

Eton College General Public Examinations Policy Including Secondary Assessment, Examination Concessions and Computer Use

Internal Policy

Director of Curriculum:	GJDE
Examinations Officer:	SE-J
MIS:	Jon Way (ISAMS)
Examinations Coordinator:	DLB
SENCO:	WLME
Head of MFL:	RAF
Head of Music/MTech	MAO'D/NDG
Exam Papers Coordinator:	RAH
Invigilation Organiser:	DLB
Exam Team Leaders:	RNE (GCSE/IGCSE) NGB (GCE and PreU)
Schoolroom Supervisor:	Paul Bayley
Master i/c Schoolrooms:	JPB (for additional venues)

Specification/awarding body

- HoDs recommend boards and specifications to the Head Master.
- The final decision lies with the Head Master.
- HoDs inform SE-J of any changes as soon as possible. This is particularly important if the specification is with an awarding body not already used by the School.

Exam seasons

- Examinations are only offered in the Summer half,
- GCSEs and IGCSEs are taken terminally not modularly.
- AS modules are taken at the end of B block (Legacy Specifications)
- PREU and A2 modules are taken at the end of B block.
- AS resits may be taken at the end of B block. (Legacy)

Entries

- SE-J will formally request specification and module codes from HoDs in the Michaelmas half preceding the Summer examination season.
- SE-J constructs entry lists for the Summer half examinations based on the Division lists in the Lent Calendars.
- HoDs and Housemasters together with candidates are responsible for scrutinising the entry lists at the start of the Lent half.
- HoDs are responsible for compiling lists of AS resits by the beginning of the Lent Half.
- It is very important that HoDs always use specify module codes, candidate nos. and candidate names when producing lists for entries.
- Certification of A2 is automatically done at the end of B block.

Fees

- Entry fees are charged to candidates' bills by SE-J.
- Late entry fees are charged to candidates' bills, unless the late entry is caused by an oversight or error by the School.

- Details of any late entries or withdrawals should be sent to SE-J by HoDs as soon as possible.

Late Entries and resits

- Resits are decided by the candidates, the decision being guided by HoDs, House Masters and Tutors.
- Resit fees are charged to candidates' bills.
- It is very important that HoDs always specify the module codes, candidate nos. and candidate names when advising SE-J of late entries or resits.

Withdrawals

- Withdrawal from a module resit is a decision made by candidates in consultation with HoDs and House Masters. House Masters will liaise with parents as appropriate.
- Withdrawal from a GCSE, an AS or an A2 is a decision made by candidates in consultation with HoDs and House Masters. House Masters will liaise with parents as appropriate. GJDE should also be consulted.
- Entry fees will still be charged to candidates who make withdrawals.
- It is very important that HoDs always specify the module codes, candidate nos. and candidate names when advising SE-J of withdrawals.

Coursework / C.A.

- HoDs are responsible for ensuring that coursework is collated.
- HoDs are responsible for collecting Candidate Declaration Sheets.
- SE-J will distribute to HoDs the forms for the submission of coursework marks.
- HoDs are responsible for submitting the coursework marks by the Examination Boards' deadlines either directly or via SE-J
- HoDs are responsible for submitting coursework samples within the time frame indicated by the Examination Boards.

Non Examination Assessments

(Science, Art, Drama, MFL Speaking exams)

Please refer to JCQ document as general guidance (available on firefly)

- HoDs are responsible for the safe contact of on-examination assessments
- HoDs liaise directly with external examiners
- SE-J will provide support as and when needed

Forecast grades

- SE-J will distribute to HoDs the forms for the submission of forecast grades. (CIE only)
- HoDs are responsible for completing the forecast grade sheets within the time frame determined by SE-J.
- The forecast grade sheets should be returned to SE-J, who will submit them to the Examination Board.

Access Arrangements (Pre-examination adjustments) and Computer Use

- House Masters and Dames in consultation with parents will be aware of any physical access issues. These may include long term disability, short term injury (e.g. broken arm) or illness. House Masters will liaise with SE-J to ensure that examinations can be taken in an appropriate manner. This may include allocating a suitable venue (including the sanatorium), providing extra time, providing an amanuensis, etc.

- WMLE assesses candidates' entitlement to special access arrangements because of Specified Learning Difficulties (e.g. dyslexia). He provides SE-J with a list in the Lent half. SE-J and WLME are responsible for AA applications and keeping Form 8 and required evidence. WLME is responsible for assessment of candidates and collection of evidence from Masters.
- The College considers handwriting an important skill and it is expected that boys will handwrite both their trials and public examination scripts. However, where use of a word processor reflects both a boy's normal way of working at school **and** is appropriate to his needs following assessment (for example if he has a learning difficulty, medical condition or physical disability which impair his ability to write legibly), the College will permit such use provided that it is in accordance with JCQ guidelines.
- **Please note the College does not allow the use of personal IT equipment for internal or external exams.**

Special Consideration (Post-examination adjustments)

- House Masters and Dames in consultation with parents will be aware of any emotional trauma issues (e.g. the recent death of a close relative). House Masters liaise with SE-J to ensure appropriate communication with the Examination Boards.
- House Masters and Dames will be aware of any illnesses occurring during an examination (e.g. a migraine). House Masters liaise with SE-J to ensure appropriate communication with the Examination Boards.

Candidate briefing

- House Masters brief candidates on their responsibilities during the examination season.
- Candidates are provided with an individual timetable and clash instructions
- Candidates receive written instructions concerning appropriate conduct in the examinations.
- For D, C and B this is supplemented by an Assembly.

Clashes

- SE-J reschedules all clashes.
- Papers are normally sat in the next available examination session; occasionally the preceding session may be used.
- The candidates are informed of rescheduled examinations via their individual timetable.
- Candidates will be isolated in the care of a Master between the examination sessions concerned.
- In some cases candidates will need to be accommodated in the isolation of a Master's home overnight.

Storage of papers

- RAH receives the examination papers from the Examination Boards and ensures their safe storage.
- RAH issues the packs of examination papers to the Exam Team Leaders or members of their teams on the day of the examinations.
- RAH issues papers for candidates sitting examinations in alternative venues, i.e. Q19, Sanatorium or Learning Centre to the appropriate invigilator.
- RAH retains sufficient papers for clash candidates sitting the examination in a later session.
- Scripts are returned to the examinations office for checking and then to RAH in School Office for storage prior to despatch.
- Scripts are despatched as soon as possible.

- Exam Team leaders are responsible for the safe storage of any exam board stationary.

Examination venues

- SE-J allocates examinations and individual candidates to examination venues and liaises with the School Room Supervisor and Master i/c of School Rooms to make sure exam rooms are allocated and laid out appropriately for the season.
- SE-J draws up the seating plans and generates labels for the individual candidates' desks.
- Examination venues are set up by the Schoolroom Supervisor and his teams.
- Exam Team Leaders and invigilators ensure that individual desks are labelled with a candidate's name and the timings of his exams in that session (including any extra time that he may be entitled to).
- SE-J ensures that all venues have the required notices posted.
- MFL speaking and listening exams take place in the MFL Department. RAF is allocating rooms and invigilators for these exams.
- Music Listening Exams take place in the Music Schools. MAO'D and NDG allocate rooms and invigilators for these exams.

Identifying Candidates

- A member of the exams team is present at the beginning of every exam to help invigilators identify candidates
- Eton College does not accept external candidates as a rule. However, should an exception be made the candidate will be asked for photo ID prior to entering the examination venue.

Invigilation

- DLB arranges the invigilation timetable based on the examinations timetable produced by SE-J. (with the exception of MFL and Music Listening Exams)
- Professional invigilators are recruited to cover much of the invigilation in the main examination venues. Masters cover the rest and provide reserves.
- There are two categories of professional invigilators; Supervising Invigilators and Invigilators. The former maintain overall responsibility for the examination venue in the absence of Exam Team Leaders and may be left in charge, whilst the latter may not.
- Professional invigilators are not to chaperone candidates with clashes between examination sessions. These duties are undertaken by Masters.
- Invigilation in the Sanatorium is usually undertaken by House Masters
- Masters receive no additional remuneration for invigilation duties.
- The professional invigilators are contracted and paid to carry out invigilation duties.
- Professional Invigilators are trained by DLB/SE-J.
- New Masters are trained by DLB.
- Each year all Masters receive and are expected to have read the JCQ booklet concerning the conduct of Examinations and have checked the exams firefly page for any updates.
- The Exam Team Leaders are responsible for ensuring that examinations are started and ended appropriately. This may be delegated to members of the Exam Teams.
- Spare question papers are not issued to HoDs until 24hrs after the exam finished or after the last candidate has completed the paper (including any clash candidates).
- Any malpractice is reported by the invigilator to either the Exam Team Leader or DLB and SE-J. SE-J will take appropriate action.
- Every effort is made to reach absent candidates via the House Master and Dame.

Results

- An email is sent by SE-J to each candidate on results day. Candidates can contact the School by telephone on results day if they do not have any internet connection.
- Examination results are published to Masters via the School Intranet on the results days.
- HoDs (or a Master whom the HoD has designated) are expected to be in the School or in possession of full internet access and to be in telephonic contact on results days. This is particularly important on the day the A2s are published when some B candidates will need timely advice.
- All requests from the press are directed to the Head Master's office.

Access to scripts/re-marks

- HoDs may request a remark, access to scripts or group reports for a cohort of candidates, if the marks obtained differ significantly from expectations. The cost of this is borne by the school.
- Candidates may request remarks or access to scripts individually and bear the cost of this. HoDs should always be consulted before a remark is requested by a candidate as results can go down as well as up.

Certificates

- Certificates are despatched by Exam Boards at the end of October
- Early certification or Result Transcripts are available from SE-J on request
- Certificates are passed to House Masters for distribution to candidates (IGCSE/GCSE/AS)
- A2/PreU are posted by recorded mail to candidates' home addresses.

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