The Sir John Colfox Academy

EXAMS POLICY

RATIONALE

Public examinations are the main tool for measuring the success of a school and its students both in attainment and value added terms. In addition, other internally set and marked examinations take place at other stages in a student's journey through the school in order to both prepare for public examinations and assess student learning.

We have a moral duty to ensure students do as well as they can in exams to ensure they can progress to the next stage of education or employment.

At key stage 4 and post-16

- All students should be entered for appropriate qualifications in all the subjects they are studying.
- If a student's entry in any subject is to be withdrawn there must be an initial discussion between the subject teacher and the subject leader. The student, Head of School, parents/carers, the head of key stage (Deputy Head), the Headteacher, the subject leader, subject teacher and if necessary Careers Guidance should be involved before a final decision is made.
- All students will be monitored carefully throughout their time at the school, concerns notified to the head of year, Deputy Headteacher and/or Head of School as soon as they arise.
- Any proposed major changes to the examination board, style or timing of examinations, eg modular courses, must be discussed and approved by SLT based on information given by the relevant subject leader.
- Amendments of entries which incur a financial penalty from the examination boards will be charged to subjects if they arise from that subject's error or omission.
- Changes of tier, withdrawals made by the proper procedures and alterations arising from administrative processes will not be charged to subjects.

The school may impose a charge equal to the financial charges levied by examination boards on:
- Students whose entries are withdrawn because of lack of coursework/NEA.
- Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline.
- If students fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances. This will be communicated in writing to students and parents/carers at the start of GCSE and post 16 courses.
- If students misbehave in the exam, are subject to malpractice or do not attempt to complete the exam.

At post-16

- Under normal circumstances, students will pay for all re-sits.
- Re-sit decisions will be made in consultation with the student, subject teacher and subject leader, head of post-16 and examinations manager.
- After the release of results, subject teachers may request the return of papers or a review of marking at the school's expense. If a student requires this service against the judgment of the subject teacher, he/she will be charged.

Internal Examination Appeals Procedures

The school is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the

examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to his/her work, he/she 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**.

The existence of this procedure is made known to students by reference in a letter and at the start of examinations courses and in this examinations policy, which is available for inspection on request.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.

2. Appeals should be made in writing to the examinations manager who will investigate the appeal. If the examinations manager was directly involved in the assessment in question, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the examination manager is not able to conduct the investigation for any other reason.

3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice of the QCA. This will be done before the end of the series.

4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.

5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

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 school and is not covered by these procedures.** Details of the appeals procedure for the relevant awarding body are available from the examination manager.

GCSE and A level Result

- When results are published examination staff will distribute results, be available to give guidance to students and prepare data for publication and monitoring purposes.

- This service will be supported by the DART team, Exams Manager and other members of support staff.

Internal examinations
- The exact nature of summative assessment in each subject will be determined ultimately by the subject leader within the rationale and purposes of this policy and other related policies.

- The cost and printing of internal examination papers is the responsibility of departments.

<u>ACCOUNTABILITY OF DEPARTMENTS</u>

1. One person should be nominated from each department to take responsibility for exam entries/withdrawals etc.

2. Exam withdrawals need to be approved by the person responsible for exams in that key stage and the Headteacher who will advise the Exams Manager.

Entries

All candidates will be entered by the due date set by the board. It is the responsibility of the Head of subject to ensure that the correct lists are returned to the Exam Manager. A decision not to enter a student has to be approved by the respective SLT member and the Headteacher. If it is agreed that a student will not be entered or will be withdrawn it is the responsibility of the Head of subject to inform parents in writing of the decision.

Amendments/ Change of tier

Withdrawals/amendments will be accepted by the Exams Manager (if approved) up to the date set by the board only if it's put in writing. Any late withdrawals/entries except in exceptional circumstances will be charged to the department.

External exams

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

1. Final confirmation of entry numbers and levels will be made with the department.

2. All exam papers will be counted in by the Exam Manager and locked away under secure conditions.

3. All sealed exam papers will be checked by the Exam 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 exam boards and within the start and finish times determined by the board.

6. Any misconduct or irregularity must be reported to the Exams Manager immediately, who will then inform the exam board concerned.

7. In the absence of the Exam Manager at the end of any exam, papers will be collected and taken to the secure store by Lead Invigilator. Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.

Coursework / NEA

Coursework must be kept securely. Copies of all coursework results must be put on an electronic markbook so they are backed up in school.

