



ENJOY, LEARN, ACHIEVE

Examinations Policy

2017/18

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs K D Hardy Principal	
Date of next review	January 2019

Key staff involved in the exams policy

Role	Name(s)
Head of centre	Mrs K D Hardy
Exams officer line manager	Mrs S Woodward
Exams officer	Mrs D Browning
SENCo	Mr R Jones
	Mrs C Mead (Deputy)
SLT member(s)	Miss J Harlow (Vice Principal)
	Mr B Francis (Vice Principal)
	Mr T Jackson (Assistant Principal – Post 16)
	Mr T Smith (Assistant Principal)

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1. The Centre Examinations Policy

The purpose of this examination policy is:

- To ensure the planning and management of exams both written and on-line are conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

This examination policy will be reviewed every year by the Examinations Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

2. Examination Responsibilities

The Head of Centre:

- Has overall responsibility for the school/college as an examination centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice. Please refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.

Examination Officer¹:

- Manages the administration of internal, external and online examinations in accordance with JCQ regulations and guidelines.
- Advises the Senior Leadership Team, subject and class tutors, and other relevant support staff on annual examination timetables and procedures, as set by the various awarding bodies.
- Oversees the production and distribution to all centre staff and candidates, of an annual calendar for all examinations 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 examination timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Receives checks and securely stores all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of examinations.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Faculty are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.
- Keeping the Examinations Officer up to date with any entry amendments

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Head of Faculty and/or Examinations Officer.

The **SENCO** is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Working with the Examinations Officer to provide the access arrangements required by candidates in exams rooms.

Invigilators are responsible for:

- Assisting the Examinations Officer in the efficient running of exams according to JCQ regulations.
- Collection of examination papers and other material from the examinations office before the start of the exam.
- Collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examinations office.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all examinations according to the JCQ regulations.

3. *Qualifications Offered*

- The qualifications offered at this centre are decided by the Senior Leadership Team.
- The types of qualifications offered are GCSE, GCE, BTEC and NCFE Vocational Courses
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 30 September.
- Informing the examinations office of changes to a specification is the responsibility of the Heads of Faculty.
- Decisions on whether a candidate should be entered for a particular subject will be taken by the Senior Leadership Team in consultation with the Heads of Faculty.

4. *Examination Series*

- Internal examinations (mock exams) and assessments are scheduled in accordance with the school curriculum.
- External examinations and assessments are scheduled in the Summer.
- Internal examinations are held under external exam conditions.
- The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the examining bodies and the subject teacher.

5. *Examination Timetables*

- Once confirmed, the Examinations Officer will circulate the examination timetables for internal and external examinations at a specified date, before each series begins.

6. *Entries, Entry Details and Late Entries*

- Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.
- The centre may accept entries from private candidates, dependent upon certain criteria.
- The centre does not act as an exams centre for other organisations.
- Entry deadlines are circulated to Heads of Department/Faculty via email, internal memo, internal post.
- Heads of Department/Faculty will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Head of Faculty.
- GCSE re-sits are allowed, but are required to comply with the exam board regulations.
- A2 re-sits are allowed.
- Re-sit decisions will be made by students in consultation with the subject teacher and Examinations Officer.

7. *Examination 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.

- The Examinations Officer will publish the deadline for action well in advance for each examination series.
- *GCSE, BTEC and NCFE entry exam fees are paid by the centre.*
- *AS entry exam fees are paid by the centre.*
- *A Level entry exam fees are paid by the centre.*
- Late entry or amendment fees are paid by the centre, but may be paid by the candidate in certain circumstances.
- Re-sit fees are paid by the candidates.

8. *Equality Legislation*

- All exam centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Examinations Officer.

9. *Access Arrangements*

- The SENCO will inform subject teachers of candidates with Special Educational Needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.
- A candidate's access arrangements requirement is determined by the SENCO.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO.
- 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 Examinations Officer.
- Support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENCO.
- Invigilation of access arrangement candidates will be organised by the Examinations Officer.

10. *Contingency Planning*

- Contingency planning for examinations administration is the responsibility of the Examinations Officer.

11. *Private Candidates*

- Managing private candidates is the responsibility of the Examinations Officer.

12. *Managing Invigilators*

- External staff will be used to invigilate examinations.
- These invigilators will be used for internal and external examinations.
- Recruitment of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the personnel officer.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators rates of pay are set by the Principal.

- Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer.

13. *Malpractice*

- The head of centre in consultation with the Examinations Officer is responsible for investigating suspected malpractice.

14. *Examination Days*

- The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilator.
- Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.
- The designated invigilator will start and finish all examinations in accordance with JCQ guidelines.
- Subject staff may be present prior to the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.
- In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.
- Examination papers must not be read or removed by subject teachers without permission from the Examinations Officer. Papers will be distributed to Heads of Faculty in accordance with JCQ's recommendations and no later than 48 hours after all candidates have completed them.
- After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the examinations assistant/invigilator.

