



**YSGOL RHOSNESNI
EXAMINATIONS POLICY
Updated May 2018
Adopted FGB May 2018**

Contents

- 1. Exam Responsibilities**
- 2. The Statutory tests and qualifications offered**
- 3. Entries, Entry Details and Late Entries**
- 4. Special Needs and Access Arrangements**
- 5. Candidates, Clash candidates and Special consideration**
- 6. Controlled Assessments, Coursework and Appeals against Internal Assessments**
- 7. Results, enquiries about results (EARs)**
- 8. Certificates**

APPENDIX 1 & 2 - The inclusion of these is a requirement made by the JCQ Inspection team.

RHOSNESNI HIGH SCHOOL **EXAMINATIONS POLICY**

The purpose of this exam policy is:

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

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

This exam policy will be reviewed annually by the Head of Centre, Senior Leadership Team, Exam Officer and Governors.

1. Exam Responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and remarks
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice.

Examinations Officer

Manages the administration of public and internal exams

- Reports directly to Deputy Headteacher, and to the Senior Leadership Team
- Advises SLT, subject and class teachers and other relevant staff on annual exam timetables and other various procedures as set out by the exam boards.
- Produces and distributes to staff and candidates an annual calendar for all exams and controlled assessments and regularly communicates with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand the exam timetable
- Consults with teaching staff to ensure that necessary coursework controlled assessments are 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 Regulations and Guidelines for candidates who are eligible for adjustments in examinations.
- Identifies and manages exam timetable clashes.
- Manages the exam invigilators (recruitment and training) responsible for the conduct of exams and oversee the efficient conduct of all examinations within the school.
- Submits candidate's coursework, tracks despatch and stores returned coursework.
- Arranges the distribution of exam results and certificates to candidates and in consultation with SLT makes remark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams

Deputy Headteacher

- Ensure that all examinations and external assessment processes are conducted in accordance with awarding body regulations
- Ensure that all students are given the opportunity to undertake all internal and external assessments in an organised, well controlled and supportive environment, enabling them to achieve their potential
- Meets regularly with Examinations Officer as part of QA procedures
- Co-ordinates the annual analysis of results

Heads of Department/Subject Leaders

- To ensure that all students for whom they are responsible are given the best opportunity possible to achieve in the relative subject
- Liaise with the Exams Officer and inform them of any new qualifications being considered or offered
- Ensure that students are prepared for external assessment through planning, monitoring and assessment
- Accurate completion of coursework mark sheets and declarations
- Accurate completion of entry and all other mark sheets and adherence to deadlines set out by the exams officer
- Guidance of candidates who are unsure about their entries or amendments to their entries
- Annual analysis of results

Teachers

- Submission of candidates names and tier of entry to Subject leaders
- Maintain accurate records of students progress enabling accurate prediction of results

ALNCO

- Assist the exams officer in the administration of access arrangements
- Identification and testing of candidates requirements for access arrangements
- Arrange the necessary support for the students entitled to Access arrangements in examinations and communicate with the exams officer to confirm these arrangements.

Head of Careers

- Guidance and careers information

Invigilators

- Invigilate exams in accordance with JCQ regulations
- Take an accurate register of the students sitting an exam
- Collection of exam papers and other material from the exams office before the start of the exam
- Collection of all exam papers at the end of an exam and return to the exam office

Candidates

- Candidates are provided with details of the exams and coursework units for which they have been entered. It is the candidate's responsibility to ensure that he /she has been entered for the correct exam, and when and where the exam will take place.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

- Parents
- Confirm accuracy of entries

2. The Statutory tests and qualifications offered

The tests and qualifications offered at this centre are decided by the head of centre, curriculum leaders and the senior leadership team

All changes to tests and qualifications are communicated to the exams officer before the start of the academic year.

Qualifications offered are, GCSE, BTEC, OCR Nationals, Entry Level, Essential Skills Wales/Wider Skills, ASDAN/COPE.

3. Entries, Entry Details and Late Entries

- Heads of department / subject leaders select students for exam entry
- All entry deadline dates will be circulated by the exams officer
- All entries must be made by the due date set by the exams officer/awarding bodies
- All requests by candidates, parents or carers for entry, change of level or entry withdrawal must be agreed with Head of Department / subject leaders
- Changes of tier must be made in writing by the head of department to the exams officer
- Late entries are permitted, however penalty charges will apply which will be the responsibility of the department. They must be authorised by the Head of Department.

