



Exam Policy and Appeal Procedure for Internal Assessment decisions

The purpose of this exam policy is:

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

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

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the Head of Centre and the Exams Manager.

1. Exam Responsibilities

Head of Centre

Overall responsibility for the school/college as an exam centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*
- Will be responsible for the analysis of exam results or appoint a senior member of staff (usually the Deputy head)

Exams Manager

Manages the administration of public and internal exams

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary centre assessed work is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries as required for certain subjects, e.g. Art
- receives, checks and stores securely all exam papers and completed scripts
- liaises with SENCO to assist with Access Arrangement applications and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges

- line manages the invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT at the end of year advising on administration and costs, indicating where future procedural improvements might be made
- submits candidates' centre assessed marks, tracks despatch and stores returned centre assessed work and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Head of Centre (or appointee) any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- Liaise with Exams Manager, Shaftesbury School to ensure cooperation across the post 16 examination entries
- Liaise with 6th form administrator/data manager (Shaftesbury) with regard to post-16 Census

Deputy Head

- Organisation of teaching and learning
- External validation of courses followed at key stage 4 / post-16

Curricular Leader/Subject Leader

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of centre assessed mark sheets and declaration sheets by their departments
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams manager.
- Advise exams manager of any amendments at the earliest opportunity

Head of Careers

- Guidance and careers information

Teachers

- Notification of access arrangements (as soon as possible after the start of the course), if students not already known to the SENCO
- Submission of entries for exams via mark sheets in good time of deadlines

SENCO

- Administration of access arrangements and makes these applications in liaison with the Exams Manager in a timely fashion
- Identification and arrange testing of candidates' requirements for access arrangements
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims

Lead Invigilator/Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- Ensure JCQ guidelines and rules are adhered to in the examination room

Candidates

- Confirmation of entries and advising the examinations manager of any errors/problems as soon as possible
- Understanding coursework/controlled testing regulations and signing a declaration that authenticates the coursework as their own

Administrative Staff

- Advising the Exams Manager of the arrival of exam material/log used for confidential info
- Posting of coursework/controlled testing

2. Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre in liaison with the Curricular/Subject Leader and senior leadership team.

The statutory tests and qualifications offered are GCSE, BTEC, A levels, FCSE, Entry Level and functional skills. Some students also complete vocational courses at other learning centres.

The subjects offered for these qualifications at SNHS in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by as soon as possible or at least by September in order to facilitate the correct information is passed to the department and the awarding body notified.

Sturminster Newton High School assess each potential learner and makes justifiable and professional judgements about learners potential to successful complete and achieve the qualification. They will also take into consideration the assessment objectives/competences being tested by the specification and advise accordingly. Sturminster Newton High School may include a learner on a course but they may not be able to fulfil all the assessment requirement, learner and parents/carers will be advised it is not always possible to arrange equal access for a learner whose impairment affects a competency which is being tested and who may be unable to demonstrate the assessment objective (JCQ regulation 16/2017).

All students in KS3 take internal examinations.

In Year 9 students may start BTEC or GCSE courses.

At Key Stage 4

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

At Post-16.

It is expected that A Level/Level 3 or appropriate Level 2 courses will be completed at Post-16.

3. Exam Seasons and Timetables

3.1 Exam Seasons

Internal exams are scheduled in late November/December and March, April after the summer exam season depending on year group.

External exams are scheduled in November – retakes of English and Maths only. Certain BTEC exams are on demand (online), or at other times.

All internal exams are held under external exam conditions. Year 11 and Year 12 internal exams are invigilated by external invigilators.

3.2 Timetables

The exams manager will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, Entry Details, Late Entries and Retakes

4.1 Entries

Candidates are selected for their exam entries by the Curricular/Subject Leader. A candidate or parent/carer can request a subject entry, change of level or withdrawal. If this happens after the entry date, the late entry charges will be levied to the candidate.

The centre does not normally accept entries from external candidates.

