



EXAMINATIONS POLICY
September 2016
to
August 2017

Reviewed Annually

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1. Objectives

- To explain the procedure for examination entry
- To explain the procedure for pre-examination conduct
- To explain the procedure for examination conduct
- To explain the conduct of examination security
- Ensure all centre staff are well informed and supported
- All centre staff involved in the exams process clearly understand their roles and responsibilities
- All exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions

The policy will ensure that all aspects of the centre's exam process is documented and other relevant exam-related policies, procedures and plans are signposted. The policy will be updated annually each September by the EO and Associate Principal and emailed to all staff within the centre.

2. Roles and Responsibilities

Head of centre

"The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies.

The head of centre may not appoint themselves as the examinations officer. [JCQ [GR 1](#)]

The head of centre will:

- be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations> (GR)
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> (ICE)
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
 - <http://www.jcq.org.uk/exams-office/malpractice>

The head of centre will ensure:

- the National Centre Number Register (NCNR) annual update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to
- the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- centre staff are supported and appropriately trained to undertake key tasks within the exams process
- centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- *"that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;"* [JCQ [ICE 6](#)]
- security within the examination process is managed as per JCQ and awarding body regulations, guidance and instructions
- risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

Exam contingency plan

The Centre's Contingency and Adverse Effects Plan is on the website and shared drive.

"For the academic year 2015/16, and with effect from the June 2016 examination series onwards, all centres must have an examination contingency plan/examinations policy on file for inspection"

Internal appeals procedure

The Internal Appeals Procedure is within the Exams Policy
*“The centre agrees to...have in place, and be available for inspection purposes, a **written** internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request.)”*

[JCQ [GR 5](#)]

Disability policy

The Centre’s Accessibility Policy and Equality Policy are on the website and in the shared drive
*“A **written** disability policy setting out how the centre seeks to comply with the Equality Act 2010† and fully supporting disabled candidates **must** be available for inspection purposes.
 †or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect”*

[JCQ [GR 5](#)]

Exams officer

*“The **examinations officer or quality assurance co-ordinator** is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”*

[JCQ [GR 1](#)]

The EO will:

- be familiar with the contents of annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
 - <http://www.jcq.org.uk/exams-office/malpractice>
 - <http://www.jcq.org.uk/exams-office/post-results-services>
- be familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- ensure key tasks are undertaken and key dates and deadlines met
- recruit, train and deploy a team of internal/external invigilators; appoint lead invigilators, as required

Senior leadership team (SLT)

- will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
 - <http://www.jcq.org.uk/exams-office/malpractice>

Special educational needs co-ordinator (SENDCo)/specialist teacher

- will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- will lead on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)

- if not the qualified specialist assessor, will work with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- will present when requested by a JCQ inspector, evidence of the specialist assessor's qualification

“Evidence of the specialist assessor’s qualification(s) must be held on file for inspection purposes. The documentation must be presented to the JCQ Centre Inspector by the SENDCo.” [JCQ [Criteria for a specialist assessor](#)]

Heads of Department (HoDs)

- will ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENDCo
- will ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- will ensure teaching staff attend relevant awarding body training and update events

Teaching staff

- will undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENDCo
- will keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- will attend relevant awarding body training and update events

Invigilators

- will attend training, update, briefing and review sessions as required
- will provide information as requested on their availability to invigilate
- will sign a confidentiality and security agreement

Reception staff

- will support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times

Facilities Team and IT Team

- will support the EO in relevant matters relating to exam rooms and resources

Candidates

- Where applicable in this policy, the term ‘Candidates’ refers to candidates and/or their parents/carers.

3. The exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:

- Planning
- Entries
- Pre-exams
- Exam time
- Results and post-results

This exam policy identifies the roles and responsibilities of centre staff within this cycle.

Planning

Information sharing

The head of centre will:

- direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
 - <http://www.jcq.org.uk/exams-office/malpractice>

The EO will:

- inform relevant centre staff of JCQ and awarding body documentation relating to the exam process that has been updated
- signpost relevant centre staff to information that should be provided to candidates
- as the centre administrator, approve relevant access rights for centre staff using awarding body secure extranet sites

Information gathering

The EO will:

- undertake an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- collate all data into one central point of reference
- research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all qualifications
- produce an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; inform key centre staff of internal deadlines
- collect information on internal exams to enable preparation for and conduct of [insert the titles these internal exams are referred to in the centre]

HoDs will:

- respond (or ensure teaching staff respond) to requests from the EO on information gathering
- meet the internal deadline for the return of information
- inform the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- familiarise themselves and their staff with the annual exams plan of internal deadlines

Access arrangements

The SENDCo will:

- assess affected candidates (or work with the appointed specialist assessor) to identify access arrangements requirements thereby ensuring that

*“where a candidate with a learning difficulty requires an assessment of his/her needs, he/she is assessed by an appropriately qualified specialist assessor **as appointed by the head of centre;**” [JCQ [GR 5](#)]*