4. Special Needs and Access Arrangements

The equality Act (2010) and Disability Discrimination Act (2005). All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special Needs

- A candidates special needs requirements are determined by the ALNCO, Educational psychologist or specialist teacher
- The ALNCO must inform the exams officer of any candidates with special needs
- The ALNCO will inform subject teachers of candidates with special needs who are studying in their department

Access Arrangements

- Making special arrangements for candidates to take exams is the responsibility of the ALNCO and Exams officer
- Submitting access arrangement applications to the awarding bodies is the responsibility of the ALNCO and Exams Officer
- The ALNCO will provide supporting evidence for each application
- Rooming for access arrangement candidates will be arranged by the ALNCO with the exams officer
- Invigilation and support for access arrangement candidates will be arranged by the ALNCO and exams officer

5. Candidates, Clash candidates and Special consideration

Candidates

- The schools rules on acceptable dress, behaviour and use of mobile phones and all electronic devices apply at all times
- Disruptive students are dealt with in accordance with JCQ guidelines.
- The school attendance officer / exams officer will attempt to contact any student who is not present at the start of an exam and deal with them in accordance with JCQ guidelines

Clash Candidates

- The exams officer will identify wherever timetabled exam clashes occur and notify candidates how the clash will be resolved
- Candidates also have responsibility to review their exam timetable and where they believe their exams will clash, bring this to the attention of the exams officer
- On the day of the exam ,arrangements will be made to manage those candidates with an exam clash, including supervision between exams

Special consideration

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during the exam, then it is the candidates responsibility to alert the centre, exams officer or exam invigilator
- The candidate must support any special consideration claim with appropriate evidence with three days of the exam e.g. a letter form the candidates Doctor
- The exams officer will then forward a completed special consideration application to the relevant awarding body

6. Controlled Assessments, Coursework and Appeals against Internal Assessments (See APPENDIX 2)

Controlled Assessments

- Controlled Assessments are the responsibility of the Head of Department
- All controlled assessments should be run in line with the relevant awarding body's regulations
- The exams officer should be notified at the start of the academic year dates when controlled assessments will run. This information will be published in the Controlled Assessment and exams calendar which is distributed to students, parents and staff.

Coursework

- Completion of coursework is the responsibility of the Head of Department
- All coursework should be completed in line with the relevant awarding body's regulations
- Students should submit coursework before the deadlines provided by heads of department
- Head of departments will complete and pass relevant mark sheets and samples to the exams officer
- The exams officer will despatch marks sheets, coursework samples and keep a record of what has been sent when and to whom.

Internal Assessments

- Only staff that have the appropriate knowledge, understanding and skills conduct internal assessments
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject
- The consistency of internal assessment is assured through internal standardisation as set out by the awarding bodies
- Staff responsible for internal standardisation and / or assessment attend any compulsory training sessions

Appeals against Internal Assessments (See APPENDIX 2)

- A pupil or parent wishing to appeal against the procedure used in internal assessment should contact the exams officer as soon as possible to discuss the appeal, and the school must receive a written appeal at least two weeks before the date of the last external exam in the subject
- On receipt of a written appeal the exams officer and the Deputy Head will conduct an enquiry into the internal assessment. The enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the awarding body.
- The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the awarding body and of any steps taken to further protect the interests of the candidates.

7. Results, enquiries about results (EARs)

Results

- Candidates will receive individual results slips on results day either in person at the centre or by post at their home address
- Where a candidate has requested in writing that their results be handed to a third party that person must present suitable ID in order to collect the results.
- Staff will receive results data on the same day that students receive their results
- Release of information to the public and press is the responsibility of the head of centre
- The Exams Officer will liaise with outside agencies to report exam results.
- An annual Mock Results experience is afforded to pupils in Year 11 after Mock Examinations have taken place. This experience is aimed at strengthening the examination protocols and requirements of pupils undertaking examinations.

Enquiries About Results (EARs)

- EARs may be requested by staff or candidates if there are reasonable grounds for believing there has been an error in marking, subject to payment of the appropriate fee
- If a result is queried the teaching staff and Deputy Head will investigate the feasibility of asking for a remark at the centre's expense.
- A candidate may apply to have an enquiry carried out. If this is requested against the advice of subject staff they will be charged.
-

8. Certificates

- Certificates are presented in person at a presentation evening or collected and signed for.

Appendix 1 – Word Processor Policy

A word processor cannot be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor MUST reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

This list helps to identify candidates who would benefit from the use of a word processor, although it is not exhaustive;

- A learning difficulty which has a substantial and long term adverse effect on the ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisation problems when writing by hand
- Poor handwriting

A word processor will be provided with the spelling and grammar checkers and predictive text facility switched off. Wordpad is the software installed on word processors used for examination purposes. Word processors will be in good working order at the time of the examination.

Candidates may use their answer booklet in addition to the word processor if they wish to do so.

Only authorised memory sticks provided by the centre may be used, if appropriate. Candidates must save their work at regular intervals.

Printing must be carried out after the examination is over, and the candidate must be present to verify that the work printed is his/her own.

Candidates must ensure that their centre number, candidate number and unit code are typed or handwritten on each page.

A JCQ word processor cover sheet must be completed and attached to the candidate's script.

Appendix 2 – Appeals against internal assessment of work

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

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

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. **Rhosnesni High School** 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.

1. **Rhosnesni High School** 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. **Rhosnesni High School** will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. **Rhosnesni High School** will, having received a request for copies of materials, promptly make them available to the candidate.
4. **Rhosnesni High School** will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. **Rhosnesni High School** will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. **Rhosnesni High School** will allow sufficient time 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.
7. **Rhosnesni High School** 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.
8. **Rhosnesni High School** will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. **Rhosnesni High School** will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.