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Examinatin Policy



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1. Examination Entry Policy

We are proud of the achievements of all our students. Success at the highest possible level for each student is a fundamental target at The Marches School.

The school offers a wide range of subjects to GCSE level or similar. Full details of the Key Stage 4 courses are sent to parents with children in Year 9 before options are chosen. Parents are also invited to attend a Key Stage 4 Information Evening.

The Marches School offers all students entry to external examinations at the end of Key Stage 4 (Year 11) or earlier depending on subject. Students are made aware of their responsibilities with regard to the completion of all appropriate work and attendance by subject staff. Following consultation with parents and students, the school will decide on the examination subjects to be taken by each student and the level of entry. Those who fail to honor their obligation to study may not be entered for that examination. This occurs after consultation with students, parents and staff as well as a period of mentoring.

All students are issued with a copy of a *confirmed* timetable, stating start times and venues, in May. Students are issued with a statement of examination entry prior to the exams.

The students are asked to check and confirm the information is correct. The school will provide regular information to students and parents, and where necessary consult them, especially regarding areas of concern.

All examinations are carried out under the instruction, guidance and rules of the Joint Council for Qualifications (JCQ), a copy of which is given to all students.

It is school policy to enter all students for external examinations at the appropriate level in all subjects in which they have reached the necessary standard and completed all the required coursework. If a student fails to complete the coursework requirements they are not entitled to examination entry. Failure to attend the exam once entered and/or inappropriate behavior as indicated in Appendix 1 (taken from the JCQ Malpractice in examination and assessments policy and procedures booklet) can result in a penalty cost being incurred.

Class based tests and internal examinations are set as necessary. These make a valuable contribution to the schools regular assessment, target setting and monitoring procedures. They also provide a valuable opportunity for practice in preparation for public examinations in both Key Stage 3 and Key Stage 4.

Students are being taught according to syllabuses prepared by the Oxford, Cambridge and RSA Examination Board (OCR), Assessment & Qualifications Alliance (AQA), Welsh Joint Education Committee (WJEC) and EDEXCEL. All courses have Department for Education and Skills approval.

Students are encouraged to set themselves high expectations and are supported in every way so that the best performance can be achieved.

The results awarded by the examination bodies will enable the students to progress to the next stage of education or to the world of work. An appeals process can be followed in accordance with JCQ guidelines.

Appendix 1

Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

| Type of offence | Warning (Penalty 1) | Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4) | Loss of aggregation or certification opportunity (Penalties 5 – 9) |
|---|---|--|--|
| Introduction of unauthorised material into the examination room, for example: | | | |
| Own blank paper | used for rough work | used for final answers | |
| Calculators, dictionaries (when prohibited) | not used | used or attempted to use | |
| Bringing into the exam room notes in the wrong format or prohibited annotations | notes/annotations go beyond what is permitted but do not give an advantage | notes/annotations are relevant and give an unfair advantage | notes / annotations introduced in a deliberate attempt to gain an advantage |
| Notes, study guides and personal organisers | notes irrelevant to subject | notes relevant to subject | notes relevant to subject and evidence of use |
| Mobile phone or other similar electronic devices (including iPhone, iPod, MP3/4 player) | not in the candidate's possession but makes a noise in the examination room | in the candidate's possession but no evidence of being used by the candidate | in the candidate's possession and evidence of it being used by the candidate |
| Standard penalties: | | | |
| 1 warning; | | | |
| 2 loss of marks gained for a section; | | | |
| 3 loss of all the marks gained for a component; | | | |
| 4 loss of all the marks gained for a unit; | | | |
| 5 disqualification from the unit; | | | |
| | | 6 disqualification from all units in one or more qualifications taken in the series; | |
| | | 7 disqualification from the whole qualification; | |
| | | 8 disqualification from all qualifications taken in that series; | |
| | | 9 barred from entering for examinations for a set period of time. | |

Type of offence**Warning****Loss of marks**

(Aggregation Still Permitted)

(Penalties 2 – 4)

Loss of aggregation or certification opportunity

(Penalties 5 – 9)

Breaches of examination conditions

A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations

minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop

major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop

repeated non-compliance

Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations

leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)

removing script from examination room but with no proof that the script is safe; taking home materials

deliberately breaking clash supervision; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired

Disruptive behaviour in the examination room or assessment session (including the use of offensive language)

minor disruption lasting short time; calling out, causing noise, turning around

repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions

warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Standard penalties:

- 1 warning;
- 2 loss of marks gained for a section;
- 3 loss of all the marks gained for a component;
- 4 loss of all the marks gained for a unit;
- 5 disqualification from the unit;

- 6 disqualification from all units in one or more qualifications taken in the series;
- 7 disqualification from the whole qualification;
- 8 disqualification from all qualifications taken in that series;
- 9 barred from entering for examinations for a set period of time.

| Type of offence | Warning | Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4) | Loss of aggregation or certification opportunity (Penalties 5 – 9) |
|---|---|---|---|
| Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to): | | | |
| talking | isolated incidents of talking before start of exam or after papers had been collected | talking during exam about matters not related to exam; accepting exam related information | talking about exam related matters during the exam; whispering answers to questions |
| written communication | passing written communications (notes) which clearly have no bearing on the examination | accepting exam-related information | passing exam related notes to other candidates; helping one another; swapping scripts |
| social media | | accepting exam-related information without reporting it to the awarding body | passing or distributing exam-related information to others |
| Offences relating to the content of candidates' work | | | |
| The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios | isolated words or drawings, mildly offensive, inappropriate approaches or responses | frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff | offensive comments or obscenities aimed at a member of staff, examiner or religious group; racist or lewd remarks or drawings |
| Standard penalties: | | | |
| 1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit; | | 6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time. | |

