



Examination Policy

Content:

1. Examination Responsibilities.
2. Qualifications Offered.
3. Examination Series & Timetables.
4. Entries, Entry Details & Late Entries.
5. Examination Fees.
6. The Disability Discrimination Act (DDA), Special Needs & Access Arrangements.
7. Estimated Grades.
8. Managing Invigilators & Examination Days.
9. Candidates, Clash Candidates & Special Consideration.
10. Controlled Assessment, Coursework & Appeals Against Internal Assessments.
11. Results, Enquiries About Results (EARs) & Access to Scripts (ATS).
12. Certificates.

The purpose of the Examination Policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination 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.

This examination policy will be reviewed annually.

This examination policy will be reviewed by the Head of Centre and the examinations officer.



1. Examination Responsibilities.

Head of Centre / Headmistress.

Overall responsibility for the school as an examination centre:

- Identifies and appoints BTEC assessors from BTEC teaching team.
- Advises on appeals and re-marks.
- The head of the centre is responsible for reporting all suspicious or actual incidents of malpractice. Refer to the JCQ document '*suspected malpractice in examinations and assessments*'.
- Maintains a Conflict of Interest Log.

Examination Officer.

Manages the administration of public and internal examinations and analysis of examination results:

- Advises the Headmistress, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- Oversees the production and distribution to staff, Headmistress and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning forthcoming deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all examination papers, controlled assessment and completed scripts.



When confidential examination materials are received by the main school office these are signed for by office staff who log the receipt and inform the Examinations Officer, or in his absence the Assistant Examinations Officer or PA to Headmistress. The Examinations Officer/Assistant Examinations Officer or PA to the Headmistress would then sign the same pro-forma when these confidential materials are collected from the office. The examination materials are then locked in the secure store in School House.

- Administers access arrangements and makes applications for special consideration using *JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations.*
- Identifies and manages examination timetable clashes.
- Accounts for expenditures relating to all examinations.
- Organises the training and monitoring of staff and LSAs involved invigilators responsible for the conduct of examinations.
- Submits candidates' coursework marks, tracks dispatches and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Prepares and presents reports to the Headmistress showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the Headmistress, any appeals / re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.

Subject Teachers

- Guidance and pastoral oversight of candidates who are unsure about examination 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 examinations officer.
- Declaration of Conflict of Interest, where it applies (see Conflict of Interest Applies)

Teachers

- Notification of access arrangement requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Examinations Officer.

SENCO

- 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.

Invigilators

- Conduct of examinations in line with awarding body requirements.
- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations officer,

Candidates

- Confirmation of entries.
- Understanding coursework and controlled coursework regulations and signing a declaration that authenticates the coursework as their own.



2. Qualifications Offered.

The qualifications offered are decided by the Headmistress and Subject Staff. The qualifications offered are GCSE, Btec, FCSE, Entry Level and Functional Skills.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year and Year 9 Options Booklet. If there has been a change of syllabus from the previous year, the examinations officer must be informed by the last day in September.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents / guardians, subject teachers, tutors and the Headmistress.

At Key Stage 4.

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Examination Series & Timetables.

Examination Series.

Internal examinations are scheduled in June.

External examinations are scheduled in November, January, March and June.

GCSE Mock examinations are held under external examination conditions.

Controlled Coursework Assessments are scheduled throughout the year.

The examination series used in the centre are decided by the Headmistress, Examinations Officer and the Subject Heads.

Timetables

Once confirmed, the Examinations Officer will circulate the examination timetables for internal examinations and external examinations.



4. Entries, Entry Details & Late Entries.

Entries.

Candidates are selected for their examination entries by Subject Teachers.

The Examinations Officer requests entries (FCSE & GCSE) and registrations (BTEC) from subject staff giving deadlines regarding entry deadlines.

The Examinations Officer is responsible for allocating candidate numbers and UCI numbers and making entries and registrations.

Subject staff are then requested to confirm the entries (by email or signed printed confirmation reports from awarding bodies).

Candidates are issued with statements of entry and asked to check detail and note examination dates.

