

# Harlington Upper School



## Exams Policy

HUS015

Edition 4 : April 2017

Approved By: Governing Body

Document Control		
Edition	Issued	Changes from previous
2	15/5/15	<ul style="list-style-type: none"><li>Minor changes to existing policy to reflect DfE, JCQ and Exdexcel/Pearson(for BTEC) guidance</li></ul>
3	6/3/17	Internal Review to include reference to BCS guidance
4	18/4/17	Internal Review to include information about appeals for BCS/ECDL qualifications

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
JCQ documents: <i>Instructions for Conducting Examinations</i> <i>Suspected malpractice in examinations and assessments.</i> <i>Instructions for conducting controlled assessments</i> BCS documents: <i>Malpractice and Maladministration policy</i> <i>Learner Appeals Policy</i>	

Review Frequency: 3 years

Review Date: May 2018

## **Contents**

- 1 Exam responsibilities
- 2 The statutory tests and qualifications offered
- 3 Exam seasons and timetables
- 4 Entries, entry details, late entries, resits and equipment
- 5 Exam fees
- 6 Equality Legislation and access arrangements
- 7 Estimated grades
- 8 Managing invigilators and exam days
- 9 Candidates, clash candidates and special consideration
- 10 Coursework and appeals against internal assessments
- 11 Results, enquiries about results (EARs) and access to scripts (ATS)
- 12 Certificates

## The purpose of this exam policy is:

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

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

This exam policy will be reviewed every three years. This exam policy will be reviewed by the Head of Centre, the Head Teacher Team and the Governors.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

Where references are made to Pearson/Edexcel regulations/guidelines, further details can be found at <http://uk.pearson.com/secondary.html>

## 1. Exam responsibilities

### Head of Centre

- has overall responsibility for the school as an exam centre and advises on appeals and remarks. Is responsible for investigating and reporting all suspicions or actual incidents of malpractice. Refer to the the awarding body specific guidance including JCQ document *Suspected malpractice in examinations and assessments*, BCS document *Malpractice and Maladministration policy*.

### Business Manager

- manages the administration of public and internal exams and analysis of exam results.

### Exams Officer

- advises the Senior Leadership Team subject leaders, class teachers, tutors and other relevant staff on annual exam timetables and procedures as set by the various exam boards
- oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework 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 publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, tracks despatch and stores returned coursework 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 Senior Leadership Team, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- administers arrangements for online tests.

### **Data Manager**

- prepares and presents reports to the Senior Leadership Team showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

### **Heads of Department/Subject Leaders**

- supplies information on entries, coursework and controlled assessments as required by the exams officer.
- decisions on post-results procedures.
- accurate completion of coursework and controlled assessment mark sheets and declaration sheets.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- notifies the Exam Officer of any candidates with long term sickness conditions that may affect exam performance
- professional guidance on appropriate exam board, specification and entry policy
- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

### **BTEC Subject Co-Ordinator**

- provides advice to Department Heads/Subject Leaders on BTEC assessment processes in accordance with Pearson/Edexcel guidelines and ensures the school's BTEC procedures are in accordance with these guidelines.

### **Form Tutors**

- provides careers information, advice and guidance
- notifies the Exam Officer of any candidates with long term sickness conditions that may affect exam performance.

### **Teachers**

- supplies information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- notifies the Exam Officer of any candidates with long term sickness conditions that may affect exam performance.

### **Special Educational Needs Co-ordinator (SENCO)**

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.
- Provision of additional support including spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

### **Pastoral staff**

- notifies the Exam Officer of any candidates with long term sickness conditions that may affect exam performance

### **Lead invigilator/invigilators**

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- invigilate Exams

**Candidates**

- checking entries and raising any queries with exams staff
- confirmation and signing of entries.
- understanding coursework and controlled assessment regulations and signing a declaration that authenticates the work as their own.
- ensuring they conduct themselves in all exams according to the JCQ and Exam Board regulations.
- commitment to prepare thoroughly for examinations including adequate revision.

**Administrative staff**

- Support for the input of data.
- Posting of exam papers and coursework.

**ICT Staff**

- Set up and download of online tests
- Technical support.