| Type of offence | Warning | Loss of marks | Loss of aggregation or certification opportunity |
|--|---|---|---|
| | (Penalty 1) | (Aggregation Still Permitted) (Penalties 2 – 4) | |
| Collusion: working collaboratively with other candidates beyond what is permitted | collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations | collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate | (Penalties 5 – 9) candidates' work reflects extensive similarities and identical passages, possibly due to a deliberate attempt to share work |
| Plagiarism: unacknowledged copying from published sources (including the internet); incomplete referencing | | plagiarism from published work listed in the bibliography or minor amount of plagiarism from a source not listed in the bibliography | plagiarism from published work not listed in the bibliography or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography |
| Making a false declaration of authenticity | | sections of work done by others, but most still the work of the candidate | most or all of the work is not that of the candidate |
| Copying from another candidate (including the misuse of IT) | lending coursework, not knowing it would be copied | permitting examination script / coursework to be copied; showing other candidates the answers | copying from another candidate's script / coursework; borrowing coursework to copy |
| Undermining the integrity of examinations/assessments | | | |
| The deliberate destruction of work | | defacing scripts; destruction of candidate's own work | significant destruction of another candidate's work |
| The alteration or falsification of any results document, including certificates | | | falsification / forgery |
| Standard penalties: | | | |
| 1 warning; | | | |
| 2 loss of marks gained for a section; | | 6 disqualification from all units in one or more qualifications taken in the series; | |
| 3 loss of all the marks gained for a component; | | 7 disqualification from the whole qualification; | |
| 4 loss of all the marks gained for a unit; | | 8 disqualification from all qualifications taken in that series; | |
| 5 disqualification from the unit; | | 9 barred from entering for examinations for a set period of time. | |

| Type of offence | Warning (Penalty 1) | Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4) | Loss of aggregation or certification opportunity (Penalties 5 – 9) misuse of examination material or exam related information, including: attempting to gain or gaining prior knowledge of examination information; improper disclosure (including electronic means‡); receipt of examination information or removal of secure information from the examination room taking somebody else’s work (project / coursework) to pass it off as one’s own deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently |
|---|------------------------|---|---|
| Misuse of, or attempted misuse of, examination material and resources | | | |
| Theft (where the candidate’s work is removed or stolen) | | | |
| Personation | | | |
| Behaving in a way as to undermine the integrity of the examination/assessment | | | |
| Standard penalties: 1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit; | | 6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time. | |

2. EXAMINATIONS PROTOCOL

2.1 Examinations Protocol for Reception

Examination Papers arriving in the centre

When examination papers arrive at reception (these are easily identifiable), please contact the Examination Officer immediately.

A log must be kept at reception recording each awarding body's deliveries and the number of boxes received.

Do not leave these parcels unattended as this may be considered as a breach of security.

Start of Examination

Invigilators will sign in at Reception and collect their ID badges before reporting to the Examination Officer to collect trays and question papers.

During Examination

Invigilators may contact the old Reception in an emergency. Old Reception is to contact immediately the Examinations Officer in the first instance or Assistant Head in charge of Examinations.

After Examination

Invigilators will deliver the exam trays and papers to the old reception if the Examination Officer is not present. The Examination Officer will collect these as soon as he/she is available.

It may be necessary for a member of the administration team to assist the Examination Officer in collating Exam Papers for dispatch, by negotiation with the office manager.

Dispatching Exam Papers

Please ensure that Parcel Force sign the dispatch sheet when collecting the scripts if the Examination Officer is not present.

The number of packages must match the dispatch sheet.

2.2 Examinations Protocol for Attendance Officer

Before the Examination Season

Meet with the Examination Officer to obtain a copy of both the main timetable, students mobile contact numbers (for summer exams only) and the Access Arrangements timetable and the location of those exams.

These are to be stored at the desk of the Attendance Officer.

Start of Examination

Attendance Officer will be the first port of call for reporting any absentees.

Invigilators will phone the Attendance Officer with names of absentees as well as informing of a full attendance. Refer to timetable for venues.

Students will need to be contacted to get them to attend their exams before it is too late. A list of student's mobile phone numbers will be supplied in addition to Sims information (for summer exams only)

Where students can't get to an exam on their own, please contact Roger Thomas who is the first point of contact for collecting students from their homes

After Examination

Complete absentee form provided by the Examinations Officer.
Pass the completed absentee form to the Examinations Officer before the end of the exam.

2.3 Examinations Protocol for PE Staff

The Gym, Sports Hall and Hall are used during the examination period. Please refer to the timetable for those times during the examination period.

Students attending PE lessons

Please brief students before the examination period, so that they are aware of what is expected of them.

Gym and Sports Hall

All students should queue quietly outside the building.
Students should be escorted into the changing rooms by PE staff in silence.
Doors to changing rooms should be shut to avoid disturbing the exam.
No student should leave the room until a member of staff escorts them out.
Noise from activities in adjoining halls is not appropriate during an exam. The choice of activity or use of the hall should reflect this.

2.4 Examinations Protocol for Examinations Officer

The Examinations Officer is the main person responsible throughout the examination period for the running of the exams.

Papers arriving into centre

Subject Leaders are invited to check and sign for the papers as they arrive in the centre. The papers should be locked away in the secure exam cupboard until required for exam.

Before Examination Season

Caretaking staff must be made aware of venues, dates and times and any additional audio equipment requirement.

Meet with SSS staff to agree a timetable for each exam and the location of those Access Arrangement exams.

Ensure clash candidates have a suitable venue and supervision for breaks

Ensure all departments have a copy of Candidate notices and that these are displayed.

Provide the Attendance Officer with copies of Year 11 mobile phone numbers.

Provide the Attendance Officer with a copy of both the main timetable and the Access Arrangements timetable along with the location of those exams and attendance forms.

Before Examination Session

Ensure all signs are up in their respective locations.