- gather **evidence of need** to support access arrangements
- liaise with teaching staff to gather evidence of **normal way of working**
- gather signed **data protection notices** from candidates where required
- apply for **approval** through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- keep relevant evidence on file for JCQ inspection purposes
- liaise with the EO regarding exam time arrangements for access arrangement candidates

- ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s)
- provide and annually review a centre policy on the **use of word processors** in exams and assessments

Word processor policy

The Word Processor Policy is located on the website and the shared drive
*“It is strongly recommended that a centre has a policy on the use of word processors which it can articulate to parents/carers. Principally, that a word processor cannot simply be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.
The use of a word processor must reflect the candidate’s normal way of working within the centre and be appropriate to the candidate’s needs...”*

[JCQ [Access Arrangements and Reasonable Adjustments](#) (AA) 5.8]

- ensure criteria for candidates allowed **separate invigilation within the centre** is clear, meets the requirements of JCQ access arrangements and best meets the needs of individual candidates and remaining candidates in main exam rooms

Separate invigilation within the centre

Separate invigilation will be granted to candidates where it is their normal way of working within the centre or if they have an infectious disease at the time of their exams

[see JCQ [AA](#) 5.16 plus centre-determined criteria]

SLT, HoDs, Teaching staff will:

- support the SENDCo in determining and implementing appropriate access arrangements

Internal assessment

The head of centre will ensure:

- an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internal assessment decision
- a policy for the **management of controlled assessment** is in place, identifying staff responsibilities and examining potential risks

Controlled assessment policy

The Controlled Assessment Policy is within the Exams Policy
*“The centre agrees to...have in place, and be available for inspection purposes, a **written** policy with regard to the management of controlled assessments”*

[JCQ [GR](#) 5

- irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

SLT will ensure:

- teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set, conduct, mark and authenticate candidates’ work
- a process of internal moderation and standardisation is in place

HoDs will ensure:

- teaching staff delivering GCSE qualifications follow instructions for conducting controlled assessment <http://www.jcq.org.uk/exams-office/controlled-assessments/> and subject-specific information where provided by the awarding body
- teaching staff delivering GCE, Entry Level or Project qualifications follow instructions for conducting coursework <http://www.jcq.org.uk/exams-office/coursework> and subject-specific information where provided by the awarding body
- for other qualifications, teaching staff follow appropriate instructions issued by the awarding body

Teaching staff will ensure:

- appropriate instructions for conducting internal assessment are followed
- candidates are aware of JCQ or awarding body information for candidates on producing work that is internally assessed

Invigilation

The EO will:

- provide an annual training event for new invigilators and an update event for invigilators in the conduct of exams
- ensure invigilators supervising access arrangement candidates understand their role (and the role of a role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- collect evaluation of training to inform future events

Examinations Entry

Estimated Entries

The Exams Officer will:

- Request estimated or early entry information, where this may be required by awarding bodies, from HODs in a timely manner to ensure awarding body deadlines for submission can be met
- HODs are to submit estimated entries information to the EO by the required deadline and will inform the EO of any changes to information
- The EO will submit the information to the awarding bodies online

Final entries

The EO will:

- request final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- inform HoDs of subsequent deadlines for making changes to final entry information without charge
- confirm with HoDs final entry information that has been submitted to awarding bodies
- ensure as far as possible that entry processes minimise the risk of entries or registrations being missed and reduce the potential for late or other penalty fees being charged by awarding bodies

Final entries collection and submission procedure

HODs will inform the EO of their entries by the published deadline. The EO will submit the entries to the ABs through Arbor (MIS) system.

HODs will check their entry files located in their exams folder on the shared drive

HoDs will:

- provide information requested by the EO to the internal deadline
- inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes:
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries

- check final entry submission information provided by the EO and confirm information is correct

Entry fees

The EO will produce a final entry fees invoice to check against the invoices received from the ABs

Late entries

The EO will:

- have clear entry procedures in place to minimise the risk of late entries
- charge any late or other penalty fees to departmental budgets

HODs will:

- minimise the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time
 - meeting internal deadlines identified by the EO for making final entries

Re-sit entries

Students wishing to re-sit should pay their fees to the Finance Office by the published deadline

Private candidates

Private candidates will pay the entry fee plus an administrative and invigilation fee

Transfer of credit

The EO will:

- provide information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- meet the awarding body deadline for requesting transfer of credit

“The transfer of credit process will not apply to new linear GCE A-level specifications being introduced for first teaching in England from 1 September 2015 onwards.” [JCQ [GCE AS Transfer of Credit arrangements 2015/2016](#)]

Teaching staff will:

- identify affected candidates to the EO

Candidate statements of entry

The EO will:

- provide candidates with statements of entry for checking

Teaching staff will:

- ensure candidates check statements of entry and return any relevant confirmation required to the EO

Candidates (or parents/carers) will:

- confirm entry information is correct or notify the EO of any discrepancies

Briefing candidates

All candidates and parents will receive a copy of the Student Examination Handbook which will contain all the information below.

