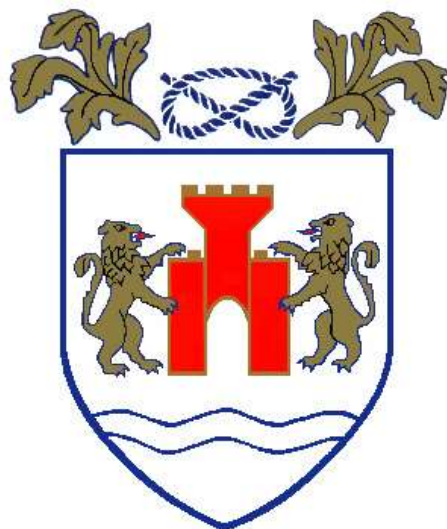


Wolstanton High School

A Shaw Education Trust Academy



Exams Policy 2017/18

Agreed by Academy Council: Autumn 2017

Reviewed by Academy Council: Annually

Next Review by Academy Council: Autumn 2018

Aims and Objectives

External examinations provide vital summative 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. In addition, other internally set and marked examinations may take place at other stages in a student's progress through the school in order both to prepare for public examinations and check student learning. (See Assessment, Reporting, Recording Policy)

Purposes

To ensure that:

- The examination system in this school combines entitlement with flexibility.
- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; administration helps them achieve their best.
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour.
- 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.
- There is a pupil progress report for parents

Responsibilities for External Examinations

Headteacher - overall responsibility for the school as an examination centre – Julie Yarwood/Dawn Farrent

Deputy Headteacher - Responsibility for accurate examination procedures and controlled assessment procedures – Mary Hobson

Examinations Officer – administration of entries, relevant paperwork, organisation of examination session and examination dates, communication with the Examination boards, posting of examination papers and the post results procedures – Julie Wilson/Jane Dennis.

At Key Stage 4

- All students are entitled to and enabled to achieve examination entries from an external awarding body.
- Examinations will include GCSE, BTEC or equivalent at Key Stage 4.
- Any proposed major changes to the examination board, timing controlled assessments must be discussed and approved through the school's Line Management system.

At Key Stage 3

- It is expected that all students will take English, mathematics tests to assess attainment and progress
- The school will use appropriate intervention, booster or one to one tuition to support students who are unlikely to attain their end of Key Stage 3 milestone.
- The school will report end of Key Stage data externally

Internal Examinations

- The exact nature of summative assessment in each subject will be determined ultimately by the subject leader to provide a holistic view of testing. This will be in line with both the Assessment, Recording and Reporting process and schedule.
- Year 11 trial examinations and end of year testing will be held to support students and to provide formative assessment data.

Administration

- All relevant examination documentation will be housed in the examinations store based in the Exams Office.
- Access to the store will include the Examination Officer and the School Business Manager.
- The Examination Officer will carry out all administration procedures regarding external examinations as specified by the JCQ.

Public Interest Disclosure Act (Whistleblowing)

- In the case of a member of teaching staff, admin staff or an Invigilator suspecting any malpractice in examinations or assessments the JCQ guidance for Public Interest Disclosure Act (Whistleblowing) should be followed
- This document is available on the school website in conjunction with the Examination Policy

Disruption Contingency Plan

- In the event of severe weather disrupting the access to the school building or the distribution of the examination papers the Examination Disruption Contingency Plan sets out the guidelines to follow.

Quality Assurance for BCS Qualifications

- The Centre is committed to quality assurance, with a focus on Learners, with the provision of relevant and flexible quality training and learning, including assessments.
- All staff involved in the administration, delivery and/or assessment of qualifications will have undergone relevant training
- All new Invigilators will be observed during their first session and annually thereafter to ensure assessment regulations are being followed.
- Existing Invigilators will be observed conducting an assessment at least once a year.
- Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.
- The organisation's policy for Equal Opportunities is followed and monitored.

Suspected Malpractice Procedures

During an examination:

A copy of the Malpractice Procedure and JCQ definitions will be given to all Invigilators by the examinations Officer (appendix D)

- If the Invigilator suspects a candidate of malpractice then the following procedures should be followed: Remove the item/equipment from the candidate so as not to cause disruption to the other candidates and retain as evidence
- Where the integrity of the exam is not jeopardised or the other candidates are not being disrupted ask the candidate to complete the paper
- Contact the Exams Officer who will inform the Headteacher or in their absence a member of SLT
- Complete all the information regarding the suspected malpractice in the log book in your tray – include candidate name, candidate number, date, time, paper sitting, names of all staff present and a full detailed report of the incident
- Any items removed from the candidate should be retained and given to the Exams Officer who will give the Headteacher
- At the end of the exam retain the candidate until the Headteacher or SLT member in their absence arrive

