

The Corsham School
Examinations Suite
part of
The Corsham School Teaching & learning Policy



Rationale

Public examinations provide assessment, generally at the end of a key stage. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge understanding and skills achieved. To this end, the school participates willingly in the administration of these examinations in the best interests of the students and the school. Other internally set and marked examinations may take place at other stages in a student's progress through the school in order to both prepare for public examinations and check student learning.

Purpose

The Corsham School aims to support students to enable them to achieve the highest grades possible in public examinations. In order to do this the school will ensure:

- Students are given the opportunity to demonstrate the highest achievement of which they are capable with an administration that helps them to achieve their best.
- The examinations system in The Corsham School combines entitlement with flexibility.
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour.
- Students are guided in their decisions about whether to withdraw an examination entry and do so with full knowledge of the implications for their careers or further education.
- Staff understand fully their obligations and responsibilities with relation to examinations.
- The school meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service
- Accurate examination data is available to inform target setting

Responsibilities

- **Head Teacher:** overall responsibility for the school as an examinations centre
- **Deputy Headteacher:** organisation of teaching and learning and therefore of the opportunities for external validation.
- **Course Team Leaders:** select appropriate courses and ensure that students are entered for appropriate certification within their subject areas. Provide timely information to the exams office to this end.

- **Class Teacher:** ensure students are appropriately prepared for public certification and provide key entry information to Course Team Leader.
- **Tutor:** inform tutees of any exam related information that they have been asked to pass on.
- **Examinations and Data Manager:** management of the examination process and provision of accurate examination data. Contingency planning. Management of external/private candidates. Recruitment, training and management of external invigilating team. Management of Special Consideration issues and Malpractice issues in conjunction with the Assistant Headteacher (Curriculum) and SENCO.
- **Year Learning Manager:** inform the examinations officer of any issues likely to affect a student's access to public examinations.
- **SENCO:** Identification and testing of candidates' requirements for access arrangements. Provision of additional support to help candidates achieve their course aims. Liaise with the examinations officer concerning Access Arrangements and conduct of examinations.
- **Examinations Office:** The input of data, communication with the examination boards, preparation and conduct of examinations, posting of examination papers and the post results procedures
- **Invigilators:** conduct of exams as directed by the exams officer and in accordance with JCQ regulations.
- **Candidates:** confirmation and signing of entries. Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own. Attending all examinations as detailed on their individual timetables and following the regulations as set down by the JCQ

Disability Discrimination Act

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED). The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience.

In order to provide the best possible examinations process and support for students accessing public examinations and certification the examinations office regularly implements and reviews agreed policies and procedures.

The following policies and procedures form part of the Examinations Policy and are contained in separate documents:

- Entry procedures
- Re-sits and charges
- Enquiries about Results
- Internal Appeals Procedure
- Controlled Assessment Policy
- BTEC Policy

The Corsham School Examination Entry Procedure
part of
The Examinations Policy

All students should be entitled to and enabled to achieve an entry for qualifications from an external awarding body.

- If a student's entry in any subject is to be withdrawn, this must be agreed with the class teacher, the course team leader and Deputy Headteacher and written instructions to that effect given to the examination office.
- Any proposed major changes to the examination board, style or timing of examinations e.g.: modular or vocational courses, must be discussed and approved by the Deputy Headteacher based on relevant information given by the course team leader.
- Changes of tier, withdrawals made by the proper procedure and alterations arising from administrative processes will not be charged to subjects.

The school may impose a charge equal to the charges levied by the examination boards on:

- Students whose entries are withdrawn because of a lack of coursework
- Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline
- Students who fail to attend an examination and do not produce medical evidence or sufficient evidence of other mitigating circumstances