Before exams the EO will:

- issue individual exam timetable information to candidates
- issue relevant JCQ information for candidates
- where relevant, issue awarding body information to candidates
- issue centre exam information to candidates which will include information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - when results and certificates will be issued
 - the post-results services and how the centre will “... deal with candidates’ access to scripts, enquiries about results and appeals to the awarding bodies...” [JCQ [GR 5](#)]

Dispatch of exam scripts

The EO will

- identify and confirm arrangements for the dispatch of candidate exam scripts with the DfE ‘yellow label service’ or the awarding body where qualifications sit outside the scope of the service

Estimated grades

HoDs will:

- ensure teaching staff provide estimated grade information to the EO to the internal deadline (where this still may be required by the awarding body)

The EO will:

- submit estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- keep a record to track what has been sent

Internal assessment

HoDs will ensure:

- teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline
- teaching staff authenticate candidates’ work as per awarding body requirements
- teaching staff provide required samples of work for moderation to the EO to the internal deadline

The EO will:

- submit marks and samples to awarding bodies/moderators to meet the external deadline
- keep a record to track what has been sent
- log moderated work returned to the centre
- teaching staff are aware of the guidelines in terms of retention and subsequent disposal of candidates’ work

Candidates will:

- authenticate their work as required by the awarding body

Invigilation

The EO will:

- provide an invigilation handbook or brief invigilators accordingly
- deploy invigilators effectively to exam rooms throughout an exam series

- allocate invigilators to exam rooms as per the required ratios
- liaise with the SENDCo regarding the facilitation and invigilation of access arrangement candidates

The SENDCo will:

- liaise with the EO regarding facilitation and invigilation of access arrangement candidates

Invigilators will:

- provide information as requested on their availability to invigilate throughout an exam series

JCQ inspection visit

A member of SLT or the EO will

- be prepared “to accompany the Inspector **throughout** the course of his or her centre visit, including inspection of the centre’s secure storage facility.” [JCQ [ICE](#) Introduction]

Seating and identifying candidates in exam rooms

The EO will:

- ensure a procedure is in place to verify candidate identity

Verifying candidate identity procedure

Candidate ID cards will be on each exam desk for every exam. SLT will be available at the start of exams to assist with ID. The invigilators will check the student against the ID card whilst taking the attendance register.

*“The centre agrees to... have in place **written** procedures to verify the identity of **all** candidates at the time of the examination or assessment;”*

[JCQ [GR 5](#)]

- ensure that invigilators are aware of the procedure
- provide seating plans for exam rooms as per JCQ and awarding body requirements

Invigilators will:

- follow the procedure for verifying candidate identity provided by the EO
- seat candidates in exam rooms as instructed by the EO/in the seating plan

Security of exam materials

The EO will:

- have a process in place to record confidential materials delivered to the centre and issued to authorised staff
- have in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- receive, check and securely store question papers and other exam materials as per JCQ and awarding body requirements

Reception staff will:

- follow the process to record confidential materials delivered to the centre and issued to authorised staff

Teaching staff will:

- adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

The EO will:

- produce a master centre exam timetable for each exam series
- identify and resolve candidate exam clashes
- identify exam rooms and specialist equipment requirements

- allocate invigilators to exam rooms as per the required ratios
- liaise with site staff to ensure exam rooms are set up as per JCQ and awarding body requirements
- liaise with the SENDCo regarding rooming of access arrangement candidates

The SENDCo will:

- liaise with the EO regarding rooming of access arrangement candidates

Site staff will:

- liaise with the EO to ensure exam rooms are set up as per JCQ and awarding body requirements

Transferred candidate arrangements

The EO will:

- liaise with the host or entering centre, as required
- process requests to the awarding body deadline
- where relevant (for an internal candidate) inform the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal exams

The EO will:

- prepare for the conduct of internal exams under external conditions
- provide a centre exam timetable of subjects and rooms
- provide seating plans for exam rooms
- request internal exam papers from teaching staff
- arrange invigilation

The SENDCo will:

- liaise with teaching staff to make appropriate arrangements for access arrangement candidates

Teaching staff will:

- provide exam papers and materials to the EO
- support the SENDCo in making appropriate arrangements for access arrangement candidates

Exam time

Access arrangements

The EO will:

- provide cover sheets for access arrangement candidates' scripts where required for particular access arrangements
- have a process in place to deal with emergency access arrangements as they arise at the time of exams
 - apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

Candidate absence policy

The invigilator/EO will inform staff of any candidate not present at the start of the exam. The candidate will be contacted by reception or a member of SLT. Parents will be informed if their son/daughter is absent from an exam. Candidates/parents have been informed in the Students Examination Handbook of procedures to contact the school if they are going to be absent. Absent students will need to obtain a medical certificate for Special Consideration to be applied for. Candidates whose absence is unauthorised may be charged the cost of the exam. **“Advice: it is good practice for a centre to have a policy for late and absent candidates. Invigilators *must* be made aware of this policy.”**

Invigilators will:

- be informed of the policy/process for dealing with absent candidates through training
- ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates will:

- be re-charged relevant entry fees for unauthorised absence from exams

Candidate behaviour

See Irregularities below.

Candidate belongings

See unauthorised materials below.

Candidate late arrival

The EO will:

- ensure that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- warn candidates that their work may not be accepted by the awarding body

Invigilators will:

- be informed of the policy/process for dealing with late/very late arrival candidates through training
- ensure that relevant information is recorded on the exam room incident log

Candidate late arrival policy

The invigilator/EO will inform staff of candidates who are not present at the start of the exam. The candidate will be contacted by reception or SLT. Parents will be informed if their son/daughter is late for an exam. Candidates and parents have been informed of the procedures in the Student Examination Handbook.

“Advice: it is good practice for a centre to have a policy for late and absent candidates.

*Invigilators **must** be made aware of this policy.*

***Advice:** Centres should have their own internal procedures for dealing with candidates who persistently arrive late for examinations.*

The exams officer may need to liaise with a senior member of staff who has pastoral responsibilities.”

[JCQ ICE14]

Conducting exams

The head of centre will:

- ensure venues used for conducting exams meet the requirements of JCQ and awarding bodies

The EO will:

- ensure exams are conducted as per JCQ and awarding body instructions

Dispatch of exam scripts

The EO will:

- dispatch scripts as instructed by JCQ and awarding bodies
- keep appropriate records to track dispatch

Exam papers and materials

The EO will:

- organise exam question papers and associated confidential resources in date order in secure storage
- attach erratum notices received to relevant exam question paper packets
- collate attendance registers and examiner details in date order
- regularly check mail or inbox for updates from awarding bodies

Exam rooms

The head of centre will:

- ensure only approved centre staff are present in exam rooms
- ensure that information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

Food and drink in exam rooms

Only water in a clear bottle with the label removed is allowed in the exam room. Students with a medical condition who may require food during an exam must bring it in a clear bag which must be made available to the invigilator/SLT for inspection prior to entering the exam room.

“Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers.”

[JCQ [ICE 11](#)]

The EO will:

- ensure exam rooms are set up as required in the regulations
- provide invigilators with appropriate resources to effectively conduct exams
- ensure sole invigilators have an appropriate means of summoning assistance
- ensure invigilators understand how to deal with candidates who may need to leave the exam room temporarily

SLT will:

- ensure a documented emergency evacuation procedure is in place

Emergency evacuation procedure

The Emergency evacuation procedure is on the shared drive. It must be made available in every exam room. All invigilators will be briefed on the nearest fire exit to each room used for exams and have read the document

*“...You **must** have a **written** centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.”*

[JCQ [ICE 18](#)]

The EO will

- ensure exam rooms are set up as instructed by JCQ and awarding bodies
- provide authorised exam materials which candidates are not expected to provide themselves
- brief invigilators on exams to be conducted on a session by session basis
- ensure invigilators and candidates are aware of the emergency evacuation procedure

Site staff will:

- ensure exam rooms are available and set up as requested by the EO
- ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- ensure fire alarm testing does not take place during exam sessions

Invigilators will:

- conduct exams in every exam room as instructed in training/update events and briefing sessions

Candidates will:

- be required to remain in the exam room for the full duration of the exam

Irregularities

The head of centre will:

- ensure any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required

Managing behaviour

JCQ guidelines will be followed if necessary. Candidates have been informed that they are to follow JCQ rules, which have been sent to them and their parents in the Student Examination Handbook.

“The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.”

[JCQ [ICE 17](#)]

SLT will:

- ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

The EO will:

- provide an exam room incident log in all exam rooms for recording any incidents or irregularities
- action any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators will:

- record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

Malpractice**See Malpractice and Maladministration Policy****Special consideration**

The EO will:

- process appropriate requests for special consideration to awarding bodies
- gather evidence which may need to be provided by other staff in centre or candidates
- submit to awarding bodies to the external deadline

Candidates will:

- provide appropriate evidence to support special consideration requests, where required

Unauthorised materials

Arrangements for unauthorised materials taken into the exam room

Candidates should leave any unauthorised materials at home, in their locker or outside of the exam room. If during the invigilator announcement a candidate hands in any unauthorised materials they will be stored at the front of the exam room at the candidate's own risk.

“any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.”

[JCQ [ICE11](#)]

Invigilators will:

- be informed of the arrangements through training

Internal exams

The EO will:

- brief invigilators on conducting internal exams
- return candidate scripts to teaching staff for marking

Invigilators will:

- conduct internal exams as briefed by the EO

Results and post-results

Internal assessment

HoDs will ensure:

- teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- work is returned to candidates or disposed of according to the requirements

Managing results day(s)

SLT will:

- identify centre staff who will be involved in the main summer results day(s) and their role

Site staff will:

- ensure the centre is open and accessible to centre staff and candidates, as required

Accessing results

The EO will:

- inform candidates in advance of when and how results will be released to them
- access results from awarding bodies under restricted release of results, where this is provided by the awarding body
- resolve any missing or incomplete results with awarding bodies
- issue statements of results to candidates on publication of results
- provide summaries of results for relevant centre staff on publication of results

Post-results services

Post Results Services must be applied for using the Watford UTC EARS and ATS forms in the Student Examination Handbook and accompanied by the fee.