All members of staff within the exam should remain until the relevant paperwork JCQ/M1 has been completed

The Head of Centre will:

- Notify the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice. **The only exception to this is malpractice discovered in controlled assessments or coursework before the authentication forms have been signed by the candidate**
- **Complete Form JCQ/M1** (suspected candidate malpractice) or **Form JCQ/M2A** (suspected malpractice/maladministration involving centre staff) to notify an awarding body of an incident of malpractice. Each form is available from the JCQ website –

<http://www.jcq.org.uk/exams-office/malpractice;>
- Supervise personally 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. This will be in the best interests of centre staff, candidates and any others involved
- Co-operate and ensure their staff co-operate fully with an enquiry into an allegation of malpractice, whether the centre is directly involved in the case or not
- Inform staff members and candidates of their individual responsibilities and rights
- Pass on to the individuals concerned any warnings or notifications of penalties, and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

After investigating an allegation of malpractice

The Head of Centre will submit a full written report of the case to the relevant awarding body. The report will be accompanied by the relevant documentation

- A statement of the facts, a detailed account of the circumstances of the alleged malpractice, and details of any investigations carried out by the centre;
- Written statement(s) from the invigilator(s), assessor, internal verifier(s) or other staff who are involved
- Written statement(s) from the candidate(s)
- Any mitigating factors
- Information about the centre's procedures for advising candidates of the awarding bodies' regulations
- Seating plans showing the exact position of candidates in the examination room obtained from the Examinations Officer
- Unauthorised material found in the examination room
- Any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.

Once a decision has been made

- The Head of Centre will communicate the decision to the individuals concerned, and pass on warnings in cases where this is indicated.
- The Head of Centre will inform the accused individual that the awarding body may in some circumstances share information with the regulators

Procedure for External Examinations

- The school will not operate a study leave period
- External examinations will take place in the main school Hall except for those students requiring special access arrangements.
- The ratio of invigilators to students is 1:30
- Students at Key Stage 4 will receive notification of a seating plan prior to the examination season
- A seating plan will be posted outside the Main Hall prior to the students entering the Main Hall
- Students will wear school uniform for the duration of the exam season
- All coats, bags, mobile phones will be left in the school cafe prior to the start of examination.
- Prior to commencing every examination, a member of SLT will notify students of examination procedures
- Attached are the procedures for the emergency evacuation of the main examination Hall and other rooms used for exams in the event of a fire. The Headteacher and Deputy Headteacher will be responsible for this
- Schools Examination Officer, Data Manager and Deputy Headteacher carry out the download and analysis of external examination results on the morning these are available from 11.00 am
- The Headteacher will be informed of the results
- The Examination Officer will be responsible for producing relevant documents/certificates for distribution to students

The Senior Members of Staff

- Senior members of staff will be responsible for overseeing the start and close of an examination.
- They will be in the examination hall 5 minutes prior to the start of the examination
- They will ensure that all examination procedures are adhered to
- They will ensure that students have heard and understood the instructions delivered by a member of SLT
- They will remain in the Hall until the examination commences and will be available throughout the duration of the examination should an invigilator require assistance
- They will be available 5 minutes prior to the close of the examination to ensure the examination is closed according to the examination procedures
- Teaching staff of the subject specific examination may not enter the examination Hall during the course of the examination
- An attendance/absent register will be taken at the start of every examination. A telephone call home will be made to those students who fail to arrive for their examination on time.

Access Arrangements

- Such arrangements will be made in consultation with the school SENCO/relevant teaching assistants and the Examination Officer
- Access arrangement examinations will take place separately from the main exam room
- Where a scribe or reader is deployed invigilators will be provided in accordance with JCQ regulations
- All Teaching Assistants and internal invigilators will be trained in the examination procedures as set out by the JCQ

Controlled Assessment Policy

- The school operates the centre wide approach to controlled assessment
- The Director of Learning will ensure controlled assessment within their department are conducted within JCQ regulations
- The Director of Learning will be provided with access to and be familiar with the JCQ regulations with regard to controlled assessments
- The 'level of control' for each subject is supplied within the subject specification and known by the Director of Learning
- The Examination Officer is informed when 'high' level of control is required
- The Director of Learning will decide on the most appropriate time for the controlled assessment to take place
- Departments will plan when and how the assessment will take place, taking into account the accommodation and resources required
- Directors of Learning will annually complete the controlled assessment form supplied by the Examinations Officer detailing the secure storage and procedures used within the department
- For students requiring access arrangements whole school examination consultation procedures are carried out with the school SENCO
- A register of attendance from assessment sessions will be kept by the class teacher
- A record of the date, time and name of the supervisor, record of candidates is to be kept by the supervisor of the controlled assessment
- Students controlled assessment work will be assessed internally by departments according to criteria provided by the awarding body
- Internal standardisation will be carried out by departments and external moderation where specified by awarding bodies
- Record of marks/grades of controlled assessment pieces will be kept by the Director of Learning and the Examination Officer