Inside, each venue should have on the wall:

Mobile Phone Notices

Outside the venue should be:

Warning to candidates notice

Mobile Phone Notices

SILENCE Exam in Progress notice

Prepare an Exam Tray for each venue containing:

- Keys for Bag stores
- Clocks
- Blutack
- Board pens
- Spare stationery – pens, pencils, erasers, rulers
- Supplementary official answer sheets
- Time cards
- Pro-forma for very late arrivals (VLA) and Incident Report Form
- Absent Student Sheet
- Internal Attendance Register
- Candidate Cards
- First Aid Box
- Mobile Phone
- Question Papers in sealed bags

Access Arrangement Exam Tray should contain:

- Pro-forma for very late arrivals (VLA) and Incident Report Form
- Supplementary official answer sheets
- Absent Student Sheet
- Internal Attendance Register
- Question Papers in sealed bags
- Access Arrangement Pro-formas

During Examination Session

Be available at 8.30 and 1.00 to hand over materials to invigilating staff.

Ensure attendance registers and phone calls to Attendance Officer have been made.

Be available for emergencies in the venues.

After Examination

Receive returned papers at reception and process them according to JCQ instructions.

If necessary, collect all incident forms and attendance registers as well as absent sheets and late arrival forms from the invigilators and Attendance Officer and process accordingly.

Prepare for next examination session.

2.5 Examinations Protocol for Teachers

Subject staff involved in the start and finish of the exams should ensure the correct tone is set. Please familiarise yourself with other people's roles during the exam period to ensure a smooth flowing exam.

Before the examination

Please refer to the examination rota distributed in the bulletin for sessions you are being asked to start. If you are calling in sick, please let reception know which exam you are starting and finishing.

Arrive at the venue: For Morning sessions this will be 8.45am (unless stated otherwise)

For afternoon sessions this will be 1.25pm (unless stated otherwise)

Ensure invigilating staff have prepared desks with candidate numbers and that the correct papers have arrived at the venue.

It is essential that no student be removed or changed from their allocated venue prior to or during the examination without discussing this first with the Exams Officer or the Assistant Head in charge of Exams, who will then make the decision to change a student's venue based on the information provided and inform the invigilators for their accurate record.

Supervision of bag store

Leadership Group or Key Stage Director- Please arrive first to the bag store queue and ensure students queue to the left, leaving the door space clear, and are entering/exiting orderly.

Candidates entering the venue

It is the responsibility of the member of Leadership Group or Key Stage Director present to ensure students are lined up outside the exam venue accordingly in silence.

Sports Hall and Gym

Candidates must put their bags in the Bag Store room in the shed next to the Sports Hall.

Invigilators will hand you the attendance register with marks indicating where the row breaks are so that you may call candidates in an orderly fashion. This will ensure a smooth entrance.

Candidates line up outside the Sports Hall in silence in exam number order or in subject.

Do not proceed to let candidates into the venue until they are quiet.

Candidates should be called in by row using their exam numbers according to the Attendance Register and sat in silence at their desks until all candidates are in.

Ensure you are aware of mixed tiers in the same venue and announce the tier along with the candidate number.

Hall

Candidates must line up outside the Hall in silence.

Invigilators will hand you the attendance register with marks indicating where the row breaks are, so that you may call candidates in an orderly fashion. This will ensure a smooth entrance.

Do not proceed to let candidates into the venue until they are quiet.

Candidates should be called in by row using their exam numbers according to the Attendance Register and put their bags on the bag store at the rear of the hall.

Candidates must be reminded that all phones need to be handed to reception and may not be stored in bags.

Candidates should proceed into the room and sit in silence at their desks until all candidates are in.

Candidates will be familiar with their exam numbers, however a list of exam numbers can be found on the exam board by S1. It is the student's responsibility to locate this number. Time should not be taken to find a number for a student. Correct Uniform should be checked as candidates enter the venue. Invigilators will assist in this process by being situated in key locations.

Starting the Examination

Examination Regulations apply from the time candidates **enter** the room until **all** scripts have been collected in. **No exam can begin before the timetabled time.** Once candidates are seated, please remind all candidates to hand in any electrical device which may constitute malpractice such as mobile phones. Sealed question papers will be opened and distributed by invigilators once all candidates are seated and the teacher in charge gives the go ahead. You will need to read out the Pre-examination Information on the front of the paper to candidates and instruct them of any relevant information to start the exam, including Erratum notices.

Once an exam has started

Check that the correct start and end times are displayed. Papers may not be removed from the venue by staff at any time. All spare material will be available to you the following day.

Under no circumstances may a member of staff read the examination paper.

Once you are happy that the examination is underway, you must leave the examination room.

End of examination

Please check the rota carefully. Times given indicate **the last ten minutes** of the session NOT the end of the session.

Please confer with an invigilator to ensure that you are aware of any incidents which may have happened during the exam which may affect the end of the exam. Please be aware that some students may be allowed extra time due to entitlement or late entry.

Invigilators will collect papers and only once all papers have been collected, can candidates be dismissed in an orderly fashion. Please ensure that communication does not occur until they have left the venue.

Results Day

Results Day takes place in August. Subject and Progress Directors are encouraged to attend A level and GCSE results day.

2.6 Examinations Protocol for Access Arrangement

Before Examination Season

A SSS representative should meet with the Examinations Officer to discuss arrangements. Exam names, dates, papers required as well as venues need to be arranged for Access Arrangement candidates and included in their Exam Pack after the Easter Holidays.

Ensure that the Examination Officer is supplied with a copy of the Access Arrangements Exam timetable which includes venues.

Before Examination

Meet at reception: For Morning sessions this will be 8.30am
For afternoon sessions this will be 1.00pm

Please collect the exam tray for your venue together with the required question papers. The question papers become your responsibility and they are to stay under your security until the exam begins.

Refer to the front of the question paper for the precise requirements in respect of authorised materials, particularly dictionaries and calculators.