4.2 Late Entries

Entry deadlines are circulated to all staff via a noticeboard and T-Drive info.

Late entries are authorised by Curricular/Subject Leader and Exams Manager.

4.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, Head of Post-16, Exams Manager and the Curricular/Subject Leader.

Students will not be charged for retakes if they are attending timetabled lessons (as in Year 12 retaking GCSE).

(See also section 5: Exam fees)

5. Exam Fees

GCSE initial registration and entry exam fees are paid by the centre.

A Level initial registration and entry exam fees are paid by the centre.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Late entry or amendment fees are paid by the departments.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary centre assessed requirements.

Retake fees for first and any subsequent retakes are paid by the candidates.

(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.
(See also section 11.2: Enquiries about results [EARs])

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

6.1 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.

6.2 Special Needs

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

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an 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.

6.3 Access Arrangements

Access arrangements will be made at the direction of the SENCo after discussion with appropriate members of staff. The SENCo will look at the current criteria published in the JCQ Access Arrangements, Reasonable Adjustments and Special Consideration booklet to determine the decision. The decision will take into consideration the evidence of need of the candidate and especially should reflect the NORMAL way of working of the student, within the classroom, throughout their normal timetable. Access arrangements must also take into account the resources available to the school at that time.

Making special arrangements for candidates to take exams is the responsibility of the SENCo and the Exams Manager.

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

Rooming for access arrangement candidates will be arranged by the exams manager, with consideration to the ongoing classes.

Support for access arrangement candidates (scribes/readers etc) will be organised by the SENCo. See appendix 1

7. Estimated Grades

Estimated Grades

No longer required to be submitted by exam board.

8. Managing Invigilators and Exam Days

8.1 Managing Invigilators

External invigilators will be used for exam supervision.

They will be used for external exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary DBS clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the centre administration.

8.2 Exam Days

The exams manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

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

HOD or nominated subject staff may be requested by the exam manager to be present at the start of the exam to assist with identification of candidates and to ensure all candidates are present. Please note their presence is not required in the exam room unless the Exams Manager has specifically requested their presence.

In practical exams subject teachers may be on hand in case of any technical difficulties. This is all subject to JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room. Papers will be distributed to Curricular/Subject Leader by the exams manager as determined by instructions from JCQ.

9. Candidates, Clash Candidates and Special Consideration

9.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic and digital storage devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

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

Curricular/Subject Leaders or teachers may deal with any candidate not present at the start of an exam through their own departmental procedures.

9.2 Clash Candidates

The exams manager will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre (on the day of the exam), or the exam invigilator, to that effect.

Any special consideration application is made by the exams manager within the allocated time period as set by JCQ. Evidence may be requested (i.e. self-certification) by the exams manager.

10. Centre Assessed Work and Appeals Against Internal Assessments

10.1 Centre Assessed Work

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

Curricular/Subject Leader will ensure all centre assessed work is ready for despatch at the correct time and the exams manager will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the Curricular/Subject Leader.

10.2 Appeals Against Internal Assessments

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

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their centre assessed work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams manager and recorded for awarding body inspection.

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

11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

11.2 Enquiries About Results (EAR)

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

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. (See section 5: Exam fees)

11.3 Access To Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers (photocopied) within three days' scrutiny of the results. (Year 13 students only)

If a result is queried, the Exams Manager, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense. Any re-mark must have the candidate's written consent advising that the marks can go down as well as up.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

12. Certificates

Certificates are presented in person, posted (recorded delivery) and collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. The centre retains returned certificates for 10 years, after which they are securely disposed. Ex-students need to contact the examining boards for replacement certificates.

Appeal Procedure for Internal Assessment Decisions

Internal Assessment Decisions

Aim: To allow disputes to be resolved openly and effectively after all other procedures have been exhausted. (eg: Discussion between candidates/carers and the Head of Centre or his representatives have failed to resolve the matter). Only to be used in exceptional circumstances.

