

## **IB Examinations Policy**

The purpose of this exams policy is:

- to ensure the planning and management of IB examinations is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient IB examinations system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's examination processes to read, understand, and implement this policy. Invigilators of IB examinations will also receive a copy of the Conduct of examinations booklet.

The IB examinations policy will be reviewed every year by the IB Coordinator.

### **Examination responsibilities**

The IB Coordinator

- Has overall responsibility for the IB examinations and advises on appeals and re-marks for all IB qualifications.
- Is responsible for reporting all suspected or actual incidents of malpractice.
- Manages the administration of internal exams and external exams.
- Advises the senior leadership team, subject teachers, class tutors and other relevant support staff on annual exams timetables and procedures as set by the IB.
- Oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework, Internal Assessment and/or controlled assessments are completed on time and in accordance with IBO guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers access arrangements and makes applications for special consideration following the regulations in the IBO publications for Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment and training of invigilators responsible for the conduct of exams.
- Ensures candidates' assessment marks are submitted, and any other material required by the IB correctly and on schedule.
- Ensures teachers create predicted grades for pupils in a way that follows the IB guidelines.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Faculty are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the IB Coordinator.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

Teachers are responsible for:

- Supplying information on entries, coursework, internal assessments and controlled assessments as required by the Head of department and IB Coordinator.
- Entering Internal Assessments and Predicted Grades on to IBIS.

The Head of Learning Support is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the IB Coordinator in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Working with the IB Coordinator to provide the access arrangements required by candidates in exams rooms.

Invigilators are responsible for:

- Assisting the IB Coordinator in the efficient running of exams according to IBO regulations.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the IB Coordinator.

Candidates are responsible for:

- Confirmation of entries.
- Understanding IA controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring the conduct themselves in all exams according to the IBO regulations.

### **Key Stage 5 Qualifications offered**

The types of qualifications offered are International Baccalaureate and BTEC.

The subjects offered for these qualifications in any academic year may be found in Windermere School's published prospectus and via the school website.

Informing the IB Coordinator of changes to a specification is the responsibility of the Head of Faculty.

Decisions on whether a candidate should be entered for a particular subject will be taken by Individual Heads of Faculty in consultation with the pupils, parents and appropriate subject teachers.

### **Exam series**

External Examinations are scheduled in the November and May Examination series.

Internal Examinations are held under external Examination conditions.

The Head of Centre decides which Examination series are used in the centre. The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Head of Centre and the Head of Faculty concerned.

### **Examination timetables**

Once confirmed, the IB Coordinator will circulate the Examination timetables for internal and external Examinations at a specified date before each series begins.

### **Entries, entry details and late entries**

Candidates or parents/carers can only request a withdrawal.

The centre does not accept entries from private candidates, unless approved by the IB Coordinator. The centre does not act as an Examinations centre for other organisations.

Entry deadlines are circulated to Heads of Faculty and Subject Teachers via email.

Entries and amendments made after the IBO's deadline (i.e. late) require the authorisation, in writing or by email to the IB Coordinator.

IB re-sits/retakes are allowed. (Up to three examination sessions in total)

Re-sit decisions will be made by the pupils in consultation with IB Coordinator, Heads of Department and Subject Teachers.

### **Examination fees**

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 IBO.

The IB Coordinator will publish the deadline for action well in advance for each examination series.

IB entry Examination fees are paid by the candidates.

Late entry or amendment fees are paid by the candidates. Fee reimbursements are sought from candidates:

- If they fail to sit an Examination.
- If they do not meet the necessary assessment requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidates.

### **Equality Legislation**

All Examination centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and IBO. This is the responsibility of the Head of Centre.

### **Access arrangements**

The Head of Learning Support and the IB Coordinator will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the Head of Learning Support.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Head of Learning Support.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the IB Coordinator in conjunction with the IBO.

Rooming for access arrangement candidates will be arranged by the IB Coordinator in conjunction with the Head of Learning Support.

Invigilation and support for access arrangement candidates, as defined in the IBO access arrangements regulations, will be organised by the IB Coordinator in conjunction with the Head of Learning Support.

### **Contingency planning**

Contingency planning for Examination administration is the responsibility of the SLT in conjunction with the IB Coordinator.

Contingency plans are available via email, noticeboard and briefing meetings and are in line with the guidance provided by the IBO. In the event of the school being unavailable for examinations owing to an unforeseen emergency on the day, pupils and invigilators would relocate to the Elleray Campus and use the Main Hall/Dining Rooms as necessary.

