

The British School of Bahrain



Examinations Policy

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Examinations Policy

1. **Introduction**

1.1. The Examination Policy will ensure that:

- all aspects of the centre's internal & external exam processes is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all external exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- all internal exams and assessments are conducted as closely to the aforementioned processes as is required
- exam candidates understand the exams process and what is expected of them

1.2. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. The Examinations Policy will be reviewed annually by the Head of Senior School and the Examinations Officer.

2. Exam responsibilities

2.1. Head of Centre (Executive Head)

- Overall responsibility for the school as an exam centre:
- advises on appeals and re-marks;
- the Head is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes
- accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- Enables the relevant senior leader(s), the EO and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams

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process

- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including:
 - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
 - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
 - access to the secure room and secure storage facility is restricted to the authorised 2-4 keyholders
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)

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- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers

2.2. **Head of Senior School (HoSS)**

- Responsible for finalizing syllabus and exam boards for subjects
- Remarks & Appeals
- Ensure administration of internal and external exams are conducted as per the guidelines outlined in this policy

2.3. **Examinations Officer**

2.3.1. Manages the administration of public and internal exams and production of exam results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards;
- oversees the production and distribution to 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 are informed of and understand those aspects of the exam timetable that will affect them;
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines;
- provides and confirms detailed data on estimated entries;
- receives, checks and stores securely all exam

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- papers and completed scripts;
- identifies and manages exam timetable clashes;
- helps with the accounts for income and expenditures relating to all exam costs/charges;
- liaises with the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams both internal and external;
- liaises with the HoSS/Deputy Head (Academics) in producing exam timetables for all internal exams;
- prepares and presents reports to the HoSS showing results achieved;
 - submits candidates' coursework marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule;
- arranges for dissemination of exam results and certificates to candidates and maintains systems and processes to support the timely entry of candidates for their exams;
- ensuring that the candidates are aware of the JCQ regulations for conduct in examinations and coursework;
- with the SENCo/Learning Support Department, administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations*;
- forwards, in consultation with the HODs, any appeals/re-mark requests;
- Understands the contents of annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#)

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- [Instructions for Conducting Examinations](#)
- [Suspected Malpractice in Examinations and Assessments](#)
- [Post-results services](#) (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

2.4. Heads of Department

2.4.1. Have overall responsibility for:

- guidance and pastoral overseeing of candidates who are unsure about exam entries or amendments to entries;
- involvement in post-results procedures;
- accurate completion of coursework mark sheets and declaration sheets;
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the EO.
- “retake” decisions in consultation with the candidates, subject teachers
- ensuring teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- ensuring teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- ensuring teaching staff attend relevant awarding body training and update events

2.5. Teachers

2.5.1. Have overall responsibility for:

- Notification of access arrangements (as soon as possible after the start of the course, in coordination with their Head of Department);
- Submission of candidate names to HOD.
- “Retake” decisions in consultation with the candidates and HOD

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- Undertaking key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keeping up to date with CPD on the awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attending relevant awarding body training and update events

2.6. Learning Support Department and SENCo

2.6.1. Have overall responsibility for:

- administration of access arrangements;
- identification and testing of candidates' requirements for access arrangements;
- provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Understanding the contents, refers to and directs relevant centre staff to annually updated JCQ publications including *Access Arrangements and Reasonable Adjustments*
- Leading on the access arrangements and reasonable adjustments process
- If not the qualified access arrangements assessor, working with the person appointed, on all matters relating to assessing candidates and ensuring the correct procedures are followed
- Presenting when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- Submitting access arrangements information to respective exam boards prior to every exam cycle.

2.7. Invigilators

2.7.1. Have overall responsibility for:

- collection of exam papers and other material from the exams office before the start of the exam;
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office;
- checking off collected scripts on the attendance register;
- completion of a Seating Plan for all examinations;
- must be aware of evacuation procedures in any emergency;
- Reading the Invigilators' Handbook;
- Undertaking training, update, briefing and review sessions as required
- Providing information as requested on their availability to invigilate
- Signing a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

2.8. Candidates

2.8.1. Have overall responsibility for:

- confirmation of entries;
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own;
- reviewing published examination schedules, identifying any clashes affecting their scheduled exams and instructing EO to rearrange;
- reading and following the JCQ Candidate

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Information distributed to students.

3. **Qualifications offered at the Centre:**

- 3.1. The statutory tests and qualifications offered at this centre are decided by the Head of School, HoSS and the HODs.
- 3.2. British School of Bahrain is a registered centre to offer Edexcel, CAIE, AQA and ATS, PSAT examinations.
- 3.3. The statutory tests and qualifications offered are GCSE and GCE (AS and A levels) and BTEC.
- 3.4. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed.