15. *Candidates*

- The Examinations Officer will provide written information to candidates in advance of each exam series.
- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- In an examination room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones, smart phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.
- Note: candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.
- The Examinations Officer is responsible for handling late or absent candidates on exam day.

16. *Clash Candidates*

- The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight supervision.

17. Special Consideration

- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre's Examinations Officer to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 3 days of the examination.
- The Examinations Officer will make a special consideration application to the relevant awarding body within 7 days of the last exam in the series of each subject.

18. Internal Assessment

- It is the duty of Heads of Faculty to ensure that students are informed of their internal assessment marks 2 weeks prior to the exam boards deadline so that they may request a review of the centre's marking before marks are submitted.
- The Examinations Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document. (Appendix 1)
- The fee to request a Review of Internal Assessment marks will be set at the same rate as the examination board fee payable for an Enquiry about Results (EAR) payable by the student.
- Marks for all internally assessed work are provided to the examinations office by the subject teacher for submission to the examinations board or may be input by the subject teacher.
- It is the duty of Heads of Faculty to ensure that all internal assessment samples are ready for dispatch at the correct time. *The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.*

19. Results

Candidates will receive individual result slips on the day:

- *In person at the centre*
- *By post to their home address - candidates to provide a self-addressed envelope, if unable to attend the centre.*
- *Collected by a representative if signed consent is given by the student.*

The results slip will be in the form of a centre produced document.

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

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

20. Enquiries about Results (EAR)

- EARs may be requested by the candidate or centre staff following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-

moderation of internally assessed work will not be submitted without the consent of the group of candidates.

- The cost of EARs will be paid by the candidate or centre staff, where appropriate.
- All decisions on whether to make an application for an EAR will be made by the Examinations Officer in consultation with the appropriate parties involved.
- If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document. (Appendix 1)
- All processing of EARs will be the responsibility of the Examinations Officer following the JCQ guidance.

21. Access to Scripts (ATS)

- After the release of results, candidates may request the return of written examination papers before the exam boards published deadline and on payment of the fee.
- 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 an original script has been returned.
- The cost of EARs will be paid by the candidate, unless agreed by the Senior Leadership Team.
- Processing of requests for ATS will be the responsibility of the Examinations Officer.

22. Certificates

- Candidates will receive their certificates:
 - *In person at the centre*
 - *Collected and signed for*
 - *At the certificates presentation evening held by the Academy*
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.
- The centre will retain certificates for ten years after which time they will be securely disposed of.
- In the case of lost certificates, students need to contact the examining bodies via their websites. There is a cost implication, which is payable by the student.

Head of Centre
Mrs K D Hardy

Examinations Officer
Mrs D Browning

Date
25th January 2018



Internal appeals procedures

2017/18

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs K D Hardy Principal	
Date of next review	September 2018

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Mrs K D Hardy
SLT members	Miss J Harlow, Mr B Francis, Mr T Smith, Mr T Jackson
Exams officer	Mrs D Browning

1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms East Leake Academy compliance with JCQ's *General Regulations for Approved Centres 2017-2018*, section 5.8 that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE qualifications (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Deadlines for the submission of marks (Summer 2018 exam series)

Date	Qualification	Details
07/05/2018	GCSE	Final date for submission of coursework marks : AQA
15/05/2018	GCSE	Final date for submission of coursework marks : OCR and Pearson/EDXCEL
15/05/2018	GCE	Final date for submission of coursework marks AQA, OCR, Pearson and WJEC

East Leake Academy is committed to ensuring that whenever staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

East Leake Academy ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. East Leake Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may

make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. East Leake Academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. East Leake Academy will inform candidates that they may request copies of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents to assist them in considering whether to request a review of the centre's marking of the assessment.
3. East Leake Academy will, having received a request for copies of materials, promptly make them available to the candidate within 2 working days.
4. East Leake Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing within 2 working days of receiving copies of the requested materials by completing the **internal appeals form** attached to this document or available from the Examinations Office.
6. A fee will be payable to request a review of the centre's marking of an internal assessment. The fee will be set in accordance with the current fee payable to the examination board for a Post Results application EAR Service 2 (Enquiry about results)
7. East Leake Academy will allow 7 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
8. East Leake Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
9. East Leake Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. The candidate will be informed in writing of the outcome of the review of the centre's marking.
11. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of East Leake Academy and is not covered by this procedure.

2. Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

This procedure confirms East Leake Academy compliance with JCQ's *General Regulations for Approved Centres 2017-2018*, section 5.14 that the centre has in place *"a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."*

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service, fees charged and application forms are provided by the exams officer and are posted on notice boards and on the East Leake Academy website.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results on results days.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised about a particular examination result, teaching staff and the head of centre will investigate the feasibility of requesting an enquiry supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre by completing the **internal appeals form** at least 5 working days prior to the internal deadline for submitting an EAR.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.

Following the EAR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the EAR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon

the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 5 working days of the notification of the outcome of the EAR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Head of Centre
Mrs K D Hardy

Examinations Officer
Mrs D Browning

Date
25th
January 2018



ENJOY, LEARN, ACHIEVE

Internal appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- ☐ Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking
- If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure