
Examinations and Assessment Policy

Aims

The purpose of this exam policy is:

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

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

Examination Responsibilities

The Examinations Officer/Assistant Examinations Officer: (To be referred to as Exams Office)

- manage the administration of public and internal exams
- advise 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 awarding bodies
- oversee the production and distribution to staff, governors 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
- ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provide and confirm detailed data on estimated entries
- receive, check and store securely all exam papers and completed scripts
- administer access arrangements and make applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special considerations.
- identify and manage exam timetable clashes
- account for income and expenditure relating to all exam costs/charges
- organise the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submit candidates' assessment marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintain systems and processes to support the timely entry of candidates for their exams

Deputy Head:

- Organises teaching and learning.
- Manages external validation of courses followed at key stage 4/post-16

Subject Leader/Teachers:

- Notification of access arrangements requirements (as soon as possible after the start of the course)
- Submission of candidates' names and tiers of entry to Subject Leaders
- Subject Leaders are responsible for submitting estimated grades and marks for all internally assessed work to the Exams Office when requested by the Exams Office.

The SEN Coordinator:

- 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
- 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 can be granted during the course and in the exam.

- A candidate's access arrangements requirement is determined by the SENCo.
- Making access arrangements for candidates to take exams is the responsibility of both the Exams Office and SENCo.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Office.
- Rooming for access arrangement candidates will be arranged by the Exams Office in consultation with the SENCo.
- Invigilation and support for access arrangement candidates will be organised by the Exams Office in consultation with the SENCo.

Lead invigilator/invigilators:

- 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

Candidates:

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

Qualifications Offered

- The qualifications offered at this centre are decided by the Head of Centre and Deputy Head.
- The qualifications offered are FSMQ, GCSE, OCR Nationals, BTEC First Certificates, Diploma, Functional Skills, Entry level and ALAN.
- 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 by the beginning of the academic year.
- Informing the exams office of changes to a specification is the responsibility of Subject Leaders.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Deputy Headteacher Subject Leader, Teachers, Candidates, Parents/Carers and SENCo.

Exam Seasons

- Internal exams and assessments are scheduled in November, December, June and on demand.
- External exams and assessments are scheduled in November, January, March, May and June.
- Internal exams held under external exam conditions.
- The Head of Centre and Deputy Head decide which exam series are used in the centre.
- On-demand tests can be scheduled only in windows agreed between the Exams Office and the Senior Leadership Team.

Timetable

Once confirmed, the Exams Office will circulate the exam timetable for Internal exams and External exams.

Entries, Entry Details and Late Entries

- Candidates are selected for their exam entries by Subject Leaders and Subject Teachers.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal, in consultation with Subject Leader and Subject Teacher.
- The centre accepts entries from external candidates.
- The centre does act as an exam centre for other organisations.
- Entry deadlines are circulated via Internal Post/Pigeon hole.
- Late entries are authorised by Subject Leader, Senior Leadership Team and Exams Office.

- Retake decisions will be made in consultation with Candidates, Subject teachers and Exams Office .

Disruptions/Contingency Planning

- Any disruptions to the run up to exams, during the exams period or to the distribution of results will require action to be taking in accordance with the joint contingency plan published for all awarding bodies by OFQUAL.

Exam 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 awarding bodies.
- Exam fees are paid by by the Centre.
- Late entry or amendment fees, where late entries or amendments could have been avoided, are paid by the Department.
- Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- All Re-sit fees, and associated administration costs, are paid by the Candidates.

Disability Discrimination Act

- All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.
- The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

Private Candidates

- Managing private candidates is the responsibility of the Exams Office.

Managing Invigilators

- External staff are used to invigilate examinations.
- These invigilators will be used for all external exams and some internal exams where necessary.
- Recruitment of invigilators is the responsibility of the Exams office.
- Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Exams office. CRB fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Exams office.
- Invigilators rates of pay are set by the centre administration.

Malpractice

- The Senior Leadership Team is responsible for investigating suspected malpractice.

Exam days

- The Exams Office will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management is responsible for setting up the allocated rooms.
- Subject Leaders, members of the Senior Leadership Team, Exams Office or the lead invigilator will start exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.
- 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 Subject Leaders at the end of the exam session.
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time at the discretion of the Exams Office or senior invigilator.
- 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.
- The Exams Office is responsible for handling late or absent candidates on exam day or subsequently.
- For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Office.
- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Office, or the exam invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.
- The Exams Office will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Assessment Procedures

All GCSE and Principal Learning courses will include some elements of work which will be assessed through coursework or one or more controlled assessments. Assessment Procedures will be issued to all students at the start of their course (see Appendix A). It is the duty of Subject Leaders to ensure that all internal assessment is ready for despatch at the correct time. The Exams Office will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

These units of work may be assessed in two ways:

Moderation of Internally Assessed Work

- Assessed by the subject teacher and department, i.e. centre assessed work. Work will be marked by a course teacher or another member of the departmental staff. When two or more members of staff mark work for the same assessment, it must be standardised and a rank order of all the students draw up. Once this has been completed, a sample of the marked work will be sent to an external moderator appointed by the awarding body who will check the quality of the marking procedures. At this point the moderator can amend the original centre marking if necessary. It should be noted that marks may be adjusted up as well as down.
- Subject teachers will provide students with details of all internally set dates on which controlled assessments are to be taken or by which coursework units have to be completed. Students should be aware that failure to attend a controlled assessment or complete a piece of coursework by the deadline will result in no marks being awarded. Whenever possible, any student missing an assessment should see the subject teacher as soon as possible to arrange an alternative time to complete the work.
NB it may not always be possible to arrange this for those controlled assessments which are set with a high degree of control.
- Subject teachers will ensure that all controlled assessments or coursework units which are marked by centre staff are subject to internal moderation. Subject teachers must have agreed the marking procedures with colleagues and discussed all marked work to ensure consistent marking standards have been applied to all students taking the assessment regardless of which member of staff marks the work. This may involve a sample of each teacher's work being remarked by a colleague.
- For any subject taught across more than one centre as part of a Consortium, e.g. Diploma principal learning, internal moderation of the work will take place between all involved centres. This will ensure all work within a Consortium is marked to a consistent standard across all teaching staff in all involved centres.

- Once marking has been completed the awarding body will ask the centre to send all or a sample of the marked work for further moderation. In this way a students' work may be assessed three times to ensure all marking is accurate, fair and consistent.
- Marks will be issued to students once moderation has taken place. This is the first possible time when a student can make a formal appeal against the method of marking of their work. This is Stage One. An appeal can only be made at this time on the basis that when marks are released, the student is aware that they remain subject to external moderation and therefore, may be raised or lowered as a result of the appeal.

Moderation of Externally Assessed Work

- Assessed by an awarding body appointed moderator. In this case the subject teacher will play no part in assessing the work. It is important to understand the marking criteria and procedures used for each controlled assessment unit should it be decided to appeal against the way in which work has been assessed.
- Final marks will be made known on results day. This is Stage Two.
- There are two occasions when students can raise concerns which may or may not result in an appeal, at Stage One and Stage Two above. At Stage One students should follow procedure A, given overleaf, and at Stage Two, the concern will be treated as an *Enquiry About Results* and follow procedure B.
- Students may also wish to raise an *Enquiry about Results* for any mark awarded following the release of results on results day. Procedure B should be followed in these cases. It is advisable to discuss the matter with the Subject Leader before requesting an *Enquiry about Results*.
- Any queries or questions should be discussed with the Exams Office, any of the teaching staff or a member of the Senior Leadership team should you require any further information or clarification of these procedures.

Results

- Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses.
- Arrangements for the centre to be open on results days are made by the Head of Centre.
- The provision of staff on results days is the responsibility of the Head of Centre.

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. The candidates consent is required before any EAR is requested.
- If a result is queried, the Exams Office, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense. Any unsuccessful appeal will be paid for by the relevant department.
- When the centre does not support a candidate's or parent's request for 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.
- Re-marks cannot be applied for once a script has been returned.

Certificates

- Certificates are presented in person, posted (recorded delivery) or collected and signed for.
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.
- Unclaimed certificates are retained by the Exams Office.

The exam policy will be reviewed by the Deputy Head, Exams Office and Governors.

The policy is next due for review – March 2011

Appendix A

Internal Assessment Procedures at King Arthur's Community School

1. Internal Assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a qualification.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework/Controlled Assessment Regulations.
3. Irregularities in an assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in an assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Assessments must be handed in by the agreed published departmental deadline.
6. All students are given the same and sufficient time to complete the work.
7. Students are given clear instructions as to the time and place for handing in the work.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
10. If it is impossible to deliver the work to school, the Assistant Headteacher (Assessment) must be contacted by phone on the deadline day for advice.
11. If the assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of an assessment deadline if a student is absent for a day or two during the period that the coursework is being completed.
13. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Deputy Headteacher. A note will be given to the Subject Leader and parents to confirm the extension.

Assessment Reply Sheet 2010 - 2011

Student Name

Tutor Group

We have received the letter dated October 2010 containing

- King Arthur's Community School Internal Assessment Procedures
- King Arthur's Community School Assessment Appeals Procedure
- The Joint Council Notice to Candidates about Coursework/Controlled Assessment Regulations

We agree to King Arthur's Community school and Joint Council regulations in the documents listed above.

Student Signature

Parent/Carer Signature

Date

Please return this reply sheet to:

Mrs Rachel Indge, **Examinations Officer**

PROCEDURE A

The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.