### **Private candidates**

Managing private candidates is the responsibility of the Examinations Officer and IB Coordinator.

### **Predicted grades**

Subject Teachers are responsible for submitting estimated grades on IBIS when requested by the IB Coordinator. The predicted grade should be based on all evidence of the candidate's work and teacher's knowledge of IB standards.

### **Managing invigilators**

Non-teaching staff will be used to invigilate external examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer and the IB Coordinator.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Human Resources Team.

CRB fees for securing such clearance are paid by the centre. Invigilators rates of pay are set by the Finance Office

Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer and IB Coordinator.

### **Malpractice**

The IB Coordinator in consultation with the SLT is responsible for investigating suspected malpractice.

### **Examination days**

The IB Coordinator will book all Examination rooms after liaison with other users and make the question papers, other Examination stationery, and materials available for the invigilator.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The IB Coordinator will start all Examinations in accordance with IBO guidelines.

Subject staff may not be present at the start of the Examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by IBO concerning who is allowed and what they can do.

In practical Examinations, subject teachers' availability will be in accordance with IBO guidelines.

Examination papers must not be read by subject teachers or removed from the Examination room before the end of a session. Papers will be distributed to heads of faculty in accordance with IBO's recommendations and no later than 36 hours after candidates have completed it.

After an Examination, the IB Coordinator will arrange for the safe dispatch of completed examination scripts to the IB, working in conjunction with the front office staff.

### **Candidates**

Candidates are responsible for being at the examination venue at the appointed time.

It is recommended that candidates are in the country 48 hours before the examination.

The IB Coordinator will provide written information to candidates in advance of each Examination series. A formal briefing session for candidates will be given by the IB Coordinator.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an Examination room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones, smart watches and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an Examination room.

Disruptive candidates are dealt with in accordance with IBO guidelines. Candidates are expected to stay for the full Examination time at the discretion of the IB Coordinator.

Note: candidates who leave an Examination room must be accompanied by an appropriate member of staff at all times.

The IB Coordinator is responsible for handling late or absent candidates on Examination day.

### **Clash candidates**

The IB Coordinator will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **Special consideration**

Should a candidate be unable to attend an Examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an Examination, then it is the candidate's responsibility to alert the centre's IB Coordinator to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the examination.

The IB Coordinator will make a special consideration application to the relevant awarding body within seven days of the exam.

### **Internal assessment**

It is the duty of heads of faculty to ensure that all internal assessment is ready for upload at the correct time. The IB Coordinator will assist by keeping a record of each upload.

Marks for all internally assessed work are provided to the IB Coordinator by the subject teachers. The IB Coordinator will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Candidates will receive individual result slips on results days,

- in person at the centre
- online using their personal pin code
- emailed to the pupil's school email address or that of the parent/guardian.

Arrangements for the centre to be open on results days are made by the Head of Centre. The provision of the necessary staff on results days is the responsibility of the SLT.

### **Enquiries upon Results (EUR)**

EURs may be requested by centre staff or the candidate following the release of results. A request for a re-mark requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EURs will be paid by the candidate.

All decisions on whether to make an application for an EUR will be made by individual candidates in conjunction with subject teachers and IB Coordinator.

If a candidate's request for an EUR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document or IB Appeal procedure.

All processing of EURs will be the responsibility of the IB Coordinator.

### **Return of externally assessed material**

After the release of IB results, candidates may ask the IB Coordinator to request the return of externally assessed material.

For all EURs requests the deadline is 15 September.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once an original script has been returned. The cost of EURs will be paid by the candidate.

Processing of requests for EURs will be the responsibility of the IB Coordinator.

### **Certificates**

Candidates will receive their certificates

- Posted (recorded delivery).
- Collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains photocopies of certificates for 25 years.

A new certificate will not be issued by the IB. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

|          |            |                |              |
|----------|------------|----------------|--------------|
| Compiled | Version 1  | September 2015 | S King       |
| Approved | Version 9  | May 2016       | I A Lavender |
| Revised  | Version 10 | February 2017  | L Moses      |
| Revised  | Version 16 | March 2017     | S King       |
| Approved | Version 16 | March 2017     | I A Lavender |
| Revised  | Version 20 | August 2020    | E Loughlin   |
| Approved | Version 20 | August 2020    | I A Lavender |
| Revised  | Version 22 | June 2022      | E Loughlin   |
| Approved |            | July 2022      | T Hill       |