## 2. The tests and qualifications offered

The tests and qualifications offered at this centre are decided by the Head Teacher Team and Heads of Department

The tests and qualifications offered include GCSE, A levels, , BTEC, , Functional Skills, Progressions Maths and English, C.A.Tsand any other qualifications as agreed by the Senior Leadership Team

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 the end of the summer term.

Informing the exams office of changes to a specification is the responsibility of the Head of Department/Subject Leader

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Department/Subject Leader in consultation with the class teacher.

### At Key Stage 4

Students who have followed a course leading to a qualification offered by an examination board are entitled to be entered for examination or accreditation.

### At post-16

It is expected that AS modules will be completed during year 12.

## 3. Exam seasons and timetables

### 3.1 Exam seasons

Internal exams are scheduled in December, June and July.

External exams are generally scheduled in May and June although exams for other courses may take place at other times throughout the year.

The Head of Department/subject leader decides which exam series are used in the centre.

### 3.2 Timetables

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

Each student will be issued with an individual timetable which is to be used as the definitive schedule for examinations. In addition, the latest version of the whole-school timetable will be posted on the school website.

## 4. Entries, entry details, late entries and resits

### 4.1 Entries

Candidates are selected for their exam entries by the heads of subject. The entry will be made for the examination round in which it is judged the student is likely to gain the highest overall level of achievement.

Candidates, or parents, can request a subject entry, change of level or withdrawal, although this is subject to the final agreement of the Assistant Headteacher (Achievement) in consultation with the Headteacher or nominated Deputy Headteacher. The centre does not accept entries from external or private candidates. This includes students who have recently left the school.

## **4.2 Late entries**

Entry deadlines are circulated to heads of department via email and internal post. Heads of department/subject leaders will provide estimated entry information to the exams 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 Department/subject leader.

## **4.3 Resits**

The school will usually enter students for one sitting only of any examination or module. In Key Stage 4, students do not have an automatic right to resit GCSE modules or other qualifications. Occasionally the Assistant Headteacher (Achievement) in consultation with the Subject Leader, Headteacher or nominated Head of School, Deputy/Assistant Headteacher, may recommend that individual students resit one or more examinations.

Students or parents of students seeking to resit any particular module must apply in writing to do so stating:

- an acceptable reason why the resit is necessary
- how they plan to revise thoroughly in full preparation for the resit
- what additional measures will be put in place to ensure improvement.

Sixth Form students do not have an automatic right to resit AS and A2 modules. Students seeking to resit any particular module must apply in writing to do so stating:

- an acceptable reason why the resit is necessary
- how they plan to revise thoroughly in full preparation for the resit
- what additional measures will be put in place to ensure improvement.

Final resit decisions will be made through formal consultation with the candidates, parents, subject teachers, form tutor and the Head of the Sixth Form.

(See also section 5: Exam fees)

## **4.4 Equipment**

Candidates will be expected to provide their own basic equipment of black pen, ruler, pencil, eraser.

Candidates will be expected to provide specialist equipment (such as protractor, calculator) relevant to the particular examination.

Candidates are not allowed to lend equipment to other candidates in the exam room.

## **5. Exam fees**

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

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

A2 initial registration and entry exam fees are paid by the centre.

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

Other ad-hoc initial registration and entry exam fees are paid for by the centre.

Late entry, resit or amendment fees are paid by the candidates.

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.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam ;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Resit fees for first and any subsequent resits are paid by the candidates.  
(See also section 4.3: Resits)

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

## **6.1 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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and the JCQ. This is the responsibility of the Head of Centre, Senior Leadership Team, Department and Subject Heads, SENCO and exams staff.

## **6.2 Access Arrangements**

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

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.

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 Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

## **7. Estimated grades**

### **Estimated grades**

The Head of Department/Subject leader will submit estimated grades to the exams officer when requested by the exams officer.



## 8. Managing invigilators and exam days

### 8.1 Managing invigilators

External staff will be used to invigilate exams. The recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the PA to the Headteacher.

Disclosure Barring Service (DBS) fees for securing such clearance are paid by the centre.

Invigilators are recruited, timetabled, trained and briefed by the exams officer.

Invigilators' rates of pay are set by the Business Manager

### 8.2 Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

### 8.3 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/teacher will start exams in accordance with JCQ guidelines. Subject staff *may* be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams subject teachers' availability will be in accordance with JCQ guidelines.