4. **Exam seasons and timetables**

4.1.1. **Exam seasons**

- Internal exams are scheduled in November, December & May in consultation with the HoSS.
- External exams are scheduled in October (IALs & CAIE exams), January (IALs & iGCSE) and June (GCSE and GCE).
- All internal exams are held under external exam conditions.

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- The exam series used in the centre are decided by the HoSS.

4.1.2. Timetables

- The EO will circulate the exam timetables for both external and internal exams once these are confirmed.

5. Entries, entry details, late entries and retakes

5.1. Entries

- Candidates are selected for their exam entries by the HODs.
- A candidate or parent can request a subject entry, change of level or withdrawal, subject to agreement with the centre and after paying the appropriate costs.
- All Parents must sign and return the exam entries form prior to the exam sessions. Students WILL NOT be considered for entry without the form.
- The HOD will confirm all exam entries and the tier of entry. Changes in tier entry at the request of student/parent must be approved by HOD and the parent will bear the cost. Without approval of the HOD, the student will be deemed a private entry in that subject. Changes in tier entry at the request of a

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HOD – must be approved by the parent. HOD & HoSS signature will be considered final for all entries. No change will be accepted after the HOD has approved.

- The centre accepts external entries from candidates who are not registered students at the school.

5.2. **Late entries**

5.2.1. Entry deadlines are circulated to HODs by the EO.

5.2.2. HODs must submit entries prior to the due date.

5.3. **Retakes**

5.3.1. Retake decisions will be made in consultation with the candidates, subject teachers and the HOD. See also section 6: Exam fees)

6. **Exam Fees:**

6.1.1. All Exam fees are paid by the candidate which is inclusive of administration costs.

6.1.2. Late entry or amendment fees are paid by the candidates.

6.1.3. Reimbursement will not be sought for candidates who fail to either sit an exam or meet the necessary coursework requirements.

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6.1.4. Retake fees for first and any subsequent retakes are paid by the candidates. (See also section 5.3: Retakes)

6.1.5. Candidates must pay the fee for an enquiry about a result. (See also section 12: Enquiries about results [EARs])

7. **Special Education Needs and Access Arrangements**

7.1.1. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the policy.

7.1.2. **Special Needs**

- A candidate's Special Needs requirements are determined by the SENCo
- The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

7.1.3. **Access arrangements**

- Making special arrangements for candidates to take exams is the responsibility of the SENCo and the EO.

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- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the EO.
- Rooming for access arrangement candidates will be arranged by the SENCo in conjunction with the EO.
- Invigilation and support for access arrangement candidates will be organised by the SENCo in conjunction with the EO.

8. **Managing invigilators and exam days**

8.1. **Managing invigilators**

- External invigilators will be used for all external exam supervision as much as possible.
- The recruitment of invigilators is the responsibility of the EO.
- Invigilators are timetabled and briefed by the EO.
- Invigilator rates of pay are set by the centre administration.

8.2. **Exam days**

- The EO will book all exam rooms after liaison with other users and make the question papers, other

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exam stationery and materials available for the invigilator.

- The Facilities Department are responsible for setting up the allocated rooms.
- The invigilator will start all exams in accordance with JCQ guidelines.
- Subject staff are not permitted to be present at the start of the exam. Senior members of staff may be present if necessary at the start of an exam to assist with identification of candidates if necessary but they may not view the paper(s) to be sat in that session.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to HODs at the end of the exam session.

9. Candidates Expectations

9.1.1. Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and

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all electronic devices apply at all times.

- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, they must be accompanied at all times.
- The EO calls those students who have not turned up for their exams or are late.

9.1.2. Clash candidates

- The EO will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays. Candidates are responsible for identifying any clashes that affect their examinations in the published examination schedule and contacting the EO to rearrange.

9.2. Special consideration

9.2.1. Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

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9.2.2. Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

9.2.3. The EO will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. **Coursework and appeals against internal assessments**

10.1.1. **Coursework**

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- HODs will ensure all coursework is ready for dispatch to meet the exam board deadlines; the EO will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are provided to the Exams Office by the HODs

11. **Appeals Procedure**

11.1. The steps of the appeals process are outlined as below

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- All appeals or concerns regarding mark outcomes, coursework or test results must be forwarded to the Exams Officer, in writing.