Students will meet in outside the venue for registration. The exam invigilators must take the internal register and notify the Attendance Officer by phone of any students who have not arrived as well as informing of a full attendance. If in the meantime a student does arrive please ensure that the Attendance Officer is told immediately.

Start of Examination

Examination Regulations apply from the time candidates **enter** the room until **all** scripts have been collected in. **No exam can begin before the timetabled time.**

Once candidates are seated, please remind all candidates to hand in any electrical device which may constitute malpractice such as mobile phones.

You will need to read out the Pre-examination Information card to candidates and instruct them of any relevant information to start the exam, including Erratum notices.

Candidates must not touch the question paper before the examination has been started.

Late Arrival of Candidates

If a candidate arrives after the start of the exam, settle the candidate into the nearest available seat making as little disruption as possible. Immediately inform the exams officer or attendance officer that a candidate has arrived late. The candidate will be allowed the full time for the exam and a new end time for that candidate will need to be posted on the board.

If the candidate arrives more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10am for a morning examination or after 2.30pm for an afternoon examination, you will need to complete a Very Late Arrivals form. For examinations that last less than an hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination or 30 minutes after the awarding body's published starting time, whichever is later. Please ensure you enter all the information required.

Return these forms with the tray at the end of the exam

Supervision of Candidates

Only invigilators should be present for the whole exam. No teachers or other members of staff should be allowed to enter or stay in the venue.

All invigilators must supervise the candidates throughout the whole time the examination is in progress, giving their full attention to candidates. Invigilators must not perform any other task whilst in the examination room. Please keep disruption to a minimum. Candidates may not be left alone during the examination.

Emergency Scenarios

A Mobile Phone Rings/Beeps or you discover a mobile phone switched on or off on the candidate's person

Remove the mobile/device from the candidate, allow the candidate to continue with the exam. If you are able to, inform the Examinations Officer or Reception immediately. An incident form must be completed by the invigilator with all relevant details.

Verbal/Written Communication – Student to Student

Stop the communication immediately and if you are able to, inform the Examinations Officer or Reception immediately. An incident form must be completed by the invigilator with all relevant details

A Candidate tries to use a Calculator/Dictionary when Prohibited

Remove item from candidate and if you are able to, inform the Examinations Officer or Reception immediately. An incident form must be completed by the invigilator with all relevant details

Disruptive Behaviour/Candidates Failing to Abide by Invigilators' Instructions

Remove the disruptive candidate (s) immediately but keep the candidate (s) under supervision. If you are able to, inform the Examinations Officer or Reception immediately. An incident form must be completed by the invigilator with all relevant details.

Fire Alarm Sounds

Evacuate the room in silence and leave all papers and exam material behind. Candidates must walk in silence to the cage with all invigilators escorting them, they are then to stand, again in silence, on the right hand side of the main entrance into the cage, and a register should be taken to ensure that all candidates are accounted for.

Once it is deemed safe to return to the room, the candidates are to return, in silence and continue with the exam, the candidates are then allowed to have additional time to compensate for the time missed. The Examinations Officer or Reception will inform you of the amount of time to add onto the exam.

Illness

If a candidate is feeling unwell if you are able to, inform the Examinations Officer or Reception immediately. Do not remove the candidate from the room without specific permission, unless the student is going to be physically ill. If this is the case, the candidate must be accompanied to the toilet. An incident form must be completed by the invigilator with all relevant details.

No student may leave the exam venues and return unless they have been supervised at all times.

Other Incidents of Malpractice

If you are unsure of **any** matter – speak to the Examinations Officer or Reception immediately, it is always better that we are over-informed than under-informed. An incident form must be completed by the invigilator regarding any incident that may occur during the exam.

1. Candidates Leaving the Examination Room

Any candidate who has to leave the Examination Room temporarily must be accompanied by an invigilator.

Once a Candidate has completed the work, handed in the paper, and left the room they are not allowed to be re-admitted into the room.

2. End of examination

Examination Regulations apply until all candidates have left the venue.

If any candidates have used supplementary pages, these must also have their name, centre number, candidate number and must be signed. Treasury tags must be given to these candidates to ensure all their work is kept together. Only official supplementary pages may be accepted (NOT plain or lined paper), these can be found in the tray.

Scripts **must** be collected in candidate number (lowest number at top, highest number at bottom.)

Complete required paperwork for students with special entitlements.

Completed exam papers must never be left unattended. Trays must be returned in the same state as collection.

Exam papers and trays, containing all their supplies should be returned immediately to the exams officer or reception.

2.7 Examinations Protocol for Invigilators

This guide outlines the responsibilities of all Invigilators at The Marches School, please read and keep with you for all invigilation sessions. If you have any questions, please speak to The Examinations Officer.

Collecting your exam material

Make sure you are up-to-date with the invigilation protocol.

Meet at reception: For Morning sessions this will be 8.30am (unless stated otherwise)

For afternoon sessions this will be 1.00pm (unless stated otherwise)

Please collect the exam tray for your venue together with the required question papers from the Exams Office. The question papers become your responsibility and they are to stay under your security until the exam begins.

Before the examination

Ensure signs have been displayed around the venue:

JCQ Candidate Warning

Mobile phone

Silence in exam

A-Z letters (Sports Hall & Gym)

Set out the Candidate cards according to the seating plan onto the tables to allow for ease of collection of exam papers. The Candidate Cards will also be in the Attendance Register Order (i.e. Exam Number order). Numbers usually snake up and down rows.

Mark row beginnings and ends on the internal Attendance Register to allow Teachers in charge to call students into the venue efficiently.

You may set out answer booklets and Exam Question Papers before candidates are seated in their correct seats.

Refer to the front of the question paper for the precise requirements in respect of authorised materials, particularly dictionaries and calculators.

Ensure that the bag store is opened **20 minutes** before the start of the exam to allow students to leave bags and join the exam queue in good time for entry into the exam. The bag store must be supervised by an invigilator during this time.

