



Exams Policy

Including Appeal Statement

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Owner: Mr Philip Cooling and Mr Matthew Dean

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1. Objective

To set up an efficient exam system with clear guidelines for all users.

2. Entries

In June the Exams Manager will circulate a request to all Curriculum Team Leaders asking for the Examination board and syllabus they are using for Year 11 and Year 10 students. This must be completed, signed and returned to the Exams Manager by the Curriculum Team Leader.

The Curriculum Team Leader will take responsibility for exam entries/withdrawals etc.

All candidates will be entered by the due date set by the Exam board. It is the responsibility of the Curriculum Team Leader to ensure that all students are listed on the exam entry mark sheets issued by the Exams Manager and that all entries are checked prior to submission. The Exams Manager will confirm final entry numbers and levels with the Curriculum Team Leader.

All entries for GCSE exam re-sits must first be agreed by the Principal. The GCSE Re-sit form must be completed and signed before a student can be re-entered for an exam. Re-sits will be charged to the Curriculum Team.

3. Amendments to entries

Withdrawals will be accepted by the Exams Manager up to the date set by the Awarding body. Withdrawal forms must be used. Any late entries must be made on a Late Entry form. Changes to tier of entry must be made on an Amendment form. Any late withdrawals/entries/changes of tier, except in exceptional circumstances, will be charged to the Curriculum Team.

4. External Exams

The Exams Manager is responsible for the organisation and conduct of all external exams.

- 1) All exam papers will be counted by the Exams Manager and Exam Admin Assistant on receipt if possible and locked away. If this is not possible, the papers will be locked away and counted at the first available opportunity.
- 2) All exam stationary will be placed in secure storage by the Exams Manager and the Exam admin assistant.
- 3) The Exams Manager will be responsible for recording all absentees and arranging for their parents to be contacted. The Access to Examinations Officer will be responsible for reporting the absence of students with additional needs to the Exams Manager.

- 4) No exam papers can be removed from the exam room before the end of a session.
- 5) All exams will be conducted according to the rules laid down by the Awarding bodies.
- 6) The Exams Manager will be responsible for appointing and training external invigilators for all external exams.
- 7) When the Exams Manager is not present in the exam room, the Senior Invigilator will be responsible for conducting the exams according to the rules laid down by the Awarding bodies and will summon the Exams Manager should any non-routine event occur.

5. Internal Tests

The Exams Manager will be responsible for the organisation and running of these tests. Each Curriculum Team will be responsible for producing exam papers which are suitable for the time slot allocated to their subject. Faculties must ensure that they are represented at the start of each exam and collect papers at the end. If an internal exam has to be finished during morning break, lunch break or after school, it is the responsibility of the Curriculum Team concerned to invigilate.

Misconduct should be reported to the Exams Manager in the first instance, who will decide what action to take.

6. Coursework

It is the responsibility of the Curriculum Team to ensure that all coursework is produced in accordance with the guidelines issued by the exam board. All moderation should be carried out in good time to ensure that all coursework mark sheets can be completed and coursework dispatched before the Awarding bodies' deadlines. The Curriculum Team Leader should ensure that all coursework mark sheets for internally assessed work are returned to the Exams Manager at least 10 working days before the board's deadline to enable coursework to be dispatched by the deadline.

Externally assessed coursework will be dispatched using the same method as for exam papers. Internally assessed coursework will be dispatched to the moderator by first class post. A certificate of posting should be obtained from and endorsed by the post office.

7. Invigilation

- 1) External invigilators will be vetted by the Exams Manager and all Invigilators must have a valid DBS check. When only one invigilator is needed for an examination, this person must have a valid DBS check.
- 2) The Exams Manager will ensure that each exam session has a designated Senior Invigilator, whose role will be to deploy invigilators and oversee the conduct of each. They will also be responsible for summoning the Exams Manager in the event of any non-routine incident.
- 3) The Senior Invigilator will be responsible for organising the recording of a seating plan.

- 4) Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.
- 5) Any misconduct or irregularity must be reported to the Exams Manager as soon as possible. The Exams Manager will consider the evidence and may inform the Exam Board concerned.
- 6) In the absence of the Exams Manager at the end of any exam, papers will be collected and taken to the exams office and given into the care of the Exam Admin Assistant.

8. Dispatch of exam scripts

The college will dispatch exam papers to examiners by Parcelforce Worldwide traceable service as directed by the Awarding bodies, using the tracking labels provided. A record of all parcels collected should be made in the Exams dispatch log.

9. Special Consideration

The Exams Manager will ensure that requests for special consideration are sent to the Awarding bodies within seven days of the final exam for the subject to which the application refers.

10. Results

- 1) Results will be available for collection on the day notified by the Awarding bodies only.
- 2) Curriculum Team Leaders should check for the possibility of a re-mark/re-grade within seven days of the receipt of results.
- 3) If a result is queried by a student, the Curriculum Team Leader will decide whether an Enquiry about results is justified. If justified, the Exams Manager will process the enquiry and the fees will be paid by the college. If it is decided that an enquiry would be inappropriate, the Exams Manager will, at the request of the parent and on payment of the appropriate fees, process an Enquiry about results. Requests for enquiries about results must be received within 3 weeks of the exam result day.

11. Reasonable adjustments

In terms of examinations reasonable adjustments are made by the provision of access arrangements. These access arrangements are provided by applying the guidelines, found in the JCQ publication "Adjustments for candidates with disabilities and learning difficulties. Access Arrangements and Reasonable Adjustments", to the college setting.

The college will ensure the SENCo holds an appropriate level 7 qualification in specialist testing either through the recruitment process or CPD to allow the required testing of students to be conducted.

The SENCo is responsible for collating and storing information to support applications for access arrangements, including performing specialist tests, requesting medical information

and collecting evidence of a student's normal way of working in the classroom. When sufficient evidence has been collated the SENCo will make an access arrangement application using the website designed for this purpose. The SENCo will inform the Exams Manager and Access to Exams Office of all active access arrangements who will then ensure suitable accommodation and support are provided during exam periods.

In internal assessments and mock exams the SENCo will use any evidence gathered so far and their professional judgement to grant access arrangements.

12. Malpractice and maladministration

The Exams Manager under the authority of the Head of Centre is responsible for investigating suspected malpractice and maladministration. SLT will be responsible for all internal disciplinary action required and the Exams Manager will complete any reports to the awarding body in accordance with the JCQ Malpractice document.

13. Appeals Against Internal Assessment Decisions For External Qualifications

The following appeals procedure relating to appeals against internal assessment decisions is available to candidates with the support of their parents/carer/person with legal responsibility when all other mechanisms within the centre (for example, discussion between candidates/carer and the Head of the centre) have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

Sir Jonathan North Community College is committed to ensuring that whenever its' staff assess students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work will be produced and authenticated according to the requirements of the Awarding body. Where a set of work is divided between staff; consistency will be assured by internal moderation and standardisation.

If you feel that this may not have happened, you may make use of this appeals procedure.

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

1. Appeals should be made as soon as possible, and must be made at least three weeks before the end of the last externally assessed paper in the examinations series i.e. the appeal must be made before the second week in June for the summer series as presently timetabled.
2. Appeals should be made in writing, stating the details of the complaint and the reasons

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for the appeal to the Examinations Officer, who will investigate the appeal. If the Examinations Officer is not able to conduct the investigation for some reason, the Head of Centre will appoint another member of staff of similar or greater seniority to conduct the investigation.