Candidates, or parents / guardians, can request a subject entry, change of level or withdrawal.

Late Entries

Entry deadlines are circulated to Subject Teachers via pigeon-holes, email, notice board and in staff briefings.

Late entries are authorised by the Examinations Officer.

Retake decisions will be made in consultation with candidates, subject teachers and the Examinations Officer.

5. Examination Fees.

Pupils / parents will pay all normal examination fees on behalf of candidates.

Late entries or amendment fees are paid by candidates.

Candidates 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 awarding bodies.



6. The Disability Discrimination Act (DDA), Special Needs & Access Arrangements.

DDA.

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

The Equality Act 2010

Impairments need to meet the statutory requirements set out in section 6 and schedule 1 of the Equality Act 2010. This definition of a disability is considered in terms of:

- Identifying a physical or mental impairment.
- Looking into adverse effects and assessing which are substantial.
- Considering if substantial adverse effects are long term.
- Judging their effect on normal day to day activities.

Disability means 'limitations going beyond the normal difference in ability which may exist among people'.

All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

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 examination. The SENCO and Examination Officer can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

Access Arrangements.

Making access arrangements for candidates to take examinations is the responsibility of the SENCO and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the examinations officer based on evidence supplied by the SENCO.



Rooming for access arrangement candidates and invigilation and support will be organised by the Examinations Officer with the SENCO.

Contingency planning for examination administration is the responsibility of the Examinations Officer.

7. Estimated Grades.

Subject teachers will submit estimated grades to the Examinations Officer when requested.

8. Managing Invigilators.

Teaching staff and learning support staff used as invigilators are timetabled and briefed by the Examinations Officer. Written examinations and on screen tests are carried out in line with JCQ instructions.

Training of readers and scribes is organised by the SENCO.

Examination Days.

The Examinations Officer 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 is responsible for setting up the allocated rooms.

The invigilator will start all examinations in accordance with JCQ guidelines.

Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

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 subject teachers at the end of the examination session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the examination, if required.



9. Candidates, Clash Candidates & Special Consideration.

Candidates.

The 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 are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The examinations officer will attempt to contact any candidate who is not present at the start of the examination and deal with them in accordance with JCQ guidelines.

Clash Candidates.

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

Special Consideration.

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the examinations officer, or the examination invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.



10. Coursework and Internal Assessments.

Coursework.

Candidates who have to submit coursework should do so by the date prescribed by the awarding body.

Subject staff are responsible for completing GCSE controlled assessment (MS1) and BTEC certification (SRF) forms within published deadlines and returning to examinations officer for checking and submission or providing the information to the Examinations Officer for on line submission.

BTEC candidates are given a copy of their assessment forms following submission.

Subject teachers will ensure all coursework is ready for dispatch at the correct time. The examinations officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the examinations officer by the subject teachers.

Appeals Against Internal Assessments.

The centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Officer.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30th June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's finding will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.



11. Results, Enquiries About Results (EARs) & Access to Scripts (ATS).

Results.

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses.

Arrangements for the school to be open on results days are made by the Headmistress.

Enquiries About Results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the examinations officer, teaching staff and Headmistress will investigate the feasibility of asking for a re-mark at the centre's expense.

The candidates consent is required before any EAR is requested.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Access to Scripts (ATS).

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE re-marks cannot be applied for once a script has been returned.



12. Certificates.

Following the issue of results and receipt of certificates at school, certificates are checked by the examinations officer. Pupils are required to sign to acknowledge receipt of certificates. BTEC certificates, when issued in August and GCSE certificates (following delivery to school in October) at Certificate Presentation Evening in November. Certificates are posted (signed for) to pupils unable to collect them in person.

Signed:

(Examinations Officer)

Signed:

(Headteacher)

Review Date: November 2017



Internally Assessed Coursework, Controlled Assessment Appeals Procedure.

