

Pent Valley : Exam Policy



Policy: Exam

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Pent Valley : Exam Policy

Examinations Policy

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.
- to ensure the Centre complies with Joint Council for Qualifications regulations and awarding body guidelines.

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

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of Centre, Senior Management Team and Exams Officer.

This policy should be read in accordance with the current SEND Policy which is available on the Pent Valley website.

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1. Exam Responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

Exams Officer

Manages the administration of public and internal exams:

- 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 awarding bodies.
- Oversees 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.
- Ensures that candidates and their parents 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 papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the JCQ publication *Access Arrangements, Reasonable Adjustments and Special Consideration*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks despatch 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 forwards, in consultation with the Senior Leadership Team and Subject Leaders, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

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Subject Leaders

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework marksheets and declaration sheets.
- Accurate completion of entry and all other marksheets and adherence to deadlines as set by the Exams Officer.

Teachers

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Subject Leaders.

Subject Leaders/SEN Coordinator (SENCo)

- 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, visual impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.
- Identification of school refusers and non-attenders.

Learning Leaders/Subject Leaders

- Identification of vulnerable students who would benefit from being removed from the hall for their examinations.

Lead Invigilator/Invigilators

- Support the Exam Officer when preparing exam room for start of exams.
- Supervise students and ensure JCQ 'Instructions for Conducting Examinations' are adhered to.
- 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

- Checking their personal details on exam entries are correct and informing the Exams Office of any discrepancies.
- Ensure they know the date, time and location of all their exams.

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- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Ensure they abide by and are aware of the JCQ 'Instructions for Conducting Examinations' rules and regulations.
- Ensure they are aware of all deadlines for coursework, entries and post results requests and that they meet stated deadlines.

2. Qualifications Offered

The qualifications offered at this centre are decided by the Headteacher.

The qualifications offered are GCE, Functional skills, GCSE, Entry level, BTEC, Cambridge Nationals, Cambridge Technicals and NVQ.

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 as soon as the decision has been made.

Informing the Exams Officer of changes to a syllabus is the responsibility of the Deputy Head and Subject Leaders.

Decisions on whether a candidate should not be entered for a particular subject will be taken in consultation with the subject teachers, Deputy Head, and Subject Leaders/SENCo

3. Exam Seasons and Timetables

3.1 Exam seasons

Internal exams and assessments are scheduled throughout the year as detailed in the calendar.

External exams are scheduled in November, January, March and May/June.

Internal exams are held under external exam conditions.

The Subject Leader decides which exam seasons are used in the centre.

On-demand tests can be scheduled only in windows agreed between the Exams Officer and Subject Leader.

3.2 Timetable

The Exams Officer will circulate the exam timetable for both external and internal exams once entries have been confirmed.

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4. Entries, Late Entries and Retakes

4.1 Entries

It is the Subject Leader and subject teachers' responsibility to check that all entry codes and details are correct and to advise the Exams Officer of any amendments.

It is the students' responsibility to check that all entries and personal details are correct and to advise the Exams Officer of any amendments by the stated deadlines.

Candidates are selected for their exam entries by the subject teacher.

Candidates or parents/carers can request a subject entry, change of level or withdrawal, in conjunction with the subject teacher. Any entries requested by the student or parent/carer and not supported by the subject teacher must be paid by the student.

The Centre accepts entries from external candidates, subject to that entry being for a course already offered or for a 100% examination course.

The Centre does not act as an exam centre for other organisations.

4.2 Late entries

Entry deadlines are placed in the calendar and circulated to Subject Leaders/subject teachers via email and briefing meetings.

Late entries are authorised by Subject Leaders and Exams Officer and will incur penalty fees from the awarding bodies which will be payable by the department.

4.3 Re-sits

Re-sit decisions will be made in consultation with candidates, subject teachers and Subject Leaders.

(See also section Enquiries about results [Ears])

5. Exam Fees

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.

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GCSE entry exam fees are paid by the centre.

AS entry exam fees are paid by the centre.

A2 entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the departments.

Re-sits supported by the centre are paid by the centre. Re-sits not supported by the centre are paid by the candidate.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

6. Equality Act 2010, Special Needs and Access Arrangements

6.1 Equality Act 2010

All exam centre staff must ensure they meet the requirements of the Equality Act 2010.

The centre will meet the requirements of the Equality Act by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Exams Officer.

6.2 Special needs

A candidate's special needs requirements are determined by the Subject Leaders/SENCo.