3. A copy of the appeal will be given to the teacher who made the assessment decision and she/he will have the opportunity to respond in writing to the person conducting the investigation. A copy of any written response will be sent to the candidate.
4. The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and Ofqual's Code of Practice for GCSE, GCE, Principal Learning and Project qualifications. This will be done before the end of the series. (Currently the end of June for the summer series).
5. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in the future.
6. You will have an opportunity to have a personal hearing if you are not happy with the written response you have received. The panel will comprise of at least two individuals who have not previously dealt with the case. One of the individuals will be a senior member of staff and the second another independent person, whether another member of staff, or, for example, a governor. You will be given reasonable notice of the hearing date; you will have sight of all the relevant documents to the case in advance of the hearing, such as the marks given and the assessments made. You may be accompanied by a single carer or friend. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.
7. A written record of the appeal will be kept which will record the outcome of the appeal and the reasons for the outcome. A copy will be sent to the candidate and, where appropriate their carer within a week of the appeal. The outcome of the appeal will be made known to the Head of Centre and 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.
8. The Awarding body will be informed of any change to an internally assessed mark as a result of an appeal.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the college and is not covered by this procedure. If you have concerns about it, please ask the Exams Manager for a copy of the appeals procedure of the relevant awarding body.

14. Appeals Against The College's Unwillingness To Support An 'Enquiry About Results' For External Qualifications

The following appeals procedure relating to appeals against the college's unwillingness to support an 'Enquiry about results' for external examinations, is available to candidates with the support of their parents/carer/person with legal responsibility when all other mechanisms within the centre (for example, discussion between candidates/carer and the Head of the centre) have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

Curriculum Team leaders at Sir Jonathan North Community College review the exam results of all students and decide whether to support an 'Enquiry about results' using their records of the student's recent level of attainment, forecast grade and the proximity of the total marks to the grade boundaries set by the Awarding Body. Students/carers should note that an 'Enquiry about results' can lead to the grade being raised, lowered or remaining the same.

If you feel that this may not have happened, you may make use of this appeals procedure.

Note that appeals may only be made against the process that led to this decision.

9. Appeals should be made as soon as possible, and must be made within one week of the publication of exam results.
10. Appeals should be made in writing, stating the details of the complaint and the reasons for the appeal to the Examinations Officer, who will investigate the appeal. If the Examinations Officer is not able to conduct the investigation for some reason, the Head of Centre will appoint another member of staff of similar or greater seniority to conduct the investigation.
11. A copy of the appeal will be given to the Curriculum Team leader who made the decision not to support the 'Enquiry about results' and she/he will have the opportunity to respond in writing to the person conducting the investigation. A copy of any written response will be sent to the candidate.
12. The Exams Manager or other member of staff will decide whether the process used conformed with the requirements of the awarding body. You will be informed in writing of the outcome of the appeal within 3 working days of receipt of your letter. You will also be advised of the deadline for submission of 'Enquiry about results' to the Awarding Body.
13. You will have an opportunity to have a personal hearing if you are not happy with the written response you have received. You must advise the Exams Manager immediately on receipt of the letter by phone and then confirm by letter if you would like a personal hearing. This is due to the very limited time frame available in which 'Enquiries about results' can be made following publication of exam results. The panel will comprise of at least two individuals who have not previously dealt with the case. One of the individuals will be a senior member of staff and the second another independent person, whether another member of staff, or, for example, a governor. You will be given reasonable

notice of the hearing date; you will have sight of all the relevant documents to the case in advance of the hearing. You may be accompanied by a single carer or friend. The Curriculum Team leader and candidate will have the opportunity to hear each other's submission to the panel at the hearing.

14. A written record of the appeal will be kept which will record the outcome of the appeal and the reasons for the outcome. A copy will be sent to the candidate and, where appropriate their carer within 2 days of the appeal. The outcome of the appeal will be made known to the Head of Centre and will be made available to the Awarding Body at their request.

If an 'Enquiry about results' is not supported by the college, the Exams Manager will submit an 'Enquiry about results' to the Awarding Body on behalf of the candidate upon payment of the fee published in the Awarding Body's 'Post-results Services' publication and completion of the 'Candidate consent form'. The request must be made before the Awarding Bodies' deadline for post-results enquiries. If as a result of the enquiry the awarding body waives the fee (this may be for a subject grade change or a unit grade change depending on the awarding body), the payment for the service will be refunded.