Any student dissatisfied with the way in which a mark has been awarded from an internal assessment should follow the following procedure.

Contact the subject teacher immediately in person to discuss how the mark has been attained and raise any concerns. (This discussion does **not** form part of the formal appeals procedure).



Following discussions, if concerns cannot be resolved, the student should lodge an appeal in writing, within five working days of the issue of marks, to the Deputy Head, Curriculum. This appeal should be in writing clearly stating the reasons for the appeal. It should be signed and dated by the student.



Upon receipt of a written appeal the Deputy Head, Curriculum will provide a copy of the appeal to the subject teacher who conducted the assessment and request from them a written response within three working days to the concerns raised.



On receipt of the subject teacher's response, the Deputy Head, Curriculum will carry out a review of the student's appeal and subsequent comments by the subject teacher and then respond in writing to the student within five working days of receipt of the formal appeal by the student.



Should the student be dissatisfied with this written response, the student may then request a personal hearing. The panel for this hearing will comprise a member of the school's Senior Leadership Team and a School Governor, neither of whom have previously been involved with the student's appeal. The student will be informed of the date of the hearing date and given at least three days notice. The student will be provided with a copy of all relevant documentation (eg the marks given, the assessment marking criteria). The student will be allowed to be accompanied by a parent/guardian/carer or friend and can present their own case. The subject teacher and student will have the opportunity to hear each other's submission to the panel at the hearing.



The decision from the hearing will be made in writing to the candidate within two days of the date of the hearing. This decision is final.



A written record of all appeals will be kept by the school and maintained by the Exams Office. The Exams Office will inform the Awarding Examination Body should there be any change to an internally assessed mark as a result of any appeal.

What the Subject Leaders must provide for the Appeal Panel

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.
 2. The mark scheme or marking criteria for the coursework provided by the Awarding Body.
 3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the Awarding Body.
 4. Dates when the coursework was set and to be handed in for that student.
 5. Evidence that all teaching groups have been given the same length of time.
 6. The departmental policy for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
 7. Dates when the coursework was marked by the teachers.
 8. The name of the teacher in charge of the internal standardization.
 9. Dates when the teacher attended the last Awarding Body standardization meeting.
 10. Evidence that the information from this meeting was disseminated to the department.
 11. Dates(s) for departmental standardization meeting and teacher in attendance.
 12. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to the teacher?
 13. Copy of coursework marks sent to the Awarding Body.
- The above information should be provided in a ring binder or suitably filed.
 - It would be advisable to set up this binder at the beginning of the course and update it each year.
 - If an appeal application is made, the Subject Leader would only have a short time to provide this information for the appeal panel. **Appeals have to be made by 31 May in the year that the work is assessed.**
 - The evidence above may only be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panel's decision.

PROCEDURE B

Appeals procedure for students, following the issue of marks, after an Enquiry about Results

Any student that is dissatisfied with a mark awarded from an awarding body should follow the following procedure upon the issue of results.

Contact the subject teacher as soon as possible, but no later than 3 days before the published deadline for *Enquiries about Results*, in person to discuss the mark and raise concerns. The Exams Office will advise on the options available to query the mark and the costs involved.



Students should be aware that *Enquiries about Results* can result in marks being raised, confirmed or lowered. Students will be required to sign a consent form to confirm they fully understand the consequence of an enquiry.



The subject teacher should review the student's marks and discuss with them the best way forward taking into account the break down of marks and grade boundaries and the students predicted grades. If the Subject Leader agrees to support the enquiry, the procedure in **item (3)** below should be followed. If the appeal is not supported by the Subject Leader, the student should adopt the procedure in **Item (4)** below.



A student may appeal against the decision not to support an *Enquiries about Results*. Appeals should be made in writing to the Head Teacher no later than five working days before the deadline for *Enquiries about Results*. The appeal should be in writing stating the details of the complaint and the reasons for the appeal. The appeal should be signed and dated and include a daytime contact telephone number for the student. This information will be reviewed by the Deputy Head, Curriculum and the outcome of the appeal will be communicated by telephone where possible or 1st class post within 48 hours of receipt by the Deputy Head. This decision is final.



Item (3)

If the subject team agree that the school supports an enquiry, the request together with the students consent form should be made to the Exams Office before the published deadline for *Enquires about Results*. The cost of the enquiry will be met from the departmental budget. If the enquiry is successful, the fee will be refunded.



Item (4)

If the school does not support the enquiry, the student still has the right to proceed, however, all costs involved will be required to be paid by the student at the time the enquiry is made. No enquiry will be made until the appropriate fees are paid. Requests for appeals should be made in person to the Exams Office before the published deadline for *Enquiries about Results*. If the enquiry is successful, all fees will be refunded to the student.



The outcome of all *Enquiries about Results* will be made in writing by the Exams Office to the student within 24 hours of receipt from the appropriate Awarding Body.