It is the responsibility of each department to ensure all coursework is dispatched at the correct time. Coursework will be dispatched using the same method as for exam papers. Copies will be taken of audio or video coursework (arranged by the Subject Teacher or Head of Department) and kept in school. The department must have a copy of the marks awarded in case coursework goes missing in the post. All coursework must be securely kept and not returned to students for 1 year unless regulations allow work to be returned.

Controlled Assessment

Please refer to separate Controlled Assessment Policy.

Non-Exam Assessments (NEA's) with Practical Skills Endorsements
The following subjects complete NEA components as required by the exam board specification:

- GCE Biology, Chemistry, Physics and Geology
- GCSE English Language – Spoken Language element

Information about how these assessments are administered, and how the associated risks are managed, can be found below:

Practical Skills Endorsement for the A Level Sciences designed for use in England

Head of Subject

- Provides a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the prescribed practical activities
- Confirms understanding of the *Practical Skills Endorsement for the A Level Sciences designed for use in England*
- Undertakes training provided by the awarding body on the implementation of the practical endorsement
- Disseminates information to subject teachers ensuring the standards can be applied appropriately
- Liaises with all relevant parties in relation to arrangements for and conduct of the monitoring visit

Subject teacher

- Ensures all the requirements in relation to the endorsement are known and understood
- Ensures the required arrangements for practical activities are in place
- Provides all the required centre records
- Ensures candidates provide the required records
- Provides any required information to the subject lead regarding the monitoring visit
- Assesses candidates using Common Practical Assessment Criteria (CPAC)
- Applies for an exemption where a candidate cannot access the practical endorsement due to a substantial impairment
- Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome

Exams Manager

- Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment

Spoken Language Endorsement for GCSE English Language specifications designed for use in England

Head of Subject

- Provides a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language endorsement
- Ensures the appropriate arrangements are in place for internal standardisation of assessments
- Ensures the required task setting and task taking instructions are followed by subject teachers

- Ensures subject teachers assess candidates, either live or from recordings, using the common assessment criteria
- Ensures for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are provided

Subject teacher

- Ensures all the requirements in relation to the endorsement are known and understood
- Follows the required task setting and task taking instructions
- Assesses candidates, either live or from recordings, using the common assessment criteria
- Provides audio-visual recordings of the presentations of a sample of candidates for monitoring purposes
- Follows the awarding body's instructions for the submission of grades (*Pass, Merit, Distinction* or *Not Classified*) and the storage and submission of recordings

Exams Manager

- Follows the awarding body's instructions for the submission of grades and the storage and submission of recordings

See Appendix 1 for additional information about risk management of these assessments.

Additional Guidelines Relating To Exam Administration

Misconduct

This should be reported to the Exams Manager in the first instance, or in her absence the Data Manager or a member of the Senior Leadership Team, who will decide what action to take.

Invigilation

Conduct of invigilators

1. The Exams Manager will ensure that each exam session will have a designated invigilator in charge, whose role will be to deploy invigilators and oversee their conduct.

2. Lead invigilator will check attendance according to seating plan.

3. Invigilators must not take any work into the exam room or speak to students/other invigilators during the exam (unless the student indicates that they require assistance by raising their hand) but give full attention to the conduct of the examination.

Results

1. Results will be available for collection on the day notified by the exam boards only.

2. Subjects should check for the possibility of a review of marking by the deadline set by the Exams Manager with the details. All requests must be approved by the Headteacher unless the student is paying for it.

3. If a result is queried, the Exams Manager will investigate the feasibility of asking for a review of marking

Access Arrangements

It is the responsibility of the SENDCO to liaise with the Exams Manager about the arrangements for candidates with a need for access arrangements and will provide the necessary supporting evidence before deadlines for access arrangement applications. The Exams Manager will ensure requests for special consideration will be sent to the boards and process the replies. The SENCO will liaise with parents on the provisions granted by the exam boards for their child. These access arrangements can include:

- Extra time for coursework and examinations
- Rest periods
- A reader
- A scribe
- Enlargements
- A prompter
- Separate room/invigilator
- Use of word processing/printing facility

A separate room and invigilator are required for anyone/group with a reader and a separate room is required for an individual or group who has use of a word processor or scribe.

It is preferable that the reader/scribe should be a person within the SEN department who is familiar with and has had practice with the pupil taking the examination. It is the duty of learning support to ensure that no unauthorised help is given to these pupils.

The SENDCO, in consultation with the exam manager will complete the access arrangement request forms for special needs candidates at the appropriate time and provide the necessary evidence to reach the exam boards on the stipulated dates.