Process

- At the beginning of the academic year the Examination Office sends out information sheets for return by Subject Leaders so that they can advise/confirm correct information concerning the specification title and number, the modules and module codes/ numbers for the examinations that they are delivering during that academic year.
- Examinations Office creates new seasons and imports appropriate exam base data onto the centre's MIS.
- Examinations office distributes entry mark sheets for each class for each exam session which are to be completed by CTLs by the given deadline date.
- Subject Leaders and CTLs ensure that entry information is completed accurately and returned on time.
- Examination Officer inputs entries on to the system and generates a final copy of entry lists on a mark sheet for each course leader to check.
- Course Leaders ensure entries are correct and any necessary amendments made and signed sheets are returned to the Examinations Office by the stated deadline.
- Examinations Officer submits entries to exam boards by the final entry deadline.
- Examinations Office sends copies of entry submission lists to course leaders with details of the exam board amendment/withdrawal deadlines.
- Examinations Office sends Statements of Entry to students

- Examinations office completes the whole public examination school timetable, including rooming, seating and invigilation and provides students with an individual timetable for written exams as early as possible before the date of the first assessment.

The Corsham School Examination Re-sit Policy
part of
The Examinations Policy

GCSE

All qualifications are now linear meaning that all assessments take place in the summer of Year 11. The only qualifications available to re-sit in November are English Language and Mathematics and students still on roll without a 4 in either of these subjects (or English Literature) will automatically be entered for the November resit. Students who have a 4 in English Literature will not have to resit English Language in November (even if they do not have a 4 in Language).

The school will not accept any resit entries from external students in the November series, including former Year 11 students who are no longer on roll.

GCE

GCEs are now all of the reformed linear type. AS examinations are decoupled from A-levels and these reformed qualifications are only examinable in the summer exam series.

Process for GCE qualifications Resits

- The examinations office produces re-sit forms, which students should complete for any units/courses that they wish to re-sit in the summer exam session of that academic year. The forms are available from the January prior to the exam series and must be submitted to the exams office by 31st January.
- Students must obtain their subject teacher's signature on the form so that the exams office is satisfied that the appropriate consultation has taken place.
- The exams office will submit the re-sit entries with the main summer entries and they will appear on students' statements of entry.

The Corsham School Enquiries about Results and Certificates Policy
part of
The Examinations Policy

Examination Results Service

- Results will be issued to students by the Examinations Office on the JCQ published results days and not before.
- On results days, teaching staff will be available to advise students on results and potential appeals (Reviews of Results).
- The examination officer will process any requests for RoR's made by teaching staff and/or students in accordance with the regulations and procedures laid down by the JCQ. Teaching staff must be mindful that student permission needs to be sought and obtained in writing for RoR's applications (this can either be through completion of the relevant form or in a fully-informed email to the Examinations Officer).
- Parental consent must also be obtained on all RoR applications.
- Exam boards will only accept RoR's applications made via the Examinations Officer. Enquiries cannot be submitted by students or parents. Fees are levied for the RoR services by the exam boards and students may be asked to pay the fee on occasions when the application is not supported by relevant teaching staff.
- Enquiries relating to GCSE examinations are normally made and paid for by the school. However, if an application is not supported by the subject teacher students can go ahead with a request but will be required to pay the exam board fee.
- GCE and GCSE Students should consult with their subject teachers before submitting an application for an enquiry. The application must be signed by both the student and teacher and passed to the examinations office by the published deadline. In certain circumstances, students may be required to pay the review fee.
- Students are required to give the examinations officer signed written consent for RoR's and the examinations office cannot process applications without this consent. This is a requirement set down by the JCQ. Students are required to consult with their parent/carer about the RoR and will be signing the consent form to confirm they have done this.
- If a student remains dissatisfied after receiving the outcome of an RoR, the school will follow the appeals process as set down by the JCQ **provided the Head of Centre/Headteacher supports the appeal.**

Certificates

In accordance with the standard procedure agreed by all awarding bodies and implemented by the JCQ, The Corsham School holds examination certificates for a period of 3 years following issue. After that date, any remaining certificates will be confidentially shredded and a record of destruction retained.

The Corsham School Internal Appeals Procedure
part of
The Examinations Policy

POLICY FOR INTERNAL AND EXTERNAL APPEALS AGAINST CONTROLLED ASSESSMENT OR COURSEWORK MARKING AND EXTERNALLY ASSESSED UNITS

Some GCSE, GCE and Principal Learning courses will include some elements of work which will be assessed through coursework or one or more NEAs (non-exam assessed) elements. These units of work may be assessed in two ways:

INTERNALLY - by the subject teacher and department, i.e. centre assessed work. Work will be marked by a course teacher or another member of the departmental staff. When two or more members of staff mark work for the same assessment, it must be standardised. Once this has been completed, a sample of the marked work will be sent to an external moderator appointed by the awarding body who will check the quality of the marking procedures. At this point the moderator can amend the original centre marking if necessary. It should be noted that marks may be adjusted up as well as down.