The EO will:

- provide information to candidates and staff on the services provided by awarding bodies and the fees charged
- publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- provide a process to record requests for services and collect candidate informed consent and fees where relevant
- submit requests to awarding bodies to meet the external deadline
- track requests to conclusion and inform candidates and relevant centre staff of outcomes
- update centre results information, where applicable

The head of centre will:

- ensure an **internal appeals procedure** is available where candidates disagree with the centre decision:

- not to support an enquiry about results
- not to appeal against the outcome of an enquiry about results

Teaching staff will:

- meet internal deadlines to request the services and gain relevant candidate informed consent
- identify the budget to which fees should be charged

Candidates will:

- meet internal deadlines to request the services
- provide informed consent and fees, where relevant

Analysis of results

Following the publication of results, the Associate Principal will:

- provide analysis of results to appropriate centre staff
- provide results information to external organisations where required
- undertake the [Key Stage 4/16-18 Performance Tables checking exercise](#)

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. The process for issuing certificates to candidates is:

Issue of certificates procedure

BTEC and ECDL certificates may be available to be collected on Results Days. Any other certificates will be available from November. Watford UTC should be informed in advance of students wishing to collect their certificates from the centre. Candidates will need to collect in person or authorise another person to do so by completing the Watford UTC authorisation form. Watford UTC will post certificates to candidates Recorded Delivery or Special Delivery £3.00 or £7.00. Cheques should be made payable to Watford UTC. Authorised persons must provide ID evidence on collection of certificates

Any certificates uncollected by the following July after issue will be sent out by first class post to the candidates last known address at their own risk. Watford UTC will not take any responsibility for lost certificates.

Review

The EO will:

- provide SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- collect and evaluate feedback from staff, candidates and invigilators to inform review

SLT will:

- work with the EO to produce a plan to action any required improvements identified in the review

Retention of records

The EO will:

- keep records as required by JCQ and awarding bodies for the required period
- keep records as required by the centre's records management policy
- provide an exam archiving policy that identifies information held, retention period and method of disposal

Exam archiving policy

Exam results will be stored in the MIS system and shared drive.
All records required to be kept will be stored in the EO's office

Watford UTC Procedures

To be entered for public examinations a student should, in most circumstances, have:

- a) 85% attendance for the duration of the course;
- b) attended relevant trial examinations;
- c) submitted their coursework / controlled assessment where applicable, by the date required (an exam board regulation);
- d) attended their oral/practical parts of the examinations.

The criteria above may be waived on medical grounds or in the light of other extenuating circumstances. If any part of a KS4 (GCSEs) or KS5 (AS/A2/ Level 3) examination is missed due to illness, a medical certificate must be supplied within 3 days.

Some students will be given a restricted entry for examinations. Such a restricted entry will be based on the recommendations of their subject teachers regarding exam entries. Their final programme will be discussed by HODs and the Associate Principal. The final programme of each student will be based on those subjects where, in the view of the HOD and Associate Principal, they are likely to have the greatest chance of success and which will maximise the opportunities open to them for the next stage in their career. The outcome of the meeting will be relayed to parents.

A student may be withdrawn from an examination where after entry:

- a) their attendance falls to an unacceptably low level;
- b) there is clear evidence that they cannot cope with the burden imposed by their exam entry programme;
- c) they have failed to submit their coursework by the required date;
- d) they have failed to attend (or submit) controlled assessment;
- e) they fail to attend for oral/practical parts of their examination.

The Parent(s) of a student will be asked to pay a deposit towards the cost of an examination where in the judgement of the Principal, as advised by the Examination Entry meeting, there is a strong possibility that the candidate may fail to attend for one or more exams without good reason. The deposit concerned will be returned to the parent(s) during September following the examinations, if the student attends all the examinations concerned

Individual needs

A candidate's individual needs requirements are determined by the SENDCO in the light of external assessments/reports. The SENDCO will inform heads of faculty of candidates with special educational needs who are embarking on a course leading to an external examination. The SENDCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENDCO and the exams officer. The SENDCO will arrange appropriate testing of candidates to meet JCQ specifications for Access Arrangements and ensure that the appropriate evidence is uploaded to the student's folder on the shared drive under Exams. The SENDCO will inform parents at an appropriate stage during the course of study of any access arrangement for which their child is eligible. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer in liaison with the SENDCO. The exams officer will arrange rooming for access arrangement candidates. Invigilation and support for access arrangement candidates will be organised by the exams officer.

Charges

Where appropriate, parents will be asked to meet the cost of examinations that are taken at Watford UTC but not part of the curriculum, in line with the charging policy. This will include any fees such as invigilation costs, entry costs and invigilation fees. There are also charges relating to appeals and access to scripts.

4. Pre-examination procedures

An initial pro forma will be issued for HODsto indicate if an exam is required, number of students, length of paper and if tiered. The Examinations Officer will ensure that relevant subjects are registered with relevant examination boards.

The Examinations Officer will issue lists prior to the examinations to ensure that appropriate students are entered for appropriate examinations. The Trial Lists will be used as a template. These lists must be signed and dated by the Head of Subject, who should keep a copy.