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/faculty at the end of the exam session.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## 9. Candidates, clash candidates and special consideration

### 9.1 Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given via student assemblies.

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

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

In an exam 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 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

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

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### **9.2 Clash candidates**

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

### **9.3 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 exam, then it is the candidates responsibility to alert the centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the exam.

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

## **10. 1 Internal Assessment (Controlled Assessment)**

All work produced, or copies of the work, for the purpose of internal assessment (controlled assessment) will be stored securely available only to school staff as authorised by the Head of Centre.

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the Department Head/Subject Leader .The exams 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) or Appendix 2 for appeals in connection with the BCS/ECDL qualification.

Information about conducting controlled assessments can be found in the JCQ guide " Instructions for conducting controlled assessments"

Staff Responsibilities for controlled assessments are detailed at Appendix 3.

### **10.2 Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and attached at Appendix 1

The main points are:

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

## **11. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **11.1 Results**

Candidates will receive individual results slips on results days in person at the centre.

Arrangements for the school 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.

Results cannot be given out over the telephone or emailed/faxed to candidates.

Results may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so by the candidate.

Any uncollected results will be posted out to candidates by 1<sup>st</sup> class post on exam results day

### **11.2 EARs**

EARs may be requested by centre staff or the candidate 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 may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre or candidate, as appropriate.

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.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

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

### **11.3 ATS**

After the release of GCE results, candidates may ask the exams office to request a photocopied script by the advised deadline.

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.

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

GCSE/GCE re-marks cannot be applied for once an original script has been returned. Processing of requests for ATS will be the responsibility of the Exams Officer.

## **12. Certificates**

Candidates will receive their certificates in person at the centre. All certificates are checked by the Examinations Office staff before distribution to students.

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.

Certificates may be withheld from candidates who owe fees.

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

The centre retains certificates for a minimum of 12 months. After 12 months uncollected certificates will be returned to the Examination Board.

## **12. Contingency Planning**

Contingency planning is the responsibility of the Business Manager



## Harlington Upper School Internal Assessment Appeals Process

**This applies to GCSE controlled assessments, GCE coursework, BTEC unit assessment, performances etc providing the work is assessed internally**

Harlington Upper School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills and who have been trained in this activity
- internal assessments done fairly, consistently and in accordance with the specification for the qualification concerned.
- assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.
- the school will comply fully with JCQ guidelines.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

- **appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded**
- **candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification**
- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).
- Appeals should be made in writing by the candidate's parent/carer to the exams officer, who will investigate the appeal with at least two other members of staff (one of whom must be a senior member of staff) who have not been involved in the internal assessment decision.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the JCQ.
- The candidate will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- The candidate may be given the opportunity for a personal hearing if they are not happy with the written response. The candidate will be given reasonable notice of the hearing date and may have sight of all relevant documents in advance of the hearing.
- The school will maintain a written record of all appeals
- If a candidate disagrees with the school's decision not to support an enquiry about results or an appeal, the candidate should follow the Complaints and Conciliation Procedure, which is published on the school website.

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 Harlington Upper School and is not covered by this procedure.

**This procedure is available from the exams office and is posted on the exams notice board and the school website**

## Learner Appeals Procedure BCS/ECDL Qualification

For all assessments:

- Learners who are unhappy with any aspect of the assessment and award process should first discuss the problem with the Centre Manager. The reasons for dissatisfaction must be made clear by Learner at this time.
- The Centre will keep a record of such discussion together with date and outcome.
- If a Learner is not able to resolve an appeal at the approved centre then he/she has the right to appeal to BCS. This may be done via the Centre Manager or direct to the BCS Quality Assurance Team in writing. Learner appeals must be made to BCS as per the BCS Learner Appeals Policy within 20 days of the assessment.
- During any stage of the Appeals Procedure the Learner is entitled to be represented or accompanied, should they wish.

**Harlington Upper School  
GCSE controlled assessment  
Staff Responsibilities**

**Senior Leadership Team**

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes/ problems over the timing or operation of controlled assessments.
  - issues arising from the need for particular facilities (rooms, IT networks, etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

**Heads of department/faculty**

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

**Teaching staff**

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

### **Exams office staff**

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Leadership Team.

### **SENCO**

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.