Procedure:

- A senior member of staff (Deputy Head) will manage appeals and advise the Head of Centre of outcome and ensure all parties are kept informed.
- The procedure will be published in examination information passed to the Year 11 students prior to the examination period in the summer.
- Appeals should be made in writing to the Examination Manager within 7 days of results detailing the complaint and reasons for the appeal.
- The teacher concerned in the appeal to have the right to respond in writing with a copy to the candidate.
- Written response must be made within 5 working days of the start of the Autumn term.
- The candidate has the right to a personal hearing if they are not happy with the written response, and should have sight of all documents prior to that meeting. The candidate may have one parent/carer at the hearing. Both parties (teacher and candidate) should have the opportunity to hear each others submission.
- The Deputy Head and one other senior member of staff not involved in the matter to sit on the panel. Written record of appeals will be kept and a copy of such passed to the candidate within 7 days of the appeal hearing.
- The Awarding Body will be advised by the centre of any change of assessed marks as a result of an appeal.
- It is noted that this procedure needs to be within the date limits set by the Awarding Bodies for their Post Results Services – usually in the third week of September.

Appeal Procedure for Enquiries About Results, and information regarding Special Considerations and Access Arrangements

Enquiries About Results

Aim: To allow disputes to be resolved openly and effectively.

Procedure:

- A senior member of staff (Deputy Head) will oversee and manage any dispute regarding Enquiries about Results.
- Requests in writing are to be made to the Exams Manager within 7 days of results.
- The Head of Department will decide whether a re-mark is to the candidate's advantage by looking at the grade boundaries and other factors involved.
- Every case will be looked at individually.
- If against advice the candidate/carer wishes to continue with an EAR procedure that they will bear the financial burden (payment to the school in advance of proceeding). If their grade is changed then the fee will be refunded.
- All involved will be advised that grades may go down as well as up and the candidate must sign a consent form.
- The candidate will be informed in writing of the outcome by the Exams Manager as soon as it is received.

Special Consideration - for information

Special Consideration in examinations is only awarded in exceptional and prescriptive circumstances laid down by the Joint Council for Qualifications. The Centre will decide on receipt of all information appertaining to the circumstances whether to apply for special consideration taking into consideration the regulations. It is noted and advised to those concerned regarding special consideration that 5% is the maximum adjustment, with more likely 1% or 2% being the normal adjustments.

Full details are available from the Exams Manager

Access Arrangements – for information

The Centre will decide whether to apply or permit access arrangements for candidates in conjunction with the regulations and criteria set down by the JCQ.

Candidates/parents/carers may request access arrangements via the Examinations Manager.

If an application has to be made to the Awarding Body via the centre, access arrangements will not necessarily be awarded.

Appendix 1

Exams Disability Policy / Procedure

Introduction

This policy aims to ensure that every student who has additional needs will be supported through every examination series, this ensures that there is equality of opportunity.

Overview

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Procedures

- All exam rooms are accessible, chairs are available when queuing outside when required
- There is an appropriate toilet near or in all of these areas
- Emergency evacuation procedures are appropriate for all candidates and risk assessments are carried out as appropriate prior to the examination series
- All areas have had internal risk assessments carried out
- If any candidate needs to take regular medication, invigilators will make this possible
- The Exams Manager should be notified if there are any exceptional health issues.
- Any specialised equipment will be provided and an appropriate examination area selected
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate
- Recruitment of invigilators will follow normal school policy with regards to disabled applicants
- All invigilators will either receive group training including disability issues or will work alongside an experienced invigilator
- The SENCO will make the Exams Manager aware of any issues concerning individuals in the main exam rooms
- The SENCO/Exams Manager will take the lead in making access applications based on their close

Member of staff with Lead Responsibility for this policy: Mrs S Noel (Exams Manager)

Approved: Governing Body

Approved: March 2013

Review completed April 2014

Review completed March 2015

Review completed March 2016

Review completed March 2017

Review due March 2018