

Longdean School



Exam policy

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Exam Policy

The policy purpose

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.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of Centre, Assistant Head (Key Stage 4) and Exams Officer.

A) Exam responsibilities

Having overall responsibility for the school as an exam centre, the Head of Centre:

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

1. Exams Officer

Manages the administration of public and internal exams:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff, governors and candidates of calendar for all exam seasons in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework/controlled assessment work is completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts

- administers access arrangements and makes applications for special consideration using the JCQ publications *Access Arrangements, Reasonable Adjustments and Special Consideration 2010/2011*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages, trains, briefs and monitors a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework/controlled assessment marks, tracks despatch and stores returned 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 SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams

2. Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course)
- Submission of candidates' names to heads of department/school/curriculum

3. The Director of Inclusion is responsible for:

- Identification and testing of candidates, requirements for access arrangements
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims

4. Invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam
- Supervision of candidates whilst they are in the exam hall
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office

5. Candidates are responsible for:

- Notification of errors and omissions on exam entry statements
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the work as their own

B) Qualifications

1. Qualifications offered

The qualifications offered at this Centre are decided by the Senior Leadership Team.

The qualifications offered are GCE, Functional Skills, Diploma, GCSE, Entry Level and OCR Nationals.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 10/09/2011.

Informing the exams office of changes to a syllabus is the responsibility of the Directors of Learning.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Director of Inclusion, subject teachers and Head of Key Stage.

C) Exam Seasons and Timetables

1. Exam seasons

Internal exams and assessments are scheduled on demand.

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

Year 10 and Year 11, internal exams held under external exam conditions.

Internal exams for Years 7, 8, and 9 are the responsibility of the Directors of Learning.

The Directors of Learning decide which exam series are used in the Centre.

On-demand tests can be scheduled only in windows agreed between the Exams Officer and the Senior Leadership Team.

2. Timetable

Once confirmed, the Exams Officer will circulate the exam timetables for External exams.

3. Entries, entry details and late entries

Candidates are selected for their exam entries by the Directors of Learning.

Candidates or parents/carers can request a subject entry, change of level or withdrawal but this is subject to the agreement of the Director of Learning for the subject.

The Centre does not accept entries from external candidates.

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

Entry deadlines are circulated to Directors of Learning via Internal Post/Pigeon hole.

Late entries are authorised by Directors of Learning.

Subject to payment of resit fee, GCSE retakes are allowed.

Subject to payment of resit fee, AS retakes are allowed.

Subject to payment of resit fee, A2 retakes are allowed.

Retake decisions will be made in consultation with candidates, subject teachers and Directors of Learning.

4. Exam Fees

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

GCSE entry exam fees are paid by the Centre.

AS entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre if requested by a Director of Learning

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Candidates.

D) Disability Discrimination Act

All exam Centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.'

The Centre will meet the requirements of the DDA by ensuring that the Centre is accessible and provides an acceptable candidate experience. This is the responsibility of the Head of Centre.

E) Access arrangements

The Director of Inclusion will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The Director of Inclusion can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the Director of Inclusion.

Making access arrangements for candidates to take exams is the responsibility of both the Director of Inclusion and 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 Director of Inclusion with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Director of Inclusion with the Exams Officer.

F) Contingency planning

Contingency planning for exams administration is the responsibility of the Senior Leadership Team and Exams Officer.

G) Private candidates

Managing private candidates is the responsibility of the Exams Officer.

H) Estimated Grades

Directors of Learning are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

I) Invigilators

1. Managing invigilators

External staff are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Centre administration.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

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

Invigilators are timetabled and briefed by the Exams office.

Invigilators rates of pay are set by the Centre administration.

J) Malpractice

The Head of Centre and Exams Officer are responsible for investigating suspected malpractice.

K) Exam days

The Exams Officer 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.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

L) Candidates

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

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

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or senior invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

M) Clash candidates

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

N) Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre, the Exams Officer, or the exam invigilator, to that effect.

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

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

O) Internal assessments and appeals

1. Internal assessment replaces the largely discontinued term coursework

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

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of subject.

Appeals against internal assessments must be made by 31 May 2011.

2. Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

P) Results

1. Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses (candidates to provide self addressed envelope).

Arrangements for the Centre to be open on results days are made by the Exams Officer.

The provision of staff on results days is the responsibility of the Exams Officer.

2. EARs

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

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

When the Centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

3. ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

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

4. Certificates

Certificates are presented in person or collected and signed for.

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

Certificates are withheld from candidates who owe fees.

The Centre retains certificates for three years.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

LONGDEAN SCHOOL INTERNAL APPEALS POLICY

FOR

ASSESSMENT DECISIONS AT GCSE, AS LEVEL, A LEVEL, BTEC and DIPLOMA

School policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; WJEC; CCEA and others.

This document covers the schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

Examinations and Procedures Relating to Examinations

Examinations policy is decided by the Senior Leadership Team (SLT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Head of Centre for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the school Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to Mrs. Stephens.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted inside and outside of each examinations room. During examinations, candidates must follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework, particularly

those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.

Mobile Phones and Examinations

The possession of a mobile phone in an examination room, whether switched on or not, is an offence under JCQ regulation I.C.E. 9.1. School policy is that mobile phones must not be brought into the examination room. Failure to observe this regulation will result in the loss of all results for the exam.

Internal Assessment

Under section 2, paragraph 19, subsection IX of the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

The Awarding Body will moderate the assessed coursework/controlled assessment work/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

The school will ensure that:

1. work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
2. at the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework/controlled assessment work and the school's deadlines for submission or dates for controlled assessments.
3. within each department, candidates are given adequate and appropriate time to produce the work;
4. internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
5. the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
6. the staff responsible for internal standardization of a subject will attend any training sessions given by the relevant Awarding Body.

Internal Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
2. The appeal must be made in writing to the School's Examinations Officer by 31 May of the year that the work was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The Headteacher will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Director of Learning or School Governor to act as an independent member will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

Enquiries About Results (Re-marks)

In cases of Enquiries About results where the School does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment, and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

1. Coursework is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE/Diploma Award.
2. Controlled assessment is defined as any piece of written or practical work which is produced under controlled conditions in school and marked by the school or an external examiner and which contributes to a GCSE/Diploma Award.
3. Students must read and understand fully the Notices to Candidates from the Joint Council for Qualifications about GCSE/Diploma Coursework and Controlled Assessment Regulations.
4. Irregularities in work discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
5. An irregularity in work discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
6. Controlled assessment work must be completed in the sessions timetabled by the departments.
7. All students are given the same and sufficient time to complete the work.
8. Coursework must be handed in by the student and not given to another student in the school to hand in.
9. If the student is absent on the coursework deadline day a parent/carer or friend must bring the work to school to be handed in to meet the deadline. If it is impossible to deliver the work to school, the school must be contacted by phone on the day to give an explanation.

10. If coursework has not been completed by the deadline, the incomplete work must be handed in by the deadline to receive a mark. There will be no further opportunity to complete this work for an improved mark.

11. Normally there will be no extension of a coursework deadline if you are absent for a few days during the period that the work has to be completed.

12. The subject teacher should be informed as soon as possible if a student is going to be absent for a controlled assessment.

13. If the student is absent from school on the day of the controlled assessment, the subject teacher will try to re-schedule a session for the pupil if at all possible but this may not be feasible.

14. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Assistant Head (Curriculum). A note will be given to the Director of Learning and parents to confirm the extension.

GCSE/Diploma Coursework/Controlled Assessment Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing by 31 May of the year that the work was assessed to

Mrs. N. Stephens

The Examinations Officer

4. Longdean School Internal Appeals Procedure is available for inspection.

MRS N STEPHENS

EXAMINATIONS OFFICER

SEPTEMBER 2010

Assessed AS and A Level Coursework

Several AS and A Level subjects have a coursework requirement whose marks contribute to the final grade. It is most important that students keep to the deadlines for the submission of coursework.

