



**POLICY  
08**




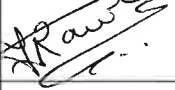




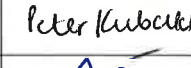



# Examination Policy

*For Ta'allum Group*

*Reviewed for 2018 - 2019 as of 28 May 2018*

## Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Sheldon Smith		Principal- AJA	31/5/18
Reviewed by	Alison MacDonald		Principal- AMAG	5/6/18
Reviewed by	Shuja Uddin		Principal-AMAB	
Reviewed by	Rizwana Abdul Hamid Surve		SIMS Manager - AJA	30/05/2018
Reviewed by	Thouraya Al Bouz		Assessment Coordinator / Exam Officer - AMAG	05/06/18
Reviewed by	Rabia Bushra		SIMS Coordinator - AMAG	05/06/18
Reviewed by	MD Nasirul Islam		Assessment & SIMS Manager - AMAB	06/06/18
Reviewed by	Najoud Ensaff		EYFS and Primary SIC	24/06/18
Reviewed by	Peter Kubicki		Secondary SIC	31.5.18
Reviewed by	Mohammad Abu Qadah		Arabic SIC	24.06.18
Approved by	Dr. Mohammad Saefan		Education Director	24.6.18 ✓
Approved by	Ahmed Al Mannai		CEO	25.6-2018

## Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date
	A new Examination Policy		May 2018

## Table of Contents

Ta'allum Vision, Mission and Motto .....	4
Ta'allum Schools Learners Outcomes .....	5
1. Examinations responsibilities .....	6
2. The External Tests and qualifications offered .....	9
3. Examinations Series and Timetables.....	9
4. Entries, Entry Details and Late Entries .....	9
5. Examinations fees .....	10
6. Access Arrangements.....	10
7. Managing Invigilators and Exam Days.....	10
8. Candidates, Clash Candidates and Special Consideration Candidates.....	11
9. Contingency Planning.....	12
10. Malpractice.....	12
11. Results, Enquiries About Results and Access to Scripts .....	12
12. Certificates.....	13

## **Ta'allum Vision, Mission and Motto**

### **Ta'allum Group's Vision**

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

### **Ta'allum Group's Mission**

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

### **Ta'allum Group's Motto**

***"Creative learners today, our future leaders tomorrow"***

## Ta'allum Schools Learners Outcomes

Academic Achievement and Leadership with Islamic Values are the characteristics hallmarks of our students. Here at Ta'allum schools we believe that in order to ensure all our students to achieve at the highest level we need to actively support them through curriculum and enrichment in developing the right characteristics. This is what distinguished our students from other.

### **Learner Outcome 1**

### **Our students are Academic**

Strand 1:1

They are lifelong learners

Strand 1:2

They are creative thinkers

Strand 1:3

They are bilingual

Strand 1:4

They are confident

Strand 1:5

They are innovative

Strand 1:6

They are independent

### **Learner Outcome 2**

### **Our students are Leaders**

Strand 2:1

They have strength of character

Strand 2:2

They are organised

Strand 2:3

They are confident

Strand 2:4

They are responsible

Strand 2:5

They are future leaders

### **Learner Outcome 3**

### **Our students practice and exemplify Islamic values**

Strand 3:1

They adhere to the Five Pillars of Islam

Strand 3:2

They have good morals

Strand 3:3

They are polite

Strand 3:4

They are considerate

It is the responsibility of candidates, parents and everyone involved in the Centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually by the Senior Management Team, Examinations Officers, Secondary & Primary Consultants and the Director of Education of Ta'allum Schools.

The purpose of this Examinations Policy is:

- To ensure that the planning and management of exams is efficient and compliant with all internal and external requirements
- To ensure the operation of a transparent and efficient examination system with clear guidelines and requirements for all relevant staff, candidates and parents.

## 1. Examinations responsibilities

### Head of Centre – Academy Principal: Overall responsibility for the Academy as an Exam Centre

**It is the overall responsibility of the Head of Centre to ensure that:**

- all external examination requirements are met in accordance with the regulations set by the awarding bodies
- security of the examination process is managed according to the Joint Council for Qualifications (JCQ) and other applicable awarding body regulations, guidance and instructions. The location of the centre's secure storage unit must be in an area solely assigned to examinations
- centre staff are supported and appropriately trained to undertake key tasks within the examinations process
- centre staff undertake key tasks within the exams process and meet internal deadlines set by the Examinations Officer
- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is compromised
- arrangements are in place to ensure that the correct question paper packets or online assessments are opened only by authorised members of centre staff
- potential risks to the examination process are assessed and appropriate risk management processes/contingency plans are in place (that allow the Head of Centre to act immediately in the event of an emergency or staff absence)