The Examinations Officer will place the Examinations Timetable on the UTC website and email to all staff 2 months prior to the examinations. At least 1 full school day prior to each examination, a student list with seat numbers will be emailed to all staff.

5. Pre-Examination Timeline

		GCSE	AS	A2
1	Students who are non-attendees and/or those who have missed previous exams will be identified by Year Learning Co-ordinator + a letter sent home reinforcing exam policy.	June Y10	Jan Y12	Jan Y13
2	Initial entries made via trial exam lists. Staff should indicate potential non-exam by putting a *against the entry (✓) of such candidates. A student may be non-exam if: a) attendance falls below 85% over the 2 years of Key Stage 4 – unless there are extenuating circumstances b) they have not attended trial exams c) they have failed to submit coursework or do an oral combined with a, b, or d. d) they are likely to get a U grade. See number 3 of exam policy	Oct Y 11	Jan Y12	Jan Y13
3	Examinations Officer requests estimated grades. NB All students who have fulfilled the examination's entry requirements (see above plus Examination Policy) should be entered.	Jan Y11	Jan Y12	Jan Y13

4	Subject Teachers in consultation with Head of Subject should deal with general parental/student enquiries about level of entry.	Jan Y11	Jan Y12	Jan Y13
5	EO requests potential non-entry candidates from Heads of Subject. Withdrawal can only take place when the Disapplication Form has been approved by the Associate Principal. This form is to be found on M drive.	March Y 11	Feb Y12	Feb Y13
6	Examination Entry Meeting(The Examinations Officer, Associate Principal and SENDCo) to discuss disapplication requests from staff. Students, parents and HoDs informed. All students capable of a G grade are entered for GCSE, E grade for AS, D grade for A2.	April Y11	March Y12	March Y13

5. Examination Conduct (Students)

- Students will usually be seated in candidate number order, and for tiered papers in candidate number order within the tier. Papers will be collected in number order, unless Heads of Subject supervise any alternative arrangements. Students are expected to be at AXIS Upper Event Space or Auditorium 15 minutes prior to the exam start time
- Invigilators will cover all public exams and will be present at the exam room 15 minutes before the start time of the exam to supervise students as they take their seats and the start of the exam.
- A member of SLT or Exams Officer should be present to supervise the students entering the exam room and to take the absence register. The Senior Invigilator may also take the register.
- No sweets, drinks, tippex, tissues etc may be taken into the exam room. Pens etc. must be in a clear plastic bag. Water only may be taken into the exam room and must be in a clear plastic bottle with the label removed.
- No bags/coats are allowed in any exam room. These should be placed prior to the examination in lockers or outside of the exam room.
- Mobile phones, iPods, headphones or digital watches (and similar devices) are not allowed** anywhere near the exam room. Students will be disqualified if caught with one, even if it is on silent or turned off. Every incident regarding a mobile phone will be reported to the Examinations Board.
- All students will receive a copy of Appendix (b) – Student Exam Handbook.

6. Procedure in the event of malpractice / fire / evacuation

The procedure for malpractice is explained in Section 15 of the JCQ guidelines *Instructions for the Conduct of Examinations*. The procedure for other emergencies is explained in Section 16 of the JCQ Guidelines. Each examination room will have an invigilator log to record incidents in. These will be kept in line with guidelines.

If the alarm sounds during an exam:

- All students leave room by nearest fire exit, accompanied by invigilators
- Papers should be left on exam desks. The Duty Invigilator should bring the exam register(s) and lock the room as the last person to leave it. **Note the time of the evacuation.**
- Candidates assemble in designated exam area on **All Weather Pitch** in candidate order.
- Once checking is complete, take registers to relevant **YLCs** in main assembly area.
- Invigilators to maintain silence throughout and await All Clear.
- If the building is declared safe to re-enter, invigilators escort candidates back to the exam room, maintaining silence. Duty Invigilator to **note the time of re-entry.**
- Candidates resume the examination and are given the full time allowance for the paper.
- Reassure candidates that the school will inform the exam board of the incident

Duty Invigilator to liaise with Examinations Officer to ensure completion of appropriate Irregularity Form and ensure it is submitted to the Examination Board(s).

In the case of **invacuation** to the Sports Hall during an examination, the Duty Invigilator must tell candidates to stop (noting the time) and collect all papers. Candidates should be moved together to the edge of the Sports Hall and silence maintained. Procedures for resuming the examination and informing the board are as per an evacuation.

7. Examination Conduct (School)

a) Hours of Work / Examinations:

The school will be staffed and open between 8am and 5pm and able to receive / send examinations papers during that time.

Morning examinations begin at 9.30am. Afternoon examinations begin at 1.30pm. These times are exempted in case of a timetable clash. Acceptance of late candidates is at the discretion of the Senior Invigilator / Examinations Officer. The procedure for late candidates is explained in Section 12 of the JCQ guidelines "*Instructions for the Conduct of Examinations*".

Students arriving at school by designated school buses are exempt from the late arrivals policy. Exam start time may be delayed by a maximum of 30 minutes in the event of a delayed bus, dependent on the number of candidates on the route and the likely arrival time of these candidates. This will only occur if exam papers have not been opened.