Subject Leaders/SENCo will inform subject teachers of candidates with special educational needs. The Subject Leader/SENCo can then inform individual staff including the Exams Officer of any special arrangements that individual candidates can be granted during the course and in the exam.

6.3 Access arrangements

A candidate's access arrangements requirement is determined by the Subject Leader/SENCo and Educational Psychologist/Specialist Teacher.

Providing evidence to the Exams Officer is the responsibility of the SENCo, Educational Psychologist/Specialist Teacher.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and Exams Officer.

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Requests for support for access arrangement candidates is the responsibility of the SENCo with the Exams Officer.

Organising staff to support candidate's access arrangements is the responsibility of the Subject Leaders/SENCo.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation will be organised by the Exams Officer.

All staff who support Exam Access Arrangements have received 'Training for Readers, Scribes, Invigilators, and Other Adult Helpers in Exams' from Communicate-ed.org.uk.

7. Contingency Planning and Private Candidates

7.1 Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre and Exams Officer.

Contingency plans are available in the Examination Office and will be issued according to JCQ guidelines appropriate to the cause of the disruption and relevance to the Centre, using the various means and external communications the school has at its disposal.

Emergency evacuation of examination room: instructions attached as Appendix 1.

7.2 Private candidates

The Centre does accept private candidates if the School delivers the course.

Managing private candidates is the responsibility of the Exams Officer.

8. Managing Invigilators and exam days

8.1 Managing invigilators

External staff are used to invigilate examinations. They will be used for all external exams and for internal exams if requested by Senior Leadership Team.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration.

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DBS fees for securing such clearance are paid by the Centre.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators rates of pay are set by the Headteacher.

8.2 Exam days

The Exams Officer will book all exam rooms and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The Exams Officer/lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to identify and settle students. However they must not advise on which questions or sections are to be attempted.

In exams with large numbers of candidates a member of Leadership Team will be available for discipline purposes. (See separate procedures Appendix 1)

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.

The exams office is responsible for investigating suspected malpractice.

The Exams Officer will notify the Progress Manager of any candidate who is not present at the start of an exam. The Progress Manager will attempt to contact candidate and deal with them in accordance with JCQ guidelines.

9. Candidates, Clash Candidates and Special Consideration

9.1 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.

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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 Officer 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.

10.2 Clash candidates

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

10.3 Special consideration

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 Officer, or the exam invigilator, to that effect.

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

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

10. Coursework/Controlled Test and Appeals against Internal Assessments

10.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or Centre-defined date.

Subject teachers should have measures in place for recording receipt of students' coursework and an authentication form completed declaring that all work submitted is the candidate's own work.

Subject Leader will ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Exams Officer by the Subject Leader.

10.2 Controlled Tests

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The Centre is obliged to publish a separate policy on this subject. (See appendix 2)

The main points are:

- It is the responsibility of each Subject Leader to obtain the controlled assessment task details from the exam boards.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Exams Officer should be notified when high level controlled assessment is taking place.
- Relevant display materials must be removed or covered up.
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- All assessment materials must be locked in a suitable secure cabinet at the end of each session.
- Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in 8 above.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
- If suspected malpractice occurs, the Exams Officer must be informed.
- If a student's work is lost within the school, this must be reported to the exam board via the Exams Officer.
- Authentication forms must be signed by the teachers and candidates.
- Access arrangements do apply to controlled assessment.
- The assessment marks must be submitted to the exam office by the appropriate date.

10.3 Appeals against internal assessments

The Centre is obliged to publish a separate policy on this subject. (See Appendix 3)

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 within 2 weeks of the student receiving notification of the final grade to the head of centre who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

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

11.1 Results

Candidates will receive individual result slips on results days, in person at the Centre/by post to their home address (candidate to provide sae).

Arrangements for the Centre to be open on results days are made by the Senior Leadership Team.

The provision of staff on results days is the responsibility of the Senior Leadership Team.

11.2 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. (See Appendix 3)

The candidate's consent is required before any EAR is requested.

If a result is queried, the Exams Officer, Subject Leader and Deputy Head will investigate the feasibility of asking for a re-mark at the Centre's expense.

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.

11.3 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within five 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

Certificates

Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

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Certificates are not withheld from candidates who owe fees.

The Centre retains certificates for five years.

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Appendix 1

Procedures for Removing Students from the Exam Room

Prior to exams

The Exams Officer will inform Subject Leader/SENCo and Learning Leaders the deadline for information regarding exam requirements for students with additional needs, vulnerable students and exam entries for school refusers and non-attenders.