## Examinations Officer/ Assessment Co-ordinator

### It is the responsibility of the Examinations Officer to:

- organise the sitting of all external examinations in accordance with the regulations set by the relevant awarding bodies and Ta'allum Assessment Policies and Procedures, including in regards to liaising with relevant technical staff over arrangements, hardware and software for online assessments
- Read and understand the contents of annually updated JCQ publications including:
  - ✓ General regulations for approved centres
  - ✓ Instructions for conducting examinations
  - ✓ Suspected Malpractice in Examinations and Assessments
  - ✓ Post-results services (PRS)
- be fully familiar with the contents of annually updated information from relevant awarding bodies regarding administrative procedures, key tasks, key dates, deadlines and all other matters
- manage the production of the Exam Policy Handbook and timely updates to the school website
- maintain systems and processes to support the timely entry of students for exams
- ensure that students and their parents are informed of and understand those aspects of the exam timetable that will affect them
- advise the SMT, Heads of Subject, class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- identify and manage exam timetable clashes
- manage the administration of external and internal exams and analysis of exam results
- consult with the SMT to ensure that necessary coursework/controlled assessment is completed on time and in accordance with exam board regulations
- submit student coursework/controlled assessment marks, track despatch and arrange required storage of returned coursework and any other material required by the appropriate awarding bodies
- report all suspicions or actual incidents of malpractice
- receive, check and store securely all exam papers and completed scripts
- prepare and present reports to the SMT showing results achieved in relation to expected grades and comparable data for previous years
- arrange for dissemination of exam results and certificates to students and forward any appeals/remark requests
- submit all invoices to the accounts department with all the required details - in a timely manner
- account for income and expenditure relating to all exam costs/charges
- co-ordinate with the accounts department and Head of Admin regarding exam resources

## **Heads of Subjects in Secondary/ Primary Co-ordinators & Heads of Primary**

**It is the responsibility of the Heads of Subject in Secondary and Primary Co-ordinators & Heads of Primary to:**

- Organise teaching and learning in line with course specifications
- ensure teaching staff receive CPD and are updated with awarding body teacher-specific information to ensure thorough and effective delivery of course materials
- provide guidance and pastoral oversight to students who are unsure about exam entry or amendments to entries
- liaise with the Examinations Officer regarding post-results procedures for their subject/s oversight
- ensure accurate completion of coursework mark sheets and declaration sheets
- involve teachers in the completion of entries as required
- ensure line managed teaching staff undertake key tasks, as detailed in this Policy, within the examination cycle, and meet internal deadlines set by the Examinations Officer
- ensure teaching staff attend relevant awarding body training and CPD events

## **Teachers**

**It is the responsibility of Teachers to:**

- make notification of any perceived access arrangements - as soon as possible following the commencement of the course to both the Head of Learning Support and Examinations Officer
- Submit student names to Heads of subjects.

## **Head of Learning Support:**

**It is the responsibility of the Head of Learning Support to:**

- liaise directly with Heads of School and Subjects regarding any students requiring specific Access Arrangements
- make applications for special consideration for eligible students in line with relevant exam board regulations and administer associated Access Arrangements
- confirm identification and testing of students
- oversee provision of additional support and access arrangements in line with relevant exam board regulations and the *Ta'allum Assessment Policy*

## **Lead Invigilator/Invigilators**

**It is the responsibility of the Lead Invigilator/ Invigilators to:**

- collect exam papers and required support materials from the Examinations Office prior to the start of the exam
- collect all Access Arrangement exam papers in the correct order at the end of the exam and return securely to the exams office



## Students

### It is the responsibility of Students to:

- confirm and sign their exam entries
- understand coursework requirements and sign a declaration to confirm/authenticate the coursework/controlled assessment as their own work

## 2. The External Tests and qualifications offered

- The **External** tests and qualifications offered by Ta'allum Schools are decided by the Director and Academy Principals.
- The **External** tests and qualifications offered are EdExcel & Cambridge IGCSE and AS levels in Secondary, GL Assessments at Years 4, 6 & 9 and Base Progress Assessment (CEM) at the beginning and end of Reception.

The subjects offered for IGCSE and AS level qualifications in any academic year may be found in the Information to Parents Booklet and IGCSE Policy for Ta'allum Schools for that year. If there has been a change of syllabus from the previous year, the Ta'allum Exam board and the Exams Officer for each academy must be informed by mid-September.

## 3. Examinations Series and Timetables

External exams are scheduled in November/October, January and May/June as per the relevant examination board timetable.

- Timetables will be distributed to enrolled candidates and uploaded to the School website by the Examinations Officer

## 4. Entries, Entry Details and Late Entries

### Entries

- Student exam entries are confirmed by the Head of School and Department in liaison with Subject teachers in Secondary and by the Head of School in Primary. This includes consideration and approval for any Early Entries.
- Students will not be permitted to self-enrol in any Ta'allum Examination Centre without approval from the Head of School and Department.
- Students, parents/carers cannot request a subject entry, change of level or withdrawal other than in exceptional circumstances (to be approved by the Principal /Head of Secondary)
- Examination Centres do accept entries from external students - refer to *Private Candidate Policy*.

