



KINGSTONE ACADEMY TRUST  
APPROVED POLICY DOCUMENT

<b>Examinations Policy</b>	
<b>Relevant School/s:</b>	<b>KHS</b>
<b>Policy Officer:</b>	<b>S Fisher</b>
<b>Approved By:</b>	<b>Delegated</b>
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# Examinations Policy

*Students undertaking examinations at Kingstone Academy Trust will enjoy impartial, rigorous, well-managed examination practice and procedure for every examination.*

## **1. Introduction and Context**

This policy aims to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates, and to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

The School is committed to active inclusion, where the teaching, learning, achievement, attitudes and well-being of all children matter. This policy seeks to lay out the means by which all students are managed in the process of undertaking examinations to ensure fair outcomes for all.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy. The examinations policy will be reviewed annually by the Senior Leadership Team and the Examinations Officer.

## **2. Qualifications offered**

The qualifications offered at this school are decided by the Headteacher and Heads of Department. The qualifications offered are GCSE, BTEC Awards, and Functional Skills. The subjects offered for these qualifications in any academic year may be found in the school's published online information for that year. If there is a change of syllabus for the next academic year, the Examinations Officer must be informed by the 1st of May of the preceding academic year.

Informing the Examinations Officer of changes to a syllabus is the responsibility of the Head of Department. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers.

## **3. Examination Series and Timetables**

- Internal examinations and assessments are scheduled 'On Demand'. Internal examinations are held under external examination conditions.
- External examinations and assessments are scheduled in November, January, May and June.
- On-demand tests are to be scheduled in agreement with the EO and subject teachers.
- Once confirmed, the Examinations Officer will circulate the examination timetable for External examinations.

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

Students in Years 9, 10 and 11 will be entered for examinations according to the timetables of the relevant examination boards. Candidates are selected for their examination entries by the Heads of Department and subject teachers. There is a presumption that students will be

entered for an examination once only at a point when they are considered to be appropriately prepared for it.

Entry deadlines are circulated to Heads of Department via email and internal post/pigeon hole.

Late entries are authorised by the Headteacher. GCSE entry examination fees are paid by the Centre. Late entry or amendment fees are paid by the Departments.

Candidates or faculties 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 school accepts entries from external candidates but does not act as an examination centre for other organisations.

## **5. Examination Fees**

In ordinary circumstances, the school will pay the entry fees for an examination only once. It is therefore the responsibility of the student to ensure that they have prepared thoroughly for the examination and that they attend at the given time. In some cases, however, this cost will be recharged to the candidate and it is important that they read the guidelines provided to understand their responsibilities in this respect.

There are a number of circumstances in which fees will be recharged to candidates:

- **Absence:** if a student misses an examination or controlled assessment due to avoidable circumstances the cost of the missed examination and any eventual re-sit will be recharged fully to the candidate. If a candidate fails to meet the necessary coursework requirement the school may, at its discretion, recharge the fee for the course to the candidate.
- **Re-sits:** where a Head of Department makes a case for a student to re-sit an examination and this is allowed under the regulations of the examination, subject to approval by SLT, the school will fund the re-sit examination fee. In all other circumstances the student will be required to pay the entry fee for the re-sit in advance of the examination entry deadline.
- **Disqualifications:** where a student breaches the code of conduct of the examination and is disqualified as a result, the school will recharge the cost of the examination to the candidate.

## **6. Examination Access Arrangements**

All examination centre staff must ensure they meet the requirements of the Equality Act 2010. The Equality Act covers all the types of discrimination that are unlawful.

Schools cannot unlawfully discriminate against pupils because of their sex, race, disability, religion or belief and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment.

The school will meet the requirements of the Equality Act 2010 by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Headteacher and SENDCo.

The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENDCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

A candidate's access arrangements requirement is determined by the SENDCo. Making access arrangements for candidates to take examinations is the responsibility of both the SENDCo and Examinations Officer. This is facilitated by the SENDCo ensuring that the Examinations Officer has an up to date list of all candidates requiring Access Arrangements.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo. All necessary documentation must be stored securely by the SENDCo department and be available for JCQ inspections upon request. Ensuring all documentation is in date and correctly completed is the responsibility of the SENDCo.

Rooming for access arrangement candidates will be arranged by the SENDCo Department with the Examinations Officer. Invigilation and support for access arrangement candidates will be organised by the SENDCo with the Examinations Officer.

