverse effect on the ability of the candidate to write legibly
 - a medical condition
 - a physical disability
 - a sensory impairment
 - planning and organisational problems when writing by hand
 - illegible handwriting or work that contains many crossings out or insertion marks, rendering it very difficult to interpret.
2. The use of a word processor must be the candidate's **normal way of working**. This means they use a word processor regularly in class when asked to produce lengthy pieces of writing, and have used one in written tests or examinations and benefited from doing so.

In order to be able to apply the second requirement with confidence the decision to allow use of a word processor in appropriate exams should be taken as early as possible, at the start of the course in year 10 or 12. At least one internal examination or timed piece of work must have been done with a word processor and there must be clear evidence that the candidate benefited from the provision.

The above use of word processors is separate to any wider trials that involve the use of word processors in an exam, as the use of IT by pupils and exam boards increases.

25% extra time

In order to be able to apply for this, QEH needs to:

1. Provide standardised scores in an educational assessment that meet the current JCQ requirements as outlined in the document “**Access Arrangements and Reasonable Adjustments**” published by JCQ and updated each year.
2. QEH must “paint a picture of the candidate’s **normal way of working**, clearly demonstrating the need for 25% extra time.” (JCQ) and provide evidence of a history of need.

Having this allowance must be the candidate’s **normal way of working**. Therefore, wherever practical, especially in internal examinations, 25% extra time should have been allowed since the need was detected, ideally before the beginning of year 10 or year 12.

There may be cases when a need for extra time has been diagnosed by an outside educational psychologist, but no such need has been in evidence in a candidate’s school work, and because of the constraints of JCQ we are unable to award access arrangements . In such cases a decision will be made and will be communicated to the pupil’s parents/carers.

All other access arrangements

The Head of Learning Enhancement and the Exams Officer will be responsible for checking and following the guidelines detailed in “**Access Arrangements and Reasonable Adjustments**” published by JCQ and updated each year. All applications for access arrangements will need to meet the guidance in this document. This will include any additional access arrangements not listed above.

INTERNAL APPEALS / COMPLAINTS

In accordance with JCQ regulations, a candidate or their parent/carer is entitled to make a complaint to QEH with regards to the delivery or administration of a qualification on the grounds of: Teaching and learning, Access arrangements and special consideration; Entries; Conducting examinations; Results and Post-results process. QEH encourages any issue to be raised informally in the first instance and will manage all complaints in accordance with the QEH – *Complaints Procedure* available on the website.

For information regarding the internal appeal procedure for an internal assessment of an external examination please refer to the QEH – *Policy for Internal Assessments in External Qualifications* on the website.

REVIEW:

Date policy updated	01 March 2024
Date policy to be reviewed by	31 March 2025 or earlier if required
Policy Owner	Exams Officer