In the case of a timetable clash, refer to the JCQ guidelines *Instructions for the Conduct of Examinations*.

In the case of timetable clashes, candidates who take an examination earlier than the published starting time shown on the timetable must stay under supervision until one hour after the awarding body's published starting time for that examination. Also, the Examinations Officer must make sure that question papers used by those candidates are kept in secure storage until one hour after the awarding body's published starting time for that examination.

b) The Examination Room

- A reliable clock will be visible to all students.
- A board/screen must be visible to all candidates showing the centre number and the actual starting and finishing times of each examination.
- The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. In particular, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.
- Wherever possible, **for written examinations:**
 - all candidates should face in the same direction;
 - each candidate should have a separate desk or table big enough to hold question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other candidates;
 - candidates who are working on a drawing board set on an easel or other non-horizontal surface must be arranged in an inward-facing circle or in some similar pattern;
- Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all instructions for conducting examinations can be applied. The candidate's script must be kept separate from other scripts, and must not be despatched until advice from the awarding body has been obtained.

- Candidates should normally be seated in candidate number order, and a seating plan will be provided. Invigilators / SLT should verify the identity of students in the examination room. Candidate ID cards will be placed on the desk for each exam.
- Prior to the completion of the examination, question papers may not be removed from the examination room by anyone, other than to check a possible problem with an Examinations Board.
- The procedure for students leaving an examination on time and early is explained in Section 14 of JCQ guidelines Instructions for the Conduct of Examinations and in the Invigilators Handbook (appendix C).

c) Receipt of Examinations Papers

- Confidential / examination materials will be collected from reception only to those authorised by the Principal (the Examinations Officer in the first instance).
- Examination materials must be stored securely at all times, in the internal locked Examinations store.
- Examination materials must only be accessed in accordance with the awarding body's specific instructions.
- Only persons authorised by the Principal and the Examinations Officer are allowed access to the exam storage room.
- The confidentiality of candidate responses and candidate details must be secured. They will be stored in the exams storage room until posted by secure / registered post /Parcelforce Worldwide.
- All timed assignments are stored securely both before and after examination sessions.

d) Checking Question Papers

- On receipt, the Examinations Officer will check the question paper packets and examination material carefully. The Examinations officer will inform the awarding body immediately if there are any problems, e.g.
 - it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
 - there are any differences between the material received and the despatch/delivery note;
 - the material has been significantly damaged in transit;
 - the material appears not to meet our requirements.
- **All materials should be checked immediately they are received** and must be put into the exam storage safe. The Examinations Officer should check the question paper packets against the Watford UTC centre timetable and arrange them in timetable order to reduce the possibility of opening a packet at the wrong time.
- If question papers cannot be checked immediately upon receipt, they must be locked away in secure storage until an authorised member of staff is available to make the necessary checks.
- The Examinations Officer should keep a record of all confidential materials received.

e) Storing Question Papers

- **The Examinations Storage room has been approved by JCQ.**
- There are 2 key holders.
- Within the room, examinations question and answer papers are stored in the safe.
- In the event of a fire or security breach affecting the exam storage room, the Examinations Boards must be informed.

f) Issuing Examination Papers / Materials

Question papers should be kept in their sealed packets and opened in front of candidates wherever possible. If more than one room is being used for the same examination, we may need to open the packets of question papers before the examination in order to make them up into more appropriately sized sets for the different rooms. The Examinations Officer will ensure that as few packets as possible will be opened, and within one hour of the published starting time on the day of the examination. **Exam papers must be transported to separate rooms in a sealed envelope.**

Where an individual candidate requires one of the following access arrangements (and approval has been granted for the arrangement by *Access arrangements online*): alternative accommodation/venue away from the centre, a computer reader, a question paper on coloured/enlarged paper, an Oral Language Modifier or a Sign Language Interpreter you are permitted to open question papers within one hour of the published starting time for the examination. Further information may be obtained from the JCQ booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, 1 September 2010 to 31 August 2011* (http://www.jcq.org.uk/exams_office/access_arrangements/).

Where confidential materials such as live assignments are required to be opened in advance of the examination and held for use over an extended period, strict precautions must be taken to safeguard them after they have been opened or downloaded from an awarding body's secure extranet site.

- They must be issued only at the time of the assessment and must be collected at the end of the assessment session.
- They must not be removed from the centre and when not in use must be kept secure in the safe.
- Each copy should be checked regularly to ensure that it is clean and free from pen or pencil annotations or amendments.
- Live assessment material must not be used as practice material for any qualifications.

If confidential material is recorded on CD ROMs or similar or sent electronically, the Examinations Officer will ensure that any instructions the awarding body has issued will be followed.

Examination stationery and materials must be stored securely at all times so that no unauthorised person has access to them.

The Examinations Officer must make sure that a system for recording when material is taken from or returned to the secure storage facilities is used throughout the time the material is confidential.

g) Invigilation and other examination conduct.