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- The Exams Officer must submit the appeal request to the HoSS along with supporting evidence and documents.
- HoSS must review the evidence submitted and in discussion with the HoD make a decision which will then be conveyed to the appellant, in writing.
- If the appellant is dissatisfied by the outcome of the appeal, he must then forward their concerns to the Executive Head.
- HoS reviews the evidence and further to discussion with the HoSS, informs the appellant of the final decision.
- Any further concerns about the outcome of the appeal can be submitted to the Exam boards through the Exams Office.
- The school will support all enquiries about results provided the candidate gives written consent AND the candidate incurs all costs associated with the enquiry
- See Extended Appeals Procedure Guidance document for more details

12. **Results, enquiries about results (EARs) and access to scripts (ATS)**

12.1.1. **Results**

- Candidates will receive individual results by email on results days to their school email address.

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- Arrangements for the school to be open on results days are made by the School Office.
- The provision of staff on results days is the responsibility of the EO / HoSS.
- The centre usually aggregates for AS grades at the end of Year 13, not at the end of Year 12 unless the student notifies the EO that they will be leaving at the end of Year 12. Exceptions will be considered on a case by case basis in coordination with the HOD, HoSS and EO.

12.2. **EARs**

- EARs may be requested by HoDs, HoSS or candidates if there are reasonable grounds for believing there has been an error in marking.
- Enquiries regarding examination grades/marks achieved must be submitted by the published deadline. HODs will be required to give their opinion in support or otherwise for any EARs. All Enquiries should be submitted to the EO – form duly completed.

12.3. **Resits**

- Students will directly approach the EO with a re-sit form which has to be signed by parents and approved by HOD to be entered for a re-sit. Fees are paid by the student's parents

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12.4. **ATS**

- After the release of results, AS/A2 candidates may request the return of papers within seven days' scrutiny of the results in order to assess whether to ask for a remark or not.

13. **Exam Results**

13.1. Dissemination of GCSE AS and A2 Results: This is the sole responsibility of the Executive Head, Head of Senior School and the EO. All students will complete a contact sheet with contact information before the end of the Academic School Year. It is the student's responsibility to contact the School to receive their results, otherwise the student will be provided with an ID and password to retrieve their results online on a specific date. The school reserves the right to publication of student results.

14. **Mock Exams**

14.1. These are scheduled and be organised by the Deputy Head (Academics) and the EO. The distribution of Mock Exam results is the responsibility of respective HODs. Students must NOT be given mock exam results prior to authorisation, in order to avoid causing unnecessary alarm.

14.2. Exam Papers must be submitted by the HODs to the HoSS at least two weeks before scheduled mock exam dates. There will also be an Absentee exam form. Papers for absent students should be returned to the Form Teacher after the exam. The teacher must write the student's name on the paper. Form tutors need to monitor completion of these papers during the exam period. After the exam period, HODs are responsible for ensuring absent students

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complete all examination papers.

Mock Exam Procedures

- Students sign in and out at reception on the day (no registration) ;
- Students must wear school uniform;
- Quarantine will be implemented where students are between exams;
- No students should be circulating the school site if mock exams are not scheduled for them;
- Senior School P.A. to note authorised leave for Year 11 during mock exams and notify nurse (copy of mock exam timetable) and Attendance Officer;
- No study leave for Mock Exams.

15. **Language Programme**

15.1. Arabic, French and Spanish are all compulsory subjects in KS3.

15.2. Students are encouraged to enter GCSE Arabic at the end of Year 9 or first language Arabic. As a Ministry of Education requirement, all Arab nationals are required to study Arabic at IGCSE level.

15.3. **Community Languages**

15.3.1. Students can register and will have the opportunity to sit their GCSE / A level exam in their native language. They will be registered as external candidates and will have to arrange their own support and tutoring for the same. Fees are to be paid by the students. For languages that are offered at the school (French, Spanish, Arabic), students must notify the

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respective HODs that they will be registering as an external candidate. HODs will be responsible for administering speaking exams for all external candidates of French, Spanish and Arabic.

16. Timetabling of Examinations

16.1. The centre **must** follow the awarding bodies' final published timetable. To maintain the security of the examinations, the published start and end times of all general qualifications is provided to the centre by the awarding bodies' international team. The timetable cannot be varied for a student if it clashes with any of the following: Weekends, Work experience, School function, Field trip, Sporting events below international level, Holidays, weddings and family celebrations.

17. Invigilation

17.1. The invigilator **must** fully understand the 'Instructions for Conducting Examinations' booklet and should read the entire document. This booklet will also be available during every examination to double check any procedures.

18. Absence through illness

18.1. Students unable to take an Official Examination because of illness **MUST** provide a Medical Certificate signed by a doctor explaining the reason for your absence from the examination. The school or the EO must be informed before the exam starts by phone.

19. **Attendance Registers and Seating Plans for Official Exams**

19.1. The EO will issue official Attendance Registers and a seating plan for each examination session and room. The Chief Invigilator must inform the EO of any absentee as of any problem and/or situation that arises during Examinations. All bathroom, entry and exit of the room from candidate should be noted in a record book. Any observation about a candidate arriving late, feeling sick, agitated, disturbed by others, overly stressed, etc. should be noted too.