EXTERNALLY - by an awarding body appointed examiner. In this case the subject teacher will play no part in assessing the work.

It is important to understand the marking criteria and procedures used for each controlled assessment or coursework unit should it be decided to appeal against the way in which work has been assessed.

INTERNAL POLICY FOR MODERATION OF CENTRE ASSESSED WORK.

Subject teachers will provide students with details of all internally set dates on which controlled assessments are to be taken or by which coursework units have to be completed. Students should be aware that failure to attend a controlled assessment or complete a piece of coursework by the deadline may result in no marks being awarded. Whenever possible, any student missing an assessment should see the subject teacher as soon as possible to arrange an alternative time to complete the work.

NB The subject leader will do their utmost to give students the opportunity to catch up with missed assessments where feasibly possible.

Subject teachers will ensure that all NEAs or coursework units that are marked by centre staff are subject to internal moderation. Subject teachers must have agreed the marking procedures with colleagues and discussed all marked work to ensure consistent marking standards have been applied to all students taking the assessment regardless of which member of staff marks the work. This may involve a sample of each teacher's work being remarked by a colleague. This process must have taken place before the final marks are submitted to the examination boards.

Once marking has been completed the awarding body will ask the centre to send all or a sample of the marked work for further moderation. In this way, students' work may be assessed three times to ensure all marking is accurate, fair and consistent.

For GCSE, BTEC and GCE subjects, internal departmental moderation will take place.

Marks will be issued to students by teaching staff once internal moderation has taken place. This is the first opportunity for a student to make a formal appeal against the method of marking of their work. This is Stage One. At Stage One students should follow procedure A, given overleaf. An appeal can only be made at this time on the understanding that when marks are released by teaching staff, the student is aware that they remain subject to external moderation by the examination board and as such, may still be raised or lowered as a result of the moderation process regardless of the outcome of the internal appeal that may have taken place beforehand.

The Corsham School is committed to ensuring that whenever its staff marks 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. The Corsham 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.

The Corsham 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.
- 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.
- On receipt of a request for copies of materials, promptly make them available to the candidate.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- 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.

- Ensure that wherever possible 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.
- Corsham School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.

EXTERNALLY ASSESSED UNITS

Final grades including individual unit marks will be awarded and issued by the exam boards on results day. This is the second opportunity for a student to make a formal appeal against the marks awarded. This is stage 2 and the concern will be treated as an Enquiry about Results (EARs) and as such procedure B overleaf should be followed.

It is always advisable to discuss the matter with the Head of Subject before requesting an *Enquiry about Results* as there are substantial charges levied by the exam boards for these services and marks can be adjusted up or down.

Any queries or questions should be discussed with the Exams Officer, any of the teaching staff or a member of the Senior Leadership team should you require any further information or clarification of these procedures.

PROCEDURE A

Appeals procedure for students, following the issue of centre assessed marks

Any student dissatisfied with the way in which a mark has been awarded from an internal assessment should follow this procedure.

Contact the subject teacher immediately in person to discuss how the mark has been attained and raise any concerns. (This discussion does **not** form part of the formal appeals procedure)



Following discussions, if concerns cannot be resolved, the student should lodge an appeal in writing, within five working days of the issue of marks, to the Deputy Headteacher. This appeal should be in writing clearly stating the reasons for the appeal. It should be signed and dated by the student.



Upon receipt of a written appeal the Deputy Headteacher will provide a copy of the appeal to the subject teacher who conducted the assessment and request from them a written response within three working days to the concerns raised.



On receipt of the subject teacher's response, the Deputy Headteacher will carry out a review of the student's appeal and subsequent comments by the subject teacher and then respond in writing to the student within five working days of receipt of the formal appeal by the student.