It is the responsibility of the Subject Leader/SENCo to inform the Exams Officer by the deadline of any provisions of any additional support required for students with additional educational needs and the exam entries required for school refusers and non-attenders.

It is the responsibility of the Learning Leaders to inform the Exams Officer by the deadline of any vulnerable students who they feel would not cope by completing their exams in the hall.

For all large exams, candidates requiring exam dispensation such as readers, scribes, laptops, extra time will be seated in a separate room. For exams with small number of students they will be sat at the back of the hall.

The day of the exam

The possibility exists that a candidate or a group of candidates might act in a way that would disturb an examination whilst it was in progress or prevent its starting.

Where a candidate creates a disturbance the following procedure should be followed:

He/She should be asked to stop and told if they carry on disturbing the exam they will be removed from the room.

If he/she fails to stop the invigilator must report the student to the member of Leadership Team in the exam room. If no member of Leadership Team is available then the invigilator should contact the Exams Officer.

It will be the decision of the Leadership Team/Exams Officer to remove the student to the back of the room away from other candidates, if possible, or remove them completely from the exam room and taken to another venue for supervision. If the candidate has not completed the paper they will be allowed to complete it in another venue under supervision.

On the completion of the exam it will be the member of staff supervising the candidate to return the completed paper to the Exams Officer.

The invigilator must complete an incident slip.

Learning Leaders to contact parents.

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A candidate who involuntarily causes a disturbance, e.g. by a fit of coughing must be asked to leave the hall and taken to the exams office and told they will be re-admitted once the Exams Officer is satisfied that the disturbance is unlikely to recur for the time being. Extra time will be allowed to make up for the time lost.

Emergency procedures

Please read in conjunction with the Pent Valley - Emergency Drill.

On hearing the alarm signal the invigilator will immediately stop the examination and make a note of the time.

The invigilator will remind candidates they are still under examination conditions and ask them to leave the room in single file ensuring all question papers and scripts are left in the examination room.

Leave the building by the nearest fire exit and escort them to the Assembly point as quickly as possible. **DO NOT LOCK ROOMS** and **DO NOT USE THE LIFTS**.

Candidates must be supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Invigilators to remain with them at all times.

The Exams Officer will take a register of invigilators and report to Headteacher's PA.

Once the all clear has been given by the Headteacher, candidates must be escorted back into the examination room.

The invigilator will make a note of the time when the examination can resume and allow the candidates the full working time set for the examination.

Invigilator to make a full report of the incident and of the action taken, and give to the Exams Officer.

Exams Officer to inform the Board.

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Appendix 2

Controlled Assessment Policy

- It is the responsibility of each Subject Leader to obtain the controlled assessment task details from the exam boards.
- The Subject Leader should choose the most appropriate time for the controlled assessment to take place and where possible enter date and time in diary.
- The Controlled Assessment may take place during timetabled class time.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Exams Officer should be notified when high level controlled assessment is taking place.
- Relevant display materials must be removed or covered up.
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- Each student is to keep a research diary if applicable where they note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography.
- All assessment materials must be locked in a suitable secure cabinet at the end of each session.
- Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in 8 above.
- If a student is absent, the teacher must allow that student the chance to make up the time if necessary.
- For long absences, special consideration should be applied for.
- Entries for controlled assessment must be made at the appropriate time.
- Attendance records from assessment sessions should be kept by the class teacher.
- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
- If suspected malpractice occurs, the Exams Officer must be informed.
- If a student's work is lost within the school, this must be reported to the exam board via the Exams Officer.
- Authentication forms must be signed by the teachers and candidates.
- Access arrangements do apply to controlled assessment.
- The assessment marks must be submitted to the exam office by the appropriate date.

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Outlining staff responsibilities - GCSE controlled assessment

- **Senior Leadership team**
- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Subject Leaders to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of controlled assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

Subject Leaders

- Decide on the awarding body and specification for a particular GCSE subject.
- Ensure that the overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

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- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.
- Ask the Subject Leader/SENCo for any assistance required for the administration and management of access arrangements.

Exams office staff

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Management team.