Boards have a deadline date for the ordering of modified/-enlarged papers for GCE and GCSEs which must be complied with.

The early opening and checking of access arrangement candidates' papers should be conducted in the presence of the exam manager only with the permission of the exam board, at an agreed time and any further enlargements/modifications completed by the designated person in good time for the start of the exam. In cases where extra time has been granted and the examination finishes after school hours, the candidates' papers will be given to the exam manager and locked away.

The necessary re-scheduling of internal and external exams for access arrangement pupils will be co-ordinated with the exam manager e.g. pupils who have extra time cannot fit two exams in one day.

Emergency Evacuation Procedure For Examinations

The invigilator, Exams Manager and duty member of SLT **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- On hearing the fire bell staff and students should exit the building via the nearest point. All students in the main hall will muster at the tennis courts. The member of SLT responsible for starting the exam that day will supervise the students.
- Advise candidates to leave all question papers and scripts in the examination room.

- Candidates should leave the room in silence and make their way to the tennis courts in silence
- Invigilators will ensure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- Invigilators will make a note of the time of the interruption and how long it lasted.
- Invigilators will allow the candidates the full working time set for the examination.
- If there are only a few candidates and the building is out of use for a period of time, invigilators will consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

In The Event Of Exams Manager Absence

See separate procedures in the event of Exam Manager absence. Due to the confidential nature of material stored in these instructions, the information has not been included in the Exam Policy,

Appendix 1 – Risk Management of Non-Exam Assessed components

Task marking – Non-Exam Assessed Components		
A candidate submits little or no work	*Where a candidate submits no work, the candidate is recorded as absent when marks are submitted to the awarding body* *Where a candidate submits little work, the work produced is assessed against the assessment criteria and a mark allocated appropriately; where the work does not meet any of the assessment criteria a mark of zero is submitted to the awarding body*	Teacher in charge and/or AS
A candidate is unable to finish their work for unforeseen reason	*Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for shortfall in work*	AS
The work of a candidate is lost or damaged	*Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for lost or damaged work*	AS
Candidate malpractice is discovered	*Instructions and processes in the current JCQ publication Instructions for conducting non-examination assessments (chapter 9 Malpractice) are followed* *Investigation and reporting procedures in the current JCQ publication Suspected Malpractice in Examinations and Assessments are followed* *Appropriate internal disciplinary procedures are also followed*	AS SLT
A teacher marks the work of his/her own child	*A conflict of interest is declared by informing the awarding body that a teacher is teaching his/her own child at the start of the course* *Marked work of said child is submitted for moderation whether part of the sample requested or not*	AS

An extension to the deadline for submission of marks is required for a legitimate reason	*Awarding body is contacted to determine if an extension can be granted* *Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 5), to determine eligibility and the process to be followed for non-examination assessment extension*	AS
After submission of marks, it is discovered that the wrong task was given to candidates	*Awarding body is contacted for guidance* *Relevant staff are signposted to the JCQ publication A guide to the special consideration process (chapter 2), to determine eligibility and the process to be followed to apply for special consideration for candidates*	AS
A candidate wishes to appeal the marks awarded for their work by their teacher	*Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body* *Records confirm candidates have been informed of their marks* *Candidates are informed that these marks are subject to change through the awarding body's moderation process* *Candidates are informed of their marks at least two weeks prior to the internal deadline set by the Exams Manager for the submission of marks* *Through the candidate exam handbook, candidates are made aware of the centre's internal appeals procedures and timescale for submitting an appeal prior to the submission of marks to the awarding body*	Teaching Staff AS
Deadline for submitting work for formal assessment not met by candidate	*Records confirm deadlines given and understood by candidates at the start of the course* *Candidates confirm/record deadlines known and understood* *Depending on the circumstances, awarding body guidance sought to determine if the work can be accepted late for marking providing the awarding body's deadline for submitting marks can be met* *Decision made (depending on the circumstances) if the work will be accepted late for marking or a mark of zero submitted to the awarding body for the candidate*	Teaching staff AS
Deadline for submitting marks and samples of candidates work ignored by subject teacher	*Internal/external deadlines are published at the start of each academic year* *Reminders are issued through senior leaders/subject heads as deadlines approach* *Records confirm deadlines known and understood by subject teachers* *Where appropriate, internal disciplinary procedures are followed*	AS SLT
Subject teacher long term absence during the marking period	*See centre's exam contingency plan (Teaching staff extended absence at key points in the exam cycle)*	AS / SLT