Should the student be dissatisfied with this written response, the student may then request a personal hearing. The panel for this hearing will comprise a member of the school's Senior Leadership Team and a School Governor, neither of whom have previously been involved with the student's appeal. The student will be informed of the date of the hearing and given at least three days' notice. The student will be provided with a copy of all relevant documentation (e.g. the marks given, the assessment marking criteria). The student will be allowed to be accompanied by a parent/guardian/carer or friend and can present their own case. The subject teacher and student will have the opportunity to hear each other's submission to the panel at the hearing.



The decision from the hearing will be made in writing to the candidate within two days of the date of the hearing. This decision is final.



A written record of all appeals will be kept by the school and maintained by the Exams Officer. The Exams Officer will inform the Awarding Body should there be any change to an internally assessed mark as a result of any appeal.

PROCEDURE B

Appeals procedure for students, following the issue of final marks by the examination board.

Any student that is dissatisfied with a mark awarded from an awarding body should follow the following procedure upon the issue of results.

Contact the subject teacher as soon as possible, but no later than 3 days before the published deadline for *Enquiries about Results*, in person to discuss the mark and raise concerns. The Exams Officer will advise on the options available to query the mark and the costs involved.



Students should be aware that *Enquiries about Results* can result in marks being raised, confirmed or lowered. Students will be required to sign a consent form to confirm they fully understand the consequence of an enquiry and that they have discussed the enquiry with their parent/carer.



The subject teacher should review the student's marks and discuss with them the best way forward taking into account the breakdown of marks and grade boundaries and the students predicted grades. If the Head of Subject agrees to support the enquiry, the procedure in **Item (3)** below should be followed. If the appeal is not supported by the Head of Subject, the student should adopt the procedure in **Item (4)** below.



A student may appeal against the decision not to support an *Enquiries about Results*. Appeals should be made in writing to the Head Teacher no later than five working days before the deadline for *Enquiries about Results*. The appeal should be in writing stating the details of the complaint and the reasons for the appeal. The appeal should be signed and dated and include a daytime contact telephone number for the student. This information will be reviewed by the Deputy Headteacher and the outcome of the appeal will be communicated by telephone where possible or 1st class post within 48 hours of receipt by the Deputy Headteacher. This decision is final.



Item (3)

If the subject team agree that the school supports an enquiry, the request together with the students signed consent form should be made to the Exams Officer before the published deadline for *Enquires about Results*.



Item (4)

If the school does not support the enquiry, the student still has the right to proceed, however, all costs involved will be required to be paid by the student at the time the enquiry is made. No enquiry will be made until the appropriate fees are paid. Requests for appeals should be made in person to the Exams Officer before the published deadline for *Enquiries about Results*. If the enquiry is successful, all fees will be refunded to the student.



The outcome of all Enquiries about Results will be made in writing by the exams office to the student within 24 hours of receipt from the exam board

The Corsham School Assessment and Examinations Malpractice Policy
Part of
The Examinations Policy

Aim: To identify and minimise the risk of malpractice by staff or learners.
To respond to any incident of alleged malpractice promptly and objectively.
To standardise procedure and accurately record any investigation of malpractice to ensure openness and fairness.
To impose appropriate sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.
To protect the integrity of the school and the delivery of external qualifications.

In order to do this, the school will:

- seek to avoid potential malpractice by informing learners of the centre's policy on malpractice, what constitutes malpractice and the penalties for attempted and actual incidents of malpractice during written exams and when undertaking coursework or controlled assessment
- show learners the appropriate formats to record cited texts and other materials or information sources
- ask learners to declare that their work is their own in accordance with JCQ regulations
- ask learners to provide evidence where appropriate that they have interpreted and synthesised information and acknowledged any sources used
- conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the **Head of Centre / Deputy Headteacher and appropriate Curriculum Team Leader** and all other personnel linked to the allegation. It will proceed through the following stages:
 - make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
 - give the individual the opportunity to respond to the allegations made
 - inform the individual of the avenues for appealing against any judgment made
 - document all stages of any investigation.