## 5. Examinations fees

- The Centre will pay all normal exam fees on behalf of students for KS2 and KS3
- IGCSE students and AS Level students will be charged for external exams as per the fees set by Ta'allum.
- Late entry or amendment fees are paid by students

## 6. Access Arrangements

- See **Head of Learning Support**
- Making any special arrangements for candidates to sit exams is the responsibility of the Head of Learning Support in liaison with Head of School and the Exams Officer
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of Learning Support and Exams Officer
- Rooming, invigilation, provision of a scribe for access arrangement candidates will be arranged by the Exams Officer

## 7. Managing Invigilators and Exam Days

### Managing invigilators

- The arrangement of invigilators is the responsibility of the Deputy Head of Secondary/Pastoral, in consultation with the Head of School and Examinations Officer
- Invigilators are trained by the Examinations Officer to ensure upholding the integrity of all external examinations as per the regulations of the awarding bodies.
- Examinations Officers must prepare a handbook for invigilators incorporating sections from the *Instructions to Conducting Exams –ICE 2017-18* booklet by JCQ

### Exam days

- The Examinations officer is responsible for exam room preparations, preparing the question papers, stationery and any other support materials required by invigilators
- The *Examinations Centre Emergency Evacuation Plan* must be explained to all invigilators, key members of the SMT and the designated Fire Warden of the Academy
- Subject teachers and Heads of Department may be present at the start of an examination but **must not** engage in any discussion or advice whatsoever with candidates
- In practical exams, subject teachers may be on hand in case of technical difficulties, but **must not** engage in any discussion or advice whatsoever with candidates
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.

- All Invigilators must adhere to all procedures and requirements set by relevant Exam Boards and approved by the Principal

## 8. Candidates, Clash Candidates and Special Consideration Candidates

- The Examination Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and 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 will be dealt with in accordance with relevant school policy.
- Candidates are expected to remain in the examination room for the full examination time.
- Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.
- Candidates are responsible for checking their own timetables and arriving at school on the correct date and time. Candidates should arrive at least 15 minutes prior to the start of the examination
- The Examinations Officer is responsible for handling late or absent candidates on exam days in accordance with JCQ guidelines.

### Clash candidates

The Examinations Officer will be responsible as necessary for all arrangements where a clash of examinations occurs. This includes supervising escorts, identifying a secure venue and arranging supervision in line with examination board requirements.

### Special Consideration

- Should a candidate fall ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or be otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Examinations Centre, the Examinations Officer, and/ or the Exam Invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam. e.g. a letter from the candidate's doctor. The Examinations Officer can provide further guidance.
- The Exams Officer will forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## 9. Contingency Planning

- Contingency planning for examination administration is the responsibility of the Principal and Exams Officer

## 10. Malpractice

- The Head of the Examination Centre with the Examinations Officer is responsible for investigating suspected malpractice

## 11. Results, Enquiries About Results and Access to Scripts

- Candidates will receive an individual statement of results on results days at the Examinations Centre.
- The provision of staff on results days is the responsibility of the Head of Examinations Centre with the Examinations Officer
- Results can be collected on behalf of a candidate by third parties, provided they can provide evidence that they have been authorised to do so.

### Enquiries About Results (EARs)

- If there are reasonable grounds for believing there has been an error in marking, EARs may be requested by the Examinations Officer or the individual candidate. The candidate's consent is required before any EAR may be requested.
- Candidates, and/or their parents, can request that an EAR be carried out. They will be charged a fee for this service before a request is made to the awarding body.
- On results day, the Examinations Officer will provide an up-to-date table showing the fees and deadline dates for the EAR service as set by the awarding bodies. Each candidate will be provided a copy of an EAR request form.
- If the Examination Centre's marks for internal assessment have been accepted by an awarding body without change, it is not possible to request a re-mark of this component.

### Access to Scripts (ATS)

- After the release of results, and within three days, candidates may request the return of papers to scrutinise results.
- Examinations Centre staff may also request scripts for investigation and/or teaching purposes. For the latter, the consent of candidates must be obtained.
- Note that GCSE/A level re-marks cannot be applied for once a script has been returned.

## 12. Certificates

- Certificates may be collected in person or by a third party - provided they have evidence that they have been authorised to do so.
- Replacement certificates will only be issued if a candidate agrees to pay the costs incurred.
- The Examinations Centre will retain certificates for one year.

NB. For 2017-18 Academic Year only, Travel & Tourism was offered through the WJEC board. The course is discontinued at this point. It will be replaced by a range of new BTEC courses at level 3 (i.e. AS level equivalent).