Subject Leaders/SENCo

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Outlining staff responsibilities - Principal Learning controlled assessment

Senior Leadership team, consortium management and lead assessor

- Accountable for the safe and secure conduct of controlled assessment, and ensure that it complies with both the JCQ general guidelines and awarding body instructions.
- Ensure procedures are in place to cover requirements for summative assessment - and that these are communicated to all relevant consortium staff.
- Map overall requirements for the year. Resolve any clashes/problems arising over the timing or operation of controlled assessments. Also any issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

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Domain assessors, line of learning leads, teaching staff and assessors

- Domain assessors and line of learning leads should decide on awarding body and specifications. (*In some cases this might be the responsibility of the consortium lead assessor depending on local circumstances*).
- Domain assessors must ensure that assessors understand controlled assessment requirements.
- Domain assessors and/or line of learning leads are responsible for ensuring that assessment tasks meet the requirements of the awarding body specifications, and for applying the relevant control requirements. (For example, by internally checking and approving assessments written by teaching staff and/or assessors, or ensuring they have been approved by the awarding body).
- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any line of learning, level and unit specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Where appropriate, obtain confidential materials/tasks set by the awarding bodies from the relevant exams office in sufficient time to make preparation for assessments.
- Develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Follow the requirements for supervision as set out in the awarding body specification at the specified level of control, only permitting assistance to students as the specification allows.
- Domain assessors need to work with assessors to standardise the marking of internally assessed units for each line of learning.
- Where an assessor will not be supervising the controlled assessment, he or she **must** arrange for a suitable person to do so, in line with the awarding body specification.
- Ensure that learners and assessors sign authentication forms on completion of an assessment.
- Mark assessments according to the mark schemes and guidance provided by the awarding bodies. Submit the marks through the relevant exams office to awarding bodies when required, keeping a record of the marks awarded.
- Retain learners work securely between assessment sessions (if more than one).
- Post-completion, retain learners' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain learners' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre
- Ask the home Centre Additional Educational Needs Office for any assistance required for the administration and management of access arrangements.

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Exams Office

- Enter learners for all units, whether assessed by controlled assessment internally or externally assessed, before the awarding body deadline.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Distribute marksheets for the use of teaching staff, and collect/send them to awarding bodies before deadlines.

Subject Leaders/SENCo

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

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Appendix 3

Internal Appeals relating to Internal Assessment Decisions and Enquiries about Results

Under Section 2.4 paragraph 9 (ix) of the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations:

- have published appeals procedure relating to internal assessment decisions
- make this document available and accessible to candidates.

Under Section 9.12 of the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations:

- have published appeals procedure relating to Enquiries about Results
- make this document available and accessible to candidates.

Our policy is designed to promote quality, consistency accuracy and fairness in assessment and awarding.

1 The candidate will have produced coursework that has been authenticated as original work according to the Joint Council document issued in September to all examination candidates in years 10 and 12 and new candidates in years 11 and 13. Information about the appeals procedure will also be given with this document.

2 In September, all candidates are given advice about the production of the coursework and deadlines to be met.

3 Within a department, all candidates are given adequate and appropriate time to produce the coursework.

4 Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.

5 The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization as necessary.

6 Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardization attend any training sessions given by the Awarding Bodies.

7 The Awarding Body must moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the School and is not covered by this procedure.

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Internal Appeals Procedure

- 1 The grounds for appeal relate only to the procedures used in arriving at an internal assessment decision or the production of externally assessed work and do not apply to the judgement themselves.
- 2 The appeal must be made in writing to the School's Examinations Officer within 2 weeks of the student receiving notification of the final grade. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
- 3 The Headteacher will nominate a member of staff, normally the Exams Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Subject Leader and School Governor to act as an independent member will also be on the panel.
- 4 The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. An appeal must be concluded within one month of the grade being issued and before marks are submitted to the awarding body.

Enquiries about Results Appeals Procedure

- 1 Where a query is raised over a mark reported from an Examination Board after the results are issued the candidate must submit in writing within 7 days of the publication of results stating the reason why they are dissatisfied with the results awarded and why they consider an Enquiry about Results should be submitted to the Examination Board.
- 2 The Subject Leader will establish if the mark awarded is in line with predictions. Where appropriate, the candidate will be given access to the marks awarded and any comments recorded by the person assessing the work.
- 3 The Subject Leader will inform the candidate of the outcome of their investigations and liaise with the member of staff handling appeals and together they will decide if they support the request. Regardless of the outcome no request will be denied however supported requests will be paid for by the School, unsupported requests will be paid for by the candidate in advance.
- 4 If the candidate is not satisfied with the outcome, they have the right to further appeal. They may request a meeting with the Subject Leader, Headteacher and a Governor and may be accompanied by a parent, carer or friend to support their appeal. The outcome of this meeting will be recorded and a copy of the report given to the candidate. This meeting should take place within twenty one days of the publication of results.