Invigilators should be familiar with, and follow, the Invigilation Guidance in the JCQ guidance Instructions for Conducting Examinations (Section 6). The Examination should be started in line with Section 10 of the JCQ guidance. The procedures for ending the examination and collecting / sending answer papers is explained in Sections 17-20 of the JCQ Guidelines and in the Invigilators Handbook (Appendix C).

8. Results and Certificates

A/S, A Level and GCSE summer results will be issued the day after publication by the Examination boards providing:

- Watford UTC has received the results
- The student comes in person to collect their results from Watford UTC
- The parent/representative comes to collect their results with valid I.D and the completed Watford UTC Authorisation Form in the Candidates Examination Handbook. NB. Students' results will not be given out over the telephone.

AS, A Level and GCSE exam results issued during the course of the academic year will be distributed as they arrive to individual students in school.

Controlled Assessment Policy

It is the responsibility of each HOD to obtain the controlled assessment task details from the exam boards. The HOD should choose the most appropriate time for the controlled assessment to take place, and inform the Examinations Officer of the time they wish to carry this out. 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. 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. Departments must liaise with the Examinations Officer to ensure that JCQ regulations are adhered to.

Where relevant students can keep a research diary 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.

Where appropriate separate ICT user accounts for exam use must be used for high control level work using computer facilities. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. Work must be saved to a secure area.

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, by the Examinations Officer in conjunction with the Curriculum Leaders.

Attendance records from assessment sessions should be kept by the class teacher, and copies sent to the Exams Officer for their records.

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 and followed up accordingly. The UTC will follow the Malpractice and Maladministration Policy

If a student's work is lost within the school, this must be reported to the exam board.

Authentication forms must be signed by the teachers and candidates.

Access arrangements do apply to controlled assessment, and steps will be taken to ensure compliance with the Disability Discrimination Act.

Where appropriate, risk assessments will be conducted before a controlled assessment occurs, in line with the Health and Safety Policy for Watford UTC. Departments must the Exams Officer when preparing these.

The assessment marks must be submitted to the exam board by the appropriate date. HODs will be made aware of these dates by the Exams Officer and an internal deadline set for Controlled Assessment marks to be submitted to the Exams Officer.

Candidates' work must be securely stored as above until all results have been verified.

Re-sits of controlled assessment may be allowed in the next exam session.

After the results are published it may be possible to request a re-moderation of the work.

Outlining staff responsibilities - GCE 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 heads of department/subject 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.

HODs

- Decide on the awarding body and specification.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- 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.
- Ensure the Exams Officer is supplied with relevant component and subject codes and board details.
- 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.
- 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.
- Liaise with the SENDCO and Examinations Officer if it becomes evident a student will require access arrangements.

Exams Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or onscreen 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, in line with Watford UTC Exams Policy
- Download and 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 Leadership team.
- Ensure JCQ guidelines are adhered to.
- Liaise with subject leaders through assessments.

Internal Appeals Policy - External Examinations and Qualifications

1. Policy on Internal Assessments for External Qualifications

We are committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned
- The consistency of internal assessment will be maintained by internal moderation and standardisation
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Student Concerns

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. coursework/portfolios, s/he should discuss the matter with the Subject Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

Written Appeals Procedure

The student, parent or carer of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and a Subject Leader not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice. The outcome of the appeal will be reported in writing to the student, parent or carer [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

2. Policy on External Assessments for External Qualifications

**There is an externally set deadline for Enquiries about Results (hereby referred to as EARs) set by awarding bodies for each season. This will be publicised to the candidates before each season. The target for completion is within 20 calendar days of the awarding body receiving the request.*

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

1. Contact the Examinations Officer in writing either by email or letter as soon as possible (*but at least 5 working days before the published deadline for EARs**). The Examinations Officer will forward the query to the subject teacher and advise on the options available to query the mark/grade and the costs involved.
2. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer. The procedure is outlined in the Student examinations handbook (Appendix B).
3. The subject teacher will review the student's marks/grades and discuss with the Subject Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a) The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs***. The cost of the enquiry may, in certain circumstances, be met by the departmental budget. Otherwise candidates must make payment for the EAR.

If the Department does not agree to support the EAR:

- b) The student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs*.

3rd circumstance

The school refuses to EAR in the best interest of the candidate (eg just over C grade boundary) if centre refuses to submit – candidate has right to appeal.

In writing

HOD to put evidence in place as to why not.

Tribunal to view the evidence

Tight timescale – prior to appeal deadline.

4. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

All candidates are directed towards JCQ procedures for information regarding appeals available including access to scripts. Candidates understand that once they gain access to scripts EARs is no longer available to them.

Appendix A: Student Examination Handbook (published separately)

Appendix B: Invigilators Handbook 2016-17 (published separately)

Appendix D



AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

Copies of this poster must be displayed in a prominent place both inside and outside each examination room.

Appendix E



NO MOBILE PHONES, IPODS, MP3/4 PLAYERS.

NO PRODUCTS WITH AN ELECTRONIC COMMUNICATION/STORAGE DEVICE OR DIGITAL FACILITY

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

This poster must be displayed in a prominent place both inside and outside each examination room

Appendix F – see attached diagrams for suggested layout for all examinations spaces