20. **Exam Rooms**

20.1. All official, external examinations require 1.25m space between centre to centre of candidate's chairs. Students should be seated according to the seating plan provided by the EO.

20.2. Invigilators should supervise examination rooms to ensure that pupils are not able to copy or collude during examinations. All instances of malpractice should be reported to the Assistant EO and noted in the invigilator's record book.

20.3. A clock should be provided for each exam room, as adequate AC, heating, lights and sound proof rooms as much as possible.

20.4. Internal and mock examinations may be conducted with these regulations adapted, although procedures should follow official, external examinations procedures as closely as possible in order to provide students with an authentic

experience.

21. **External Exam Candidates**

- 21.1. Any Exam candidate that is not a current student at BSB is classified as an External Exam Candidate. This includes past students of BSB. BSB Students are treated as internal (centre) candidates.
- 21.2. Entries will be accepted for the November, January and summer series. Entry deadline dates for each series will be published on the BSB website and noted on registration forms. BSB cannot accept any entries or amendments after these dates.
- 21.3. External Candidates will be charged a fee which will incorporate the published examination entry fee along with our administration, invigilation and any postage costs which may be higher than those charged to internal exam candidates. Current fees can be found on the Exams Registration form and payment is requested in advance.
- 21.4. Should a candidate require separate invigilation or any other access arrangement an additional charge will be made. A refund of fees will not be made once the entries have been submitted to the Exam Board.
- 21.5. BSB cannot be responsible for the marking of any coursework components attached to an exam entry. Due to the strict rules relating to authentication of coursework, you can only enter for the coursework option if it is being marked by a distance learning organisation or private tutor.
- 21.6. BSB is able to administer oral components for language examinations or practical components of a syllabus, however additional charges may be applicable in

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this case.

- 21.7. It is the candidate's responsibility to choose an appropriate syllabus and provide these details to the Exams Office. BSB cannot advise on choice of syllabus/awarding body and will not be held responsible for any late fees that arise from amendments.
- 21.8. It is the candidate's responsibility to advise the EO as soon as possible of any additional requirement which needs to be addressed. The candidate will be required to provide supporting evidence of such need and we will make the necessary applications to the Exam Boards. Should a candidate require separate invigilation or any other access arrangement an additional charge will be made.
- 21.9. Certificates may be sent to candidates via courier, there is a separate charge for courier services, or collected from the Exams Office once available.

22. **Conflict of Interest**

- 22.1. Any BSB teacher, assessor, invigilator, or other member of staff or contractee involved in any way with internal exam assessment or Exam Board processes must advise the Head of Senior School and the EO separately of any conflict(s) of interest in this regard.

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- 22.2. Conflicts of interest would include, but are not limited to: having a family or personal relationship with any candidate on a course with which staff or contractee may be involved; being simultaneously employed or contracted by the school and registered part-time for a course assessed via the School.
- 22.3. Staff or contractee should inform the Head of Senior School and the EO separately, of any potential conflict(s) of interest on being appointed to any position of responsibility regarding assessment or Exam Boards, or as soon as they become aware of a potential conflict. Staff may alternatively make a declaration to the Head of School if they feel this is necessary.
- 22.4. Declarations will be treated in confidence and the details of the declaration will go no further than the Head of Senior School and EO, and Head of School where appropriate.
- 22.5. If a declaration is made, said parties will decide upon reasonable action to take in consultation with those involved. Records will show only that a declaration has been made and the action taken, not the details.
- 22.6. As a safeguard, an annual circular will be sent to all staff involved in the examinations process asking that “staff with a potential conflict of interest should declare it to the Head of Senior School.

23. Exam Contingency

- 23.1. If there are timetabled examinations scheduled on a day when the school should be closed to staff and students,

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the BSB **Examination Contingency Plan** will be adopted.
Please see the plan for more details.

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Glossary of Terms

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| BSB | British School of Bahrain |
| HOSS | Head of Senior School |
| HOD | Head of Department |
| SENCo | Special Educational Needs Coordinator |
| EO | Examinations Officer |
| JCQ | Joint Council for Qualification |
| OCR | Oxford, Cambridge & RSA Examinations (UK) |
| CIE | Cambridge International Examinations (UK) |
| AQA | Assessment and Qualifications Alliance (UK) |
| ATS | Admission Testing Services |
| GCSE | General Certificate of Secondary Education |
| iGCSE | International General Certificate of Secondary Education |
| AS / A | Advanced Level General Certificate of Education |
| BTEC | Business and Technology Educational Council |
| EARs | Enquiries About Results |
| ATS | Access To Scripts |