## **7. Examination Responsibilities**

### **7.1 Examinations Officer:**

- Manages the administration of public examinations
- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies
- Oversees the production and distribution to staff, governors 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
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with Joint Council for Qualifications (JCQ) guidelines
- Consults with teaching staff to ensure that necessary controlled assessments are completed on time and in accordance with JCQ guidelines
- After liaison with teachers, provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all examination papers and completed scripts
- Administers and makes applications for special consideration using the JCQ publications, reasonable adjustments and special consideration
- Identifies and manages examination timetable clashes
- Line manages the senior examination invigilator in organising the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations
- Submits candidates' coursework marks, tracks despatched and returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/review requests
- Maintain systems and processes to support the timely entry of candidates for their examinations.

### **7.2 Teachers are responsible for:**

- Notification of students requiring access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department.
- Informing the Heads of Departments of any new or withdrawn candidates.

### **7.3 Heads of Departments are responsible for:**

- Providing the Examinations Officer with lists of candidates and specification codes for entry by the deadlines set for the examination season.
- Checking entry lists and informing the Examinations Officer of any amendments.
- Confirming if any new or leaving candidates are to be added or withdrawn from any entry lists already submitted.
- Submitting estimated grades to the examinations officer.

### **7.4 The SEN Coordinator (SENDCo) is responsible for:**

- Identification and testing of candidates and determining requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to put in place examination day arrangements.
- Process any necessary applications in order to gain approval.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

### **7.5 Lead invigilator/invigilators are responsible for:**

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Checking all required equipment for the examination is provided and ready for use by the candidates.
- To ensure all JCQ procedures are followed when starting and finishing the examination.
- Check scripts against the examination register
- Inform the Examinations Officer of any missing/ late candidates
- Inform and log any suspected malpractice for the Examinations Officer to investigate and follow up.

### **7.6 Candidates are responsible for:**

- Confirming personal details are correct and informing office staff of any necessary alterations.
- Checking all entries are as expected and discuss with subject teachers any tier changes etc.
- Understanding coursework/ controlled assessment regulations and sign a declaration that authenticates the coursework/controlled assessment as their own.
- Ensuring they conduct themselves in all examinations according to JCQ regulations.

### **7.7 School Administration Officers (in the absence of EO) are responsible for:**

- Receiving scripts via postal service, recording each delivery on the Reception Log, ensuring that they are stored securely until arrival of EO or secure in Examinations storage room if EO absent for whole day.
- Meeting and greeting invigilators upon their arrival for examinations. Take a register of arrival and departure of invigilators. Check timetable to advise invigilators of where examinations are being held if there are any unforeseen changes.
- Opening examinations room and distributing correct papers to Lead Invigilator, ensuring all collections are recorded.
- Securely storing scripts after examinations are completed in the examinations storage room.

- Liaising with Lead invigilator to ensure that all scripts awaiting collection are ready for collection by Parcelforce and that the collection receipt is signed and retained for examination records.

### **7.8 Contingency planning**

Contingency planning for examinations administration is the responsibility of the Examinations Officer and Head of Centre.

### **7.9 Private candidates**

Managing private candidates is the responsibility of the Heads of Department.

### **7.10 Malpractice**

The Examinations Officer and Head of Centre are responsible for investigating suspected malpractice.

## **8. Examination Invigilation**

External staff and internal support staff are used to invigilate examinations. These invigilators will be used for External Examinations. Recruitment of invigilators is the responsibility of the Office Manager and Examinations Officer. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Finance Assistant. DBS fees for securing such clearance are paid by the school.

Invigilators are timetabled and briefed by the Examinations Officer. Invigilators rates of pay are set by the LA. Training is provided and delivered by the Examinations Officer in accordance with the JCQ Rules and Regulations.

## **9. Examination days**

- The Examinations Officer will book all examination rooms after liaison with SLT and make the question papers, other examination stationery and materials available for the invigilators.
- The Site Management team is responsible for setting up the allocated rooms.
- The lead invigilator will start all examinations in accordance with JCQ guidelines.
- SLT staff will be present at the start of an examination to help identify candidates.
- Subject staff may be present before students enter the examination room to assist with any tier queries but must not advise on which questions or sections are to be attempted.
- During practical examinations, subject teachers are on hand in case of any technical difficulties.
- Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be available to Heads of Department 24 hours after examination has finished.