Enquiries about Results (EARs)

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- Where an application is made for clerical checks and post-result reviews of marking, consent is obtained in writing before the application is submitted. Candidates are made aware that marks and subject grades may be lowered by this process.
- Candidates are informed of the outcome of any enquiry by letter
- Consent forms are retained by the centre for at least 6 months following the outcome of the enquiry about results or any subsequent appeal.
- 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 responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school on the basis of several factors, including knowledge of the exams system and professional judgement.

Access To Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. 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 re-marks cannot be applied for once a script has been returned.

Internal Assessment Appeals Policy

- The school is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessment should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to their work, he/she may make use of this appeals procedure.
 - **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**
 - The existence of this procedure is made known to students in assemblies at the start of examination courses, also by a letter home regarding the examination process as well as in the examinations policy, which is available for inspection on request.
1. Appeals should be made in writing to the examinations officer who will investigate the appeal
 2. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
 3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice of the QCA. This will be done before the end of the series.
 4. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Head of Centre and a copy given to the candidate.
 5. If the candidate is not satisfied with the written response they have received then they can request a personal hearing before an appeals panel. The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
 6. The appeals panel will consist of the Examinations Officer and two of the following - the Headteacher, Deputy Headteacher, the Director of Learning.

7. The candidate will be given at least two 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/carer to the hearing. The teacher(s) involved will be present at the hearing.
 8. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
 9. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
- After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.** Details of the appeals procedure for the relevant awarding body are available from the examination officer.

Policy written by: Mrs M Hobson, Deputy Headteacher

Mrs J Wilson, Examinations Officer

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC

Notice to Centres

Teachers sharing controlled assessments and coursework with candidates

The Joint Council for Qualifications (JCQ) wishes to encourage good teaching practice wherever possible and agrees that the sharing of exemplar controlled assessments or coursework with candidates can foster this. In accordance with the JCQ document Plagiarism in assessments: guidance for teachers/assessors the safe keeping of work undertaken in previous years' examinations by other students is of great importance. The issue of such work to candidates for reference purposes should be carefully monitored to ensure that it is not submitted as their own for a current assessment.

The sharing of exemplar controlled assessments or coursework with candidates **must** be done under closely controlled and supervised conditions.

It is the responsibility of centres to keep live controlled assessments and candidates' coursework secure and confidential at all times whilst in their possession. It is not acceptable for teaching staff to share live controlled assessments or coursework with candidates.

(Live controlled assessments or coursework is defined as any controlled assessment or coursework on a topic which has been set either by an awarding body or the centre for a current or future examination series. The work may have been completed in a previous year or is in preparation for the present or future series.)

Additionally, an opportunity should be taken to warn candidates that the copying of any controlled assessment or coursework in order to present it as their own constitutes malpractice. Teaching staff should also check that candidates have heeded this advice when presenting their work for assessment. Where candidates have failed to grasp this particular point, and more generally the rules with regard to plagiarism, **teachers must refer to Chapter 6 of the JCQ publications** Instructions for conducting controlled assessments or Instructions for conducting coursework, as appropriate.

Unless an awarding body's specification says otherwise, candidates should be warned that it is not permissible to share their work with each other and to do so would constitute candidate malpractice. Teachers **should not** encourage candidates to help out other candidates (e.g. who may have been absent) by showing them their controlled assessment/coursework.

Within any limits prescribed by the specification, joint work by two or more candidates is acceptable so long as it is specifically authorised by the centre and the contribution of each candidate is clearly identified. For example, if candidates worked as part of a group on an assignment undertaking field research, each candidate must write up his/her own account of the assignment. Even if the data the candidates have is the same, the description of how the data was obtained and the conclusions drawn from it must be in each candidate's own words.

Exemplar material produced by an awarding body should be used by teachers in accordance with the awarding body's instructions. If teachers are in any doubt, they should contact the awarding body for subject specific advice and guidance.

AQA

City & Guilds CCEA

Edexcel

OCR

WJEC