The Corsham School GCSE Non Examination Assessment (NEA) Policy
part of
The Examinations Policy

Rationale

NEA is a form of internal assessment where the control levels (High, Medium or Low) are externally set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For some subjects however, work will be marked by the centre and moderated by the awarding body.

The Corsham School aims to provide students with the best possible circumstances in which they can achieve the highest scores possible when undertaking NEAs.

Responsibilities

The Deputy Headteacher with the assistance of the **Examinations Officer** will:

- Carry out risk assessment as appropriate
- Ensure that each department carries out NEA in accordance with the instructions issued by the Joint Council for Qualifications (JCQ)
- Map overall resource management requirements for the year. As part of this, resolve clashes/ problems over the timing or operation of NEAs, issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.) and ensure all staff, students and parents have access to a calendar of events

CTL's must ensure:

The safe and secure conduct of NEAs in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions

- that all marking is standardised
- that all teachers in each department understand their responsibilities with regard to NEAs and are familiar with the contents of the JCQ publications "*Instructions for conducting controlled assessments*" and "*Instructions for Conducting non-Examination Assessments*" which are made available to all CTLs at the start of every academic year by the exams officer
- that individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teacher's notes, and any other subject specific instructions
- Devise and publish departmental policy on the carrying out of NEAs
- Liaise with the examinations officer regarding the planned dates and times of NEAs
- Ensure appropriate staff training takes place on an annual basis
- Secure (locked and tamper proof) storage of all confidential materials

- Exams Officer is given sufficient notice in which to order and prepare materials needed for assessments
- SENCO is informed of any assistance required for the administration and management of access arrangements
- During High Control assessments, ensure candidates do not have access to e-mail, the internet, *mobile phones* or any other electronic devices
- Where videos or photographs/images of the candidates are to be included as part of the controlled assessment ensure consent is obtained from parents/carers/guardians
- ensure a log is kept which contains:
 - The date and time of each assessment together with its title
 - The name of the supervising teacher
 - A list of candidates who were present during the assessment
 - A list of any absent candidates
 - Full details of any incidents which occurred during the assessment.

Teaching staff must:

- Comply with the general guidelines contained in the JCQ publications
- Understand and comply with the awarding body specification for conducting NEAs, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
 - Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times
 - Supervise assessments (**at the specified level of control**) and 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
 - Enter marks online by the date required, keeping a separate record of the marks awarded
 - Retain candidates' work securely between assessment sessions (if more than one)
 - 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 the outcome of any subsequent appeal has been conveyed to the centre.

The Exams Officer will:

- Enter students for individual units, whether assessed by NEA, external exam or on-screen test, before the deadline for final entries
- Take responsibility for receipt, safe storage and safe transmission, whether in CD, digital or hard copy format of assessment material
- Advise teaching staff of the submission deadlines and check to ensure that all marks are entered before submission. Submit the marks that have been entered by the deadline and assist with any subsequent amendments that may be necessary

- On the few occasions where NEAs cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Deputy Headteacher

Special Educational needs Co-Ordinator will:

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

Good Practice

- At the start of a formal session of an NEA candidates will be reminded to turn their phone off and disable alarms
- Staff are encouraged to go through the JCQ *Notice to Candidates* (for controlled Assessments and NEAs) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice.

The Headteacher will:

- report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice; (see assessment malpractice policy)
- if the irregularity is discovered prior to the candidate signing the authentication form, investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body
- if the irregularity is identified after the candidate has signed the declaration of authentication, the Headteacher will submit full details of the case to the relevant awarding body at the earliest opportunity
- supervise all investigations resulting from an allegation of malpractice
- ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation
- respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.

Teacher Malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a child with their NEA beyond the guidelines contained within each specification
- Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed

Student Absence procedure

We are obligated to give every student the chance to take NEAs missed through reasonable absence. Where this proves difficult or detrimental to the progress of the whole class, the Team Leader will investigate opportunities with HLTA KS4 with the proviso that it is not advisable to remove students from other curriculum areas without agreement of all parties and approval from LG.

In extreme circumstances, a Team Leader may consult with the Exams Officer who may organize after school sessions with invigilators.

This Policy has been workload impact assessed, and is operational from September 2011

Date of last review: September 2019

Date of next review: September 2020