### **9.1 Candidates**

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

- Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer or senior invigilator.
- All candidates must remain in the examination until the end of the specified examination time. This is subject to minimum disturbance to other candidates.
- The Examinations Officer is responsible for handling late or absent candidates on examination day. For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Examination Officer.
- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the school, the Examinations Officer, or the examination invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **10. Controlled and Internal assessments and appeals**

### **Internal assessment replaces the largely discontinued term: coursework**

It is the duty of Heads of Department to ensure that all internal assessments are ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

#### **10.1 Controlled Assessments Responsibilities**

##### **SLT**

- SLT alongside Heads of Department and the Examinations Officer are to review and update the Internal Appeals for Controlled Assessments Policy each year (see Annex 1)

##### **Heads of Department**

- 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 co-ordinating with other 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, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 100% of overall assessment (controlled and/or external assessment) is taken in the examination series in which the qualification is certificated, to satisfy 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 examinations 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 examinations 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 school.
- Ask the appropriate Special Educational Needs Coordinator (SENDCO) for any assistance required for the administration and management of access arrangements.

### **Examinations office staff**

- Enter students for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal examination series, when advised by HOD/subject teacher.
- Where confidential materials are directly received by the examinations office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Receive/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 assist with arrangements for suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

### **Special Educational Needs Coordinator/additional learning support**

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

### **Head of Centre**

- Report to the awarding body all instances of suspected or actual malpractice.
- Supervise all investigations resulting from an allegation of malpractice.

### **Parents**

- Parents should ensure that their child is in school and as well prepared as possible for the preparation and carrying out of controlled assessment tasks, excepting legitimate absence.

### **Marks and Appeals**

Marks for all internally assessed work and estimated grades are provided to the examinations office by the Heads of Department. Appeals against internal assessments must be made by the end of May.

### **Appeals against Internal Assessments**

The process for managing appeals against internal assessments is detailed in Annex 1.

## **11. Results, Reviews Of Results (RORs) and Access To Scripts (ATS)**

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

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

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

### **11.1 RORs (Reviews Of Results)**

RORs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any ROR is requested. If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review at the centre's expense.

When the centre does not support a candidate's or parent's request for an ROR, 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.

### **11.2 ATS (Access To Scripts)**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. A fee will be charged for this service.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE reviews cannot be applied for once a script has been returned.

## **12. Certificates**

Certificates are collected and signed for during the Leavers' Celebration Evening. Certificates can be collected on behalf of a candidate by a third party, provided they have been authorised to do so. The centre retains certificates for two years, after which time they will be destroyed.

Examinations Officer Mrs S Townsend

Head of Centre Mr S Fisher

The policy is next due for review on 1<sup>st</sup> March 2021

## Annex 1

### Internal Appeals for Controlled Assessments Policy

Kingstone High School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework 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. Kingstone 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.

If a candidate does not agree with the coursework or controlled assessment marks awarded by a teacher, the first step should be to discuss it with that teacher. If the disagreement cannot be resolved by discussion between the teacher and the candidate concerned then the candidate may appeal to the Examinations Officer, who will put into action the agreed appeals process. This 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.

The HOD (Head of Department) manages appeals relating to internal assessments.

If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:

- The appeal should be made in writing to the HOF stating the details of the complaint and the reasons for the appeal. It must be submitted as early as possible and at least 2 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 examination series).
- The teacher(s) concerned in having marked the assessment which is the subject of the appeal, will respond to the appeal in writing to the HOF and a copy will be given to the candidate.
- If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
- The appeals panel will consist of the HOD plus a Senior Leadership Team member and the relevant PL (Pastoral Leader). The request for a personal hearing must be made within 2 days of receipt of the written reply to the initial appeal.
- The candidate will be given at least 2 days' notice of the hearing date. A breakdown of the marks awarded will be given to the candidate in advance of the appeal. The candidate may bring a parent/ guardian to the hearing. The teacher(s) involved will be present at the hearing.

The PL will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate. The School will maintain a written record of all appeals. The School will inform the awarding bodies (examination boards) of any change to an internally assessed mark as a result of an appeal.

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 Kingstone High School and is not covered by this appeals procedure.

## **Annex 2**

### **Reviews Of Results, External Appeals and Reviews**

Where a candidate wishes to appeal against the grade awarded by the examination board, all requests must be submitted to the Head of Department immediately. If supported by the HOD it will be submitted to the appropriate board.

If a HOD feels that an appeal is appropriate and has not received a request from the candidate, they will contact the candidate and permission will be sought to appeal on the candidate's behalf.

Please be aware that any appeal can, in some cases, result in a lower grade being awarded.

In cases of Reviews Of Results, where the School does not uphold a request for such an enquiry, the student may pay to have an enquiry carried out.

#### **Note:**

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.