Candidate Possessions

Resources

Candidates are only allowed to take permitted items to their seats, these are:

1. Transparent pencil case or transparent plastic bag.
2. Calculator (if stated allowed on front of Question Paper) the lid must be removed and put with candidates other possessions.
3. Candidates must only write in **Black** Ink.
4. Any other specified equipment such as English texts but ensure that it meets the specifications.
5. Water is the only drink permitted; this must be in a clear, label free bottle.

Un-permitted Resources

1. Blotting paper
2. Correction Fluid (Tippex)
3. Pencil cases that are not transparent
4. Food of any kind

Bags

All bags and coats, mobile phones, music players, non-permitted items etc. must be placed away from the candidates in a designated area, in the Main Hall this is at the rear of the hall, in the Gym and the Sports Hall this is in a Bag store next to the millennium block. All storage areas must be locked during exams.

Candidates entering the venue

The Teacher in charge will manage the entrance of candidates into the venue row by row.

Invigilators need to be situated in specific location to ensure a smooth entrance.

Sports Hall

1 invigilator is required to monitor the Bag Store and lock it once students have entered the venue

1 invigilator is required to stand at the middle entrance of the Sports Hall and ensures that candidates are entering quietly and have not brought in non-required equipment. If numbers allow, 1 further invigilator should assist in the seating of candidates.

Gym

1 invigilator is required to monitor the Bag Store and lock it once students have entered the venue

1 invigilator is required to stand at the Gym door to monitor candidates and ensure that silence is maintained and no non-specified equipment is brought into the room.

1 invigilator should assist in the seating of candidates.

Hall

1 invigilator is to stand by the bag store to monitor candidates depositing bags

1 invigilator should assist in the seating of candidates

Starting the Examination

Examination Regulations apply from the time candidates **enter** the room until **all** scripts have been collected in.

No exam can begin before the timetabled time.

The Teacher in charge will instruct the candidates of any relevant information to start the exam along with any Erratum notices.

Candidates must not touch the question paper before the examination has been started.

As soon as possible into the exam invigilators must take the internal register and complete the Absence Sheet as well as notify the Attendance Officer by **mobile phone** of any students who have not arrived. If in the meantime a student does arrive please ensure that the Attendance Officer is told immediately. The Attendance Officer must also be notified when there are no absentees.

Late Arrival of Candidates

If a candidate arrives after the start of the exam, settle the candidate into the nearest available seat making as little disruption as possible. Immediately inform the exams officer or attendance officer that a candidate has arrived late. The candidate will be allowed the full time for the exam and a new end time for that candidate will need to be posted on the board.

If the candidate arrives more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10am for a morning examination or after 2.30pm for an afternoon examination, you will need to complete a Very Late Arrivals form. For examinations that last less than an hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination or 30 minutes after the awarding body's published starting time, whichever is later. Please ensure you enter all the information required.

Return these forms with the tray at the end of the exam.

Supervision of Candidates

Only invigilators should be present for the whole exam. No teachers or other members of staff should be allowed to enter or stay in the venue, other than members of the Leadership Group involved in invigilation.

All invigilators must supervise the candidates throughout the whole time the examination is in progress, giving their full attention to candidates. Invigilators must not perform any other task whilst in the examination room. Please keep disruption to a minimum. Invigilators should not talk to each other during the examination unless absolutely necessary.

Do not give any information to candidates about suspected errors in the question paper, unless an erratum notice has been issued. Do not assist with the meanings of words or questions.

Emergency Scenarios

A Mobile Phone Rings/Beeps or you discover a mobile phone switched on or off on the candidate's person

Remove the mobile/device from the candidate, allow the candidate to continue with the exam. Inform the Examinations Officer or Reception immediately. An incident form must be completed by the invigilator with all relevant details. The Examinations Officer will arrive before the end of the exam to discuss the matter with the student.

Verbal/Written Communication – Student to Student

Stop the communication immediately and inform the Examinations Officer or reception. An incident form must be completed by the invigilator with all relevant details

A Candidate tries to use a Calculator/Dictionary when Prohibited

Remove item from candidate and immediately inform the Examinations Officer or Reception. An incident form must be completed by the invigilator with all relevant details

Disruptive Behaviour/Candidates Failing to Abide by Invigilators' Instructions

Remove the disruptive candidate (s) immediately but keep the candidate (s) under supervision until the Examinations Officer arrives. Immediately inform the Examinations Officer or Reception. An incident form must be completed by the invigilator with all relevant details.

Fire Alarm Sounds

Evacuate the room in silence and leave all papers and exam material behind. Candidates must walk in silence to the cage with all invigilators escorting them, they are then to stand, again in silence, on the right hand side of the main entrance into the cage, and a register should be taken to ensure that all candidates are accounted for.

Once it is deemed safe to return to the room, the candidates are to return, in silence and continue with the exam, the candidates are then allowed to have additional time to compensate for the time missed. The Examinations Officer or Reception will inform you of the amount of time to add onto the exam.

Illness

If a candidate is feeling unwell, inform the Examination Officer or Reception immediately. Do not remove the candidate from the room without specific permission, unless the student is going to be physically ill. If this is the case, the candidate must be accompanied to the toilet. An incident form must be completed by the invigilator with all relevant details.

No student may leave the exam venues and return unless they have been supervised at all times.

Other Incidents of Malpractice

If you are unsure of **any** matter – speak to the Examinations Officer or Reception immediately, it is always better that we are over-informed than under-informed. An incident form must be completed by the invigilator regarding any incident that may occur during the exam.

Candidates Leaving the Examination Room

Any candidate who has to leave the Examination Room temporarily must be accompanied by an invigilator.

Once a Candidate has completed the work, handed in the paper, and left the room they are not allowed to be re-admitted into the room.