Information available to candidates:

Introduction

All of coursework and internally marked controlled assessments are assessed through a rigorous system of marking and moderation that results in the marks submitted to the Awarding Body being highly reliable and an accurate summary of the work you have produced. This system involves the initial marking of individual tasks, usually by your subject teacher, in accordance with the departmental mark scheme used for all coursework in that subject. Where there is more than one teacher in a department a sample of work from each teacher of that subject is then re-marked by another teacher from that department in a process, called Internal Moderation that is overseen by the Head of Department. The Head of Department then collates the marks from your various pieces of work, in accordance with aggregation rules laid down by the Awarding Body, to produce your final submitted mark.

You should understand that the principal responsibility of the department is to arrive at a set of coursework and controlled assessment marks that is *internally consistent*. That is, the marks accurately place the candidates in the correct *rank order*. The marks are then subjected to a further process, called External Moderation, in which the manner in which the school awards its marks in each subject is standardised across all schools by the Awarding Body itself. Whilst the marks are usually ratified, this process can occasionally result in all the marks for that subject being adjusted up or down.

Procedure

The awarding body gives you the right to appeal against your final submitted internally moderated mark, if you have clear grounds to believe that it has been awarded inaccurately. The procedure is as follows:

1. Whilst coursework and controlled assessments are still being carried out, all marking and marks awarded are confidential within the department, and you cannot ask to see how your work is being assessed.
2. However, once all deadlines have passed and your final, internally moderated, mark is known, it will be made available to you by your subject teacher. At that stage you can ask to see how your work has been marked and how the final mark has been calculated. You should ask your teacher, or the Head of



Department, to explain to you any points of uncertainty that arise from this. *Please note that you cannot, at this stage, make any alterations to your work.*

3. If you think that the mark you have been awarded does not fairly reflect the departmental mark scheme or the published aggregation rules, you should write to the Examinations Officer to request the initiation of an appeal hearing. This letter must be signed by a parent or guardian. (Note that you cannot appeal against the mark scheme itself; that is dealt with by the External Moderation procedure that follows later).

4. Appeals cannot be held before the final coursework deadline in that subject, and they must be concluded by the last written paper of that examination session. They can be requested at any time within this timeframe.

5. The appeal hearing will be held within 7 days of receipt of your letter. The panel will normally consist of the Deputy Head (who will chair the proceedings), the relevant Head of Department and one other teacher from that department. One of these members of staff will be the teacher who carried out the initial assessment of your coursework. If there is only one member of staff in the department the Headteacher and deputy Headteacher will attend and a teacher of that subject from another school will be invited to attend). You are entitled to be supported at the hearing by a friend or relative.

6. The appeal hearing will proceed according to the following format:

i. In advance of the meeting, the Head of Department must arrange for copies of all relevant paperwork to be available to hand out to all those involved at the hearing. This will include the published requirements of the Awarding Body, the departmental mark schemes, all the marked coursework of the candidate in question. Representative samples of the work of at least three other candidates (one of comparable achievement, one of higher achievement and one of lower achievement) will also be used at the meeting to verify standards.

ii. At the meeting, the Head of Department will start by outlining, in general terms, how the marks are awarded in that subject and will demonstrate conformity between the departmental procedures and the requirements of the Awarding Body. *If the Examinations Officer is not satisfied that the correct procedures have been followed then all the work in that subject will have to be re-assessed and a report made to the Awarding Body.*

iii. You will then be asked to outline the basis of your concerns and to explain why you think the departmental assessment schemes have not been applied fairly to your coursework.



iv. Next, the member of staff who marked your work will explain why the marks were awarded in the way that they were. Reference will be made to the representative work of at least three other candidates as outlined above, with the aim of demonstrating consistency in the application of the mark schemes.

v. All of your coursework will then be re-assessed at the hearing by both members of staff of that department, giving full reasons to the meeting for all decisions. The Examinations Officer will ensure that mark schemes are being correctly and consistently applied.

vi. Finally, your overall mark will either be confirmed or changed by the Head of School *note that your mark could go up or down as a result of this procedure.*

7. A written record of the details of the appeal will be copied to you, to the Head of Department, to the Headteacher and to the Awarding Body. This record will include a statement of the outcome of the appeal with full reasons for that outcome.
8. There is no further right of internal appeal.

Signed:

(Examinations Officer)

Signed:

(Headteacher)

Review Date: November 2017