Students must act on the advice of teachers with regard to:

- The amount of time to be spent on any coursework task
- The need for planning on long term projects
- Any deficiencies highlighted in the monitoring of coursework

Our approach to coursework planning and deadlines is a reflection of the importance of this element of AS and A Level courses and our intention to support our students in every way in order to reduce stress and pressure. This is why we have a procedure to ensure that all our students are treated fairly regarding the meeting of coursework deadlines.

Assessed Coursework Procedure at Longdean School

1. Coursework is defined as any piece of written, practical or oral work which is marked by the school or an external moderator and which contributes to an AS or A Level grade.

2. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.

3. An irregularity in coursework discovered after the signing the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.

4. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCE Coursework regulations.

5. All students are given the same and sufficient time to complete the work.

6. Coursework must be handed in by the agreed published departmental deadline which is earlier than the final deadline for the Awarding Body. This is to enable work to be marked and standardized.

7. Students will be given clear instructions by the department as to the time and place for handing in the work.

8. The work must be handed in by the student and not given to another student in the school to hand in.

9. If a student is absent on the deadline day a parent/carer or friend must bring the work to school to be handed in to meet the deadline. If it is impossible to deliver the work to school, the school must be contacted by phone on the day to give an explanation.

10. If coursework has not been completed by the deadline, the incomplete work must be handed in by the deadline to receive a mark. There will be no further opportunity to complete this work for an improved mark.

11. Normally there will be no extension of a coursework deadline if a student is absent for a few days during the period that the work has to be completed.

12. If there are any special circumstances e.g. an exchange, play rehearsal or extended absence covered by a medical note, there is the possibility of an extension but this must be negotiated with the school. A note will be given to the Director of Learning to confirm the extension and parents will be informed if necessary.

GCE Coursework Appeals Procedure

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

2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.

3. Appeals must be made in writing to the Examinations Officer, Longdean School by 31 May of the year that the coursework was assessed.

4. The appeals procedure is available for inspection.

MRS N STEPHENS

EXAMINATIONS OFFICER

SEPTEMBER 2010

What the Director of Learning must provide for the Appeal Panel

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. The mark scheme or marking criteria for the coursework provided by the Awarding Body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the Awarding Body.
4. Dates when the coursework was set and to be handed in for that student.
5. Evidence that all teaching groups have been given the same length of time.
6. The departmental policy for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
7. Dates when the coursework was marked by the teachers.
8. The name of the teacher in charge of the internal standardization.
9. Dates when the teacher attended the last Awarding Body standardization meeting.

10. Evidence that the information from this meeting was disseminated to the department.

11. Dates(s) for departmental standardization meeting and teacher in attendance.

12. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to the teacher?

13. Copy of coursework marks sent to the Awarding Body.

- The above information should be provided in a ring binder or suitably filed.
- It would be advisable to set up this binder at the beginning of the course and update it each year.
- If an appeal application is made, the HoD would only have a short time to provide this information for the appeal panel. **Appeals have to be made by 31 May in the year that the work was assessed.**
- The evidence above may only be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panel's decision.

BTEC Internal Assessment Procedure at Longdean School

1. Internal assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a BTEC Award.

2. Irregularities in assignments discovered prior to the submission of marks to the Awarding Body will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.

3. An irregularity in assignments discovered after the submission of marks to the Awarding Body will be reported to the Awarding Body, which may lead to disqualification from the subject.

4. Assignments must be handed in by the agreed published departmental deadline.

5. All students are given the same and sufficient time to complete the work.

6. Students are given clear instructions as to the time and place for handing in the work.

7. The work must be handed in by the student to the designated teacher and not given to another student to hand in.

8. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.

9. If it is impossible to deliver the work to school, the Director of Learning for the subject must be contacted by phone on the deadline day for advice.

10. If the assignment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.

11. Normally there will be no extension of an assignment deadline if a student is absent for a day or two during the period that the work is being completed.

12. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Assistant Head (Curriculum). A note will be given to the Director of Learning and parents to confirm the extension.

BTEC Internal Assessment Appeals Procedure

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

2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.

3. Appeals must be made in writing by 4 June 2011 to the Director of Learning concerned.

4. Longdean School Appeals Procedure is available for inspection.

MRS N STEPHENS

EXAMINATIONS OFFICER

SEPTEMBER 2010