Candidates are not permitted to leave before 10am for morning sessions and 2.30pm for afternoon session (i.e. one hour after published times)

No candidate should be given permission to leave the exam venue early without speaking to the Examinations Officer or Assistant Head in charge of examinations.

Access Arrangements

Most candidates who have an added entitlement will sit their exams elsewhere, but if they sit their examinations with the rest of the Year group, their entitlement will be shown on the Attendance Register.

Candidates with Extra Time are entitled to 25% Extra Time on top of the full examination time.

Finishing the Examination

The Teacher in charge will arrive ten minutes early to end the examination.

Examination Regulations apply until all candidates have left the venue.

Candidates with Extra Time and candidates who arrived late are permitted to continue until their additional allowances have lapsed.

If any candidates have used supplementary pages, these must also have their name, centre number, candidate number and must be signed. Treasury tags must be given to these candidates to ensure all their work is kept together. Only official supplementary pages may be accepted, (NOT plain or lined paper), these can be found in the tray.

Scripts ***must*** be collected in candidate number (lowest number at top, highest number at bottom.)

Candidates are seated in candidate number order with numbers 'snaking' up and down the rows. (i.e. up one row, down the other). **Do not** collect from the front of each row. It is the responsibility of all invigilators to ensure that the scripts are collected correctly and sent to the Exams Officer in the correct order.

All items which have been lent to candidates must be returned to the tray.

The teacher in charge will dismiss candidates in an orderly fashion.

Invigilators must regain their locations to allow students to collect their bags and exit in an orderly fashion and efficiently.

Completed exam papers must never be left unattended. Trays must be returned in the same state as collection.

Returning Examination Material

Once scripts are collected, along with the question papers, and any other items, including the clock and laminated numbers etc..., must be taken to the Exams Officer immediately.

2.8 Checklist for Invigilators

This checklist summarises the most essential actions for the invigilation of examinations.

A. Before the Examination

1. Collect your exam tray from the Exams Office.
2. Set out Candidate Cards on tables according to the seating plan.
3. Identify rows for ease of entering candidates into venue.
4. Ensure the bag store is open and supervised.
5. Take up location for efficient entry of candidates
6. Check that candidate do not bring any un-permitted materials into the exam room
7. Open sealed question papers and place on exam desks facing up.

B. Start of Exam

1. Supervise the entering of students into the venue making sure that they are silent at all times.
2. Take register and complete absence sheet and phone the attendance officer.
3. If a candidate arrives late – complete appropriate form and inform the exams officer and the attendance officer.

C. During Exam

1. Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
2. Do not become a distraction yourself – move quietly around the room.
3. Do not give any information to candidates about suspected errors in the question paper, unless an erratum notice has been issued, and do not assist in any question on the paper.
4. When dealing with emergency situations, contact examinations officer and complete an incident form.
5. Ensure that no question papers are removed from the examination room during the examination, whether by a teacher or a candidate.
6. Ensure that an invigilator accompanies any candidate who needs to leave the room temporarily.

D. End of Examination

1. Collect scripts in subject then exam number order, including supplementary sheets.

2. Collect all borrowed material before candidates leave the room
3. Collect Candidate Cards as close to the end as possible.
4. Take position to assist in an efficient exit of candidates
5. Return all scripts and all unused stationery to the exams officer immediately ensuring the tray is kept tidy for future use.
6. Do NOT leave scripts unattended at any time until you have returned them to the exams officer.

E. Use of Calculators and Dictionaries

1. Candidates are permitted to use calculators unless their use is prohibited in the specification for the subject, but covers need to be removed
2. Candidates are not allowed to use dictionaries in any examination except as specified in the specification.

3. Controlled Assessment

3.1 Subjects with controlled assessment

Different GCSE subjects require different amounts of controlled assessment. All GCSE subjects are in one of three categories.

- Subjects with 60 per cent controlled assessment
- Subjects with 25 per cent controlled assessment
- Subjects with no controlled assessment.

Subjects with no controlled assessment are assessed entirely by external examination..

| 60% controlled assessment/ 40% external examination | 25% controlled assessment/ 75% external examination | 0% controlled assessment/ 100% external examination |
|--|--|--|
| Additional applied science | Additional science | Classical Greek |
| Applied business | Biology | Economics |
| Art and design | Business studies | Latin |
| Citizenship studies | Chemistry | Law |
| Construction and the built environment | Classical civilisation | Mathematics |
| Dance | English literature | Psychology |
| Design and technology | Geography | Religious studies |
| Drama | History | Sociology |
| Engineering | Humanities | |
| English | Physics | |
| English language | Science | |
| Expressive arts | Statistics | |
| Health and social care | | |
| Home economics | | |
| Information and communication technology | | |
| Leisure and tourism | | |
| Manufacturing | | |
| Media studies | | |
| Modern foreign languages | | |
| Music | | |
| Physical education | | |

Outlining staff responsibilities - GCSE controlled assessment

3.2 Assistant Headteacher ic Exams

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- In June of the previous 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

3.3 Subject Leaders

- Decide on the awarding body and specification for a particular GCSE
- 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

- Decide on timings of assessment to meet requirements of terminal assessment in conjunction with Assistant Headteacher and the needs of other subjects
 - Liaise with the Senior Leadership team to book facilities, resources and any specialist requirements needed for the controlled assessment
 - 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
 - Ensure schemes of work incorporate controlled assessment appropriately
 - 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
 - Consult with the special educational needs coordinator (SENCO) on additional arrangements, which might be needed for particular candidates
 - Make contingency arrangements for the event of absences by candidates or teacher – for example a second, alternative date for the controlled assessment
 - Store candidates' work securely
 - Provide information as necessary to the exams office (individual unit codes, planned dates of assessment)
 - Obtain confidential materials and tasks set by the awarding organisation
-
- Arrange supervision of assessments by department staff, applying the specified level of control, and ensuring authentication forms are signed by candidates and the supervising teacher

3.4 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
- 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 appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements

3.5 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
- Download and distribute mark-sheets for teaching staff to use, and collect and send mark-sheets 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
- Store candidates' work securely once this has been marked and moderated and is ready to send for external moderation

3.6 Special educational needs coordinator/additional learning support

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

Internal appeals procedure

For Internal appeals procedure, please consult the document of this name.

Sources of further information

QCDA website - <https://orderline.qcda.gov.uk/gempdf/1849624046.PDF>
 Managing GCSE controlled assessment - A centre-wide approach

Monitoring arrangements

Monitoring of this policy and the effective completion of Controlled Assessments with take place in line management meetings between the Subject Leader and Associated Line Manager yearly.

3.7 Risk management process

- **Responsible** for the risk/issue
- **Accountable** for the risk/issue

- Who should be **Consulted** about this risk/issue
- Who should be **Informed** should the risk/issue arise.

A definition of these roles and this process (commonly abbreviated as 'RACI') can be found in the *Consortium responsibility chart*, on the *Diploma resources* web page on www.qcda.gov.uk.

Any adapted list of risks and issues should be reviewed and approved by appropriate members of the senior leadership team to ensure that it is fit for purpose and compatible with the existing policies and procedures of the centre or consortium. The review should be repeated at regular intervals and kept up to date.

| Risks and issues | Remedial action | | Staff (use 'RACI' to determine who should be listed) |
|--|--|--|---|
| | Forward planning | Action | |
| Timetabling | | | |
| Assessment schedule clashes with other activities | Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning | Plan dates in consultation with school calendar – negotiate with other parties | Assistant Headteacher, Exams officer, Leadership team, SL's |
| Too many assessments close together across subjects or lines of learning | Plan assessments so they are spaced over the duration of the course | Space assessments to at least allow candidates sometime between assessments | Assistant Headteacher, Exams officer, Leadership team, SL's |
| | | | |
| | | | |
| | | | |
| Accommodation | | | |
| Insufficient space in classrooms for candidates | Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment | Use more than one classroom or multiple sittings where necessary | Assistant Headteacher, Exams officer, Leadership team, SL's |
| Insufficient facilities for all candidates | Careful planning ahead and booking of rooms / centre facilities | Room changes, where needed, planned well in advance and shared with affected staff | Assistant Headteacher, Exams officer, Leadership team, SL's, affected staff, Admin (room booking) |

| Risks and issues | Remedial action | | Staff (use 'RACI' to determine who should be listed) |
|--|---|--|--|
| | Forward planning | Action | |
| Downloading awarding body set tasks | | | |
| IT system unavailable on day of assessment | Download tasks well ahead of scheduled assessment date in all cases | Book IT equipment well ahead and download tasks before scheduled date of assessment | Exams Officer, Assistant Headteacher, SL's and class teacher |
| Teaching staff/assessors unable to access task details | Test secure access rights ahead of schedule every year and every session | Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time | Exams Officer, Assistant Headteacher, SL's and class teacher |
| Loss of task details in transmission | Download tasks well ahead of scheduled assessment date | Report loss to awarding body for replacement; download again | Exams Officer, Assistant Headteacher, SL's and class teacher |
| | | | |
| | | | |
| | | | |
| Absent candidates | | | |
| Candidates absent for all or part of assessment (various reasons) | Plan alternative session(s) for candidates | Subject Leader to plan and book additional sessions | Subject Leader, Class teacher, Assistant Headteacher, |
| Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching) | Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes | Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of controlled assessment are limited | Exams Officer, Assistant Headteacher, SL's |

| Risks and issues | Remedial action | | Staff (use 'RACI' to determine who should be listed) |
|---|---|--|--|
| | Forward planning | Action | |
| Control levels for task taking | | | |
| Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration) | Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required | Seek guidance from the awarding body | SL's, Class teacher, Exams Officer, Assistant Headteacher, Headteacher |
| | | | |
| | | | |
| | | | |
| Supervision | | | |
| Student study diary/plan not provided or completed* | Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course | Ensure candidates start, continue and complete study diary/plans that are signed after every session | Class teacher, Subject Leader |
| Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility | Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision | | Class teacher, Subject Leader |
| Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising | A suitable supervisor must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification. | | Subject Leader, Exams Officer |
| | | | |

* Not all controlled assessment will require the completion of a study diary or study plans

| Risks and issues | Remedial action | | Staff (use 'RACI' to determine who should be listed) |
|--|--|---|---|
| | Forward planning | Action | |
| Task setting | | | |
| Teaching staff/assessors fail to correctly set tasks | Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification** | Seek guidance from the awarding body | SL's Class teacher, Assistant Headteacher, Line Manager, Headteacher, Exams Officer |
| Assessments have not been moderated as required in the awarding body specification | Check specification and plan required moderation appropriately | Seek guidance from the awarding body | SL's Class teacher, Assistant Headteacher, Line Manager, Headteacher, Exams Officer |
| Security of materials | | | |
| Assessment tasks not kept secure before assessment | Ensure teaching staff understand importance of task security | Request/obtain different assessment tasks | SL's Class teacher, Assistant Headteacher, Line Manager, Headteacher, Exams Officer |
| Candidates' work not kept secure during or after assessment | Define appropriate level of security, in line with awarding body requirements, for each department as necessary | Take materials to secure storage | SL's Class teacher, Assistant Headteacher, Line Manager, Headteacher, Exams Officer |
| Insufficient or insecure storage space | Look at provision for suitable storage early in the course | Find alternative spaces | SL's Class teacher, Assistant Headteacher, Line Manager, Exams Officer |

** All tasks whether set by the awarding body or the centre/consortium must be developed in line with the requirements of the specification.

| Risks and issues | Remedial action | | Staff (use 'RACI' to determine who should be listed) |
|--|--|--|--|
| | Forward planning | Action | |
| Deadlines | | | |
| Deadlines not met by candidates | Ensure all candidates are briefed on deadlines/penalties for not meeting them | Mark what candidates have produced by deadline and seek guidance from awarding body on further action. | Class teacher, Subject Leader, Line Manager |
| Deadlines for marking and/or paperwork not met by teaching staff/ assessors | Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines | Seek guidance from awarding body | Class teacher, Subject Leader, Line Manager, Exams Officer |
| Authentication | | | |
| Candidate fails to sign authentication form | Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in | Find candidate and ensure form is signed | Class teacher, Subject Leader, Line Manager, Exams Officer |
| Teaching staff/assessors fail to complete authentication forms or leave before completing authentication | Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature | Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season | Class teacher, Subject Leader, Line Manager, Exams Officer |
| Marking | | | |
| Teaching staff/assessors interpret marking descriptions incorrectly | Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase. | Arrange for remarking. Consult awarding body specification for appropriate procedure | Class teacher, Subject Leader, Line Manager, |
| Centre does not run standardisation activity as required by the awarding body | Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted. | Check with the awarding body whether a later standardisation event can be arranged. | Class teacher, Subject Leader, Line Manager, |

4. Examination and Coursework Internal Appeals Procedure

4.1 Definition of an Appeal

'A request for a review of an assessment outcome determined by The Marches School the role as a decision making body on a student's progression.'

4.2 School Commitment

The Marches School is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

The existence of this procedure is made known to students in subject lessons where coursework is a component of the subject award. For students taking BTEC subjects, they should refer to the BTEC appeals policy that was given to them at induction regarding the appeals process.

4.3 Internal Procedure

This procedure is available from the Assistant Headteacher who is responsible for Examinations and the Examinations Officer.

1. Appeals will be investigated by the Assistant Headteacher/Examinations Officer. If the Examinations Officer was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
2. Appeals should be made as soon as possible, in writing, stating the details of the complaint and the reason for the appeal (see Appendix 1), to the nominated person, who will investigate the appeal. The appeal letter should be signed by both the candidate and parent/guardian. Appeals must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
3. The Assistant Headteacher responsible for Examinations or appointed member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the DfE. This will be done before the end of the examination series.
4. The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing, a copy of this response will be sent to the candidate.
5. The candidate must state in writing if they are satisfied/not satisfied with the written response they have received from the teacher.
6. If the candidate is not satisfied, the candidate will be invited (with reasonable notice) to a personal hearing, this invitation will be in writing and will include a copy of all relevant documentation (e.g. given marks, assessments made). The candidate must be accompanied by a (single) parent/guardian. The teacher(s) and candidate will be given the opportunity to hear each other's submission to the panel at the hearing.
7. The panel will comprise of a senior member of staff and a governor, both of whom will have had no dealings with the case prior to the hearing.
8. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any

changes made to improve matters in future. This will be received by the candidate within two weeks of the hearing.

9. The outcome of the appeal will be made known to the Headteacher, and will be logged as a complaint. The school will maintain a written record of all appeals. This record will include the outcome of the appeal and reasons for that outcome. This record will be made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

10. The school will inform the relevant Awarding Body if there is any change to the internal assessment mark as a result of the appeal.

4.4 Moderation

After work has been assessed internally it is moderated by the Awarding Body (Examinations Board) to ensure consistency between Schools. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant Examinations Board.

EXAMINATION & COURSEWORK INTERNAL APPEALS PROCEDURE

*Please complete and return to Examinations Officer,
The Marches School, Morda Road, OSWESTRY, Shropshire, SY11 2AR*

Candidate's Full Name: _____

Subject: _____

Subject Teacher: _____

Details of Complaint:

Reason for Appeal:

If needed, please continue on additional page and attach to this sheet.

Signed: _____ Date: _____

For Centre Use Only

Name of Investigator: _____

Date Procedure received: _____

Did assessment conform to QCA/Exam Board requirements?

Date response requested to subject teacher: _____

Date response received: _____

Copy of subject teacher's response sent to candidate:

Date of reply from candidate: _____

Date reply received from candidate & outcome: _____

Date of appeal: _____

Date invitation sent to candidate: _____

Members of the Panel:

Outcome of Appeal:

Date information sent to candidate: _____

Signed: _____ Date: _____

5. The Disability Discrimination Act (DDA), special needs and access arrangements

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

Special needs - A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access arrangements - All students with a physical disability have their individual needs assessed in advance and arrangements are put into place and shared with the student to ensure they have full access to all examinations. Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer. Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer. Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

| DISABILITY | SOLUTION |
|-------------------------|---|
| Wheelchair User | Administer exam in a room with wheelchair accessibility, e.g. door width, ramp. |
| Broken Arm/Wrist/Finger | Provide a scribe. |
| Visual Impairment | Order a modified paper; provide a reader and/or scribe if necessary. Administer exam in a suitably lit room. |
| Hearing Impairment | For languages/music/media exams, order a transcript in advance. Provide a live reader if necessary. Place the student in the front rows of the room in order to hear the instructions at the beginning and end of the exam. |

6. Policy on External Assessments for External Qualifications [Enquiries about Results - EARs]

* Deadline set by awarding bodies for EARs for summer season is 20th September and 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 by email or post 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.
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 student's consent form, should be made to the Examinations Officer before the published deadline for EARs*. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least 5 working days before the published deadline for EARs*. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team; the outcome of the appeal will be communicated by 1st class letter post. This decision is final.

- c. If the centre does not support the EAR 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*. If the enquiry is successful the fee will be refunded to the student.

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.



AQA City & Guilds CCEA Edexcel OCR AQA WJEC

ENQUIRIES ABOUT RESULTS

Candidate Consent Form

Information for candidates

The following information explains what may happen following an enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your centre that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Candidate consent form

| | |
|------------------|----------------|
| Centre Number | Centre Name |
| Candidate Number | Candidate Name |

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

.....

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed:Date: