



Policy Documents Control Sheet

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Policy Validity Statement

This policy is due for review by the date shown above, after which it may become invalid. Policy users should ensure that they are consulting the currently valid version of the document.

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1. The Policy Purpose

The purpose of this exam policy is:

- 1.1 To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- 1.2 To ensure the operation of an efficient exam system with clear guidelines for all relevant staff. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.
- 1.3 The exam policy will be reviewed annually by the Principal as the Head of Centre, Senior Leadership Team, Examinations Officer and Academy Councillors.

2. Exam Responsibilities

- 2.1 Having overall responsibility for the school as an exam centre, the Principal, as the Head of Centre:
 - 2.1.1 Advises on appeals and re-marks
 - 2.1.2 Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.
- 2.2 Chapter Heads (also known as Assistant Principals) are responsible for the overseeing and line management of curriculum directors and subject leaders. Chapter Heads will ensure the following are completed in an accurate and timely manner by the middle leaders they line manage: Deciding which students are entered and for which exams /units/modules.
- 2.3 Advising the Data Manager of the entries in line with the Academy's entry process and deadlines published annually on the Academy VLE.
- 2.4 Submitting entry details, coursework grades and estimated grade information to the Data Team in time to meet Board requirements.
- 2.5 Providing Estimated and Early Entry information to the Data Team toward the end of the summer term for submission to the relevant Boards.
- 2.6 Advising the Data Team of any course or specification changes by the beginning of the Academic Year.
- 2.7 Subject Teachers are responsible for:
 - 2.7.1 Notification of Access Arrangements requirements (as soon as possible after the start of the course).
 - 2.7.2 Submission of candidates' names to Subject Leaders for exam entry in due course
 - 2.7.3 Identifying any students for whom an exam entry should not be made with appropriate supporting evidence / reasons.
 - 2.7.4 Submission of coursework marks and estimated grades to their Subject Leader when required.

2.8 Director of Inclusion is responsible for:

- 2.8.1 Identification and testing of candidates, in relation to the provision of Access Arrangements in both internal and external exams.
- 2.8.2 Completion of the JCQ Form 8 and obtaining the candidate's signature to the Candidate Data Protection Act form, submitting to the Boards as necessary and by the relevant deadlines.
- 2.8.3 Advising the Data Team as soon as possible of all newly approved Access Arrangements or amendments to existing Access Arrangements.
- 2.8.4 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.

2.9 Assistant Principal with responsibility for Data Team is responsible for:

- 2.9.1 Line management of the Data Team staff.
- 2.9.2 The overall management of the exams process within the Centre.
- 2.9.3 Preparation of data analysis as provided for in this Policy.

2.10 The Vice Principal

- 2.10.1 Approves all changes to entries including withdrawals, tier changes and additional entries.
- 2.10.2 Approves all EAR requests and Special Considerations applications.

2.11 The Data Team manages the administration of public and internal exams:

- 2.11.1 Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on exam timetables and application procedures as set by the various awarding bodies.
- 2.11.2 Oversees the production and distribution to staff and candidates of the timetable of exams in which candidates will be involved and communicates regularly with staff concerning imminent exam deadlines and events.
- 2.11.3 Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them, including the venues used and the seating arrangements.
- 2.11.4 Requests from Chapter Heads the Estimated and Early Entry information and ensures that it is submitted to the Boards in line with their deadline requirements.
- 2.11.5 Receives, checks and stores securely all exam papers and completed scripts.
- 2.11.6 Administers approved Access Arrangements and ensures all students receive their approved arrangements in all exams.
- 2.11.7 Maintains a list of all Approved Access Arrangements on the Academy VLE.
- 2.11.8 Makes applications for special consideration using the designated access points (as provided for in the policy).
- 2.11.9 Identifies and manages exam timetable clashes.
- 2.11.10 Ensures that all invoices provided by the Finance Office are checked and authorised where appropriate.
- 2.11.11 Line manages the team of invigilators, organising the recruitment, training and monitoring of the team to ensure the correct conduct of the exams.

- 2.11.12 When provided by the Subject Leaders, submit candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- 2.11.13 Arranges for dissemination of exam results and certificates to candidates.
- 2.11.14 Submits any approved Enquiry About Results (EARs) to the exam boards and advises Subject Leaders and Chapter Heads of the outcomes in due course.
- 2.11.15 Maintains systems and processes to support the timely entry of candidates for their exams.

2.12 Lead Invigilator/Invigilators are responsible for:

- 2.12.1 Collection of exam papers and other material from the Data Team before the start of the exam.
- 2.12.2 Managing the exam from start to finish ensuring that all regulations and internal procedures are adhered to.
- 2.12.3 Collection of all exam papers in the correct order at the end of the exam and their return to the Data Team.

2.13 Candidates are responsible for:

- 2.13.1 Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- 2.13.2 Checking their Statement of Entry and advising their subject teacher of any discrepancies or errors.
- 2.13.3 Checking their exam timetables and ensuring that they are familiar with when and where there exams are and in particular their seat reference.
- 2.13.4 Attending all internal and external exams with the appropriate equipment
- 2.13.5 Attending all exams adhering to the Academy's dress code (full school uniform applying to all students Years 7-11, smart attire for post 16 students).
- 2.13.6 Understanding and adhering to the Academy and Board requirements relating to the conduct in internal and external exams ensuring that no breaches occur.

3. Qualifications

3.1 Qualifications offered

The qualifications offered at this centre are decided by the Principal of the Academy.

- 3.1.1 The qualifications offered and covered by this policy are all examinable courses: GCE, GCSE, Functional Skills, BTECs (where examinable units exist).
- 3.1.2 The subjects offered for these qualifications in any academic year may be found in the Academy's published prospectus for that year.
- 3.1.3 If there has been a change of specification from the previous year, the Data Team must be informed by the respective Subject Leaders after consultation with the appropriate Chapter Leader before the commencement of the new Academic Year.
- 3.1.4 Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates/parents/carers, and the Principal (see Entries, entry details and late entries section in this policy).

4. Exam Series and Timetables

4.1 Exam seasons

- 4.1.1 External exams and assessments are scheduled in May and June (and resits in November where permitted).
- 4.1.2 Functional Skills are available on demand with 14 days notice required.
- 4.1.3 Internal exams (mocks) are scheduled annually and published in the Academy Calendar at the beginning of the Academic Year.
- 4.1.4 The majority of mocks are conducted under full external exam conditions.
- 4.1.5 The Principal decides which exam series are used in the centre.
- 4.1.6 Functional Skills can be scheduled with 14 days lead time and agreed between the Exams Officer and the Senior Leadership Team.

5. Timetable

Once confirmed, the Data Team will circulate the exam timetable for all internal exams and external exams and post appropriate details on the Academy VLE and Exam Noticeboards.

6. Entries, Entry Details and Late Entries

- 6.1 Candidates are selected for their exam entries by the Head of Post 16, Principal, Subject Leaders.
- 6.2 All students should be entered for appropriate qualifications in all the subjects they are studying. If a student's entry in any subject is to be withdrawn there must be an Initial Concern Form completed by the subject teacher in consultation with the Subject Leaders and Chapter Head for that subject and with the Vice Principal. The student, Chapter Head, parents/carers should be involved before a final decision is made.
- 6.3 All students will be monitored carefully throughout their time at the school, concerns notified to the Chapter Head as soon as they arise.
- 6.4 Any proposed major changes to the examination board, style or timing of examinations, (including internal examinations) must be discussed and approved by the SLT based on information given by the relevant Subject Leaders and conveyed to the Data Team.
- 6.5 Amendment of entries which incur a financial penalty from the examination boards will be charged to subject area concerned if they arise from that subject's error omission or delay.
- 6.6 Changes of tier, withdrawals made by the proper procedures and alterations arising from administrative processes will not be charged to subjects provided they are made by the respective deadlines.
- 6.7 The school may impose a charge equal to the financial charges levied by examination boards on:
 - 6.7.1 Students whose entries are withdrawn because of lack of coursework.

- 6.7.2 Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline.
- 6.7.3 If Students fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances. This will be communicated in writing to students and parents/carers at the start of GCSE and post 16 courses.

7. At Post-16

- 7.1 It is expected that AS modules will be completed during year 12 only for those students who are specifically registered to do an AS course.
- 7.2 Under normal circumstances, students will be permitted one re-sit in each subject at AS at the Academy's expense. Further re-sits will be charged to the candidate. This policy will be communicated in writing to students and parents/carers at the start of year 12.
- 7.3 Re-sit decisions will be made in consultation with the student, subject teacher, Subject Leader, Chapter Head and Vice Principal.
- 7.4 After the release of results, subject teachers through their Chapter Head may request the return of papers or a re-mark at the school's expense. If a student requires this service against the judgment of the subject teacher, he/she will be charged.
- 7.5 AS certification after one year will be requested in all cases.
- 7.6 The centre may accept entries from external candidates in exceptional circumstances as approved by the Principal.
- 7.7 Entry deadlines are circulated to all staff via Email, and posted to the Academy VLE.

8. Exam Fees

- 8.1 Candidates 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.
- 8.2 GCSE/GCE/Diploma/Functional Skills/BTEC exam fees are paid by the Centre.
- 8.3 Late entry or amendment fees are paid by the subject areas concerned.
Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- 8.4 Centre approved re-sits will be paid by the Centre.

9. Disability Discrimination Act

- 9.1 The Centre must comply with the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

- 9.2 The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- 9.3 'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.'
- 9.4 The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Principal.

10. Access Arrangements

- 10.1 The Director of Inclusion will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam (including Controlled Assessments). The Director of Inclusion can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam /Controlled Assessment.
- 10.2 In the case of pupils with specific learning difficulties/visual impairment or certain other medical conditions, these can be any or all of the following:
- Extra time for Controlled Assessments/coursework and examinations
 - Supervised rest periods
 - A reader
 - A scribe
 - Enlargements/models
 - A helper (in certain subjects)
 - A prompter
 - Separate room and invigilator
 - Use of word processing/printing facility
- 10.3 Applications for Access Arrangements in exams including Controlled Assessments must be made at the commencement of the course particularly where there is a history of need. The JCQ outlines the conditions and requirements for the various approved Access Arrangements in their Regulations published each Academic Year.
- 10.4 In order to maintain standard records, and for ease of reference, a JCQ Form 8 will be completed in all cases - even where the regulations do not mandatorily prescribe a Form 8. Where an application online is necessary to obtain Exam Board approval the Candidate Declaration needs to be completed by the student concerned. Once this has been done, the Director of Inclusion will submit the application online via the JCQ website. The Exam Boards have a timetable of dates for the ordering of modified/-enlarged papers for NCTs and GCSEs which must be adhered to.
- 10.5 Rooming and invigilation for access arrangement candidates will be arranged by the Data Team.
- 10.6 Support for Access Arrangement candidates will be organised by the Director of Inclusion.

11. Contingency Planning

Contingency planning for exams administration is the responsibility of the Data Manager and the Senior Leadership Team.

12. Managing Invigilators

12.1 Specially appointed staff are used to invigilate examinations and will invigilate both Internal and External exams. These are called 'casual invigilators'.

12.2 Recruitment of invigilators is the responsibility of the Data Team in conjunction with the Personnel Officer and Vice Principal for Exams.

12.3 Securing the necessary Criminal Records Bureau (CRB) clearance and any other required paperwork/documentation for new invigilators is the responsibility of the Personnel Officer. CRB fees for securing such clearance are paid by the Centre.

12.4 Invigilators are trained, managed and timetabled by the Data Team. Invigilators rates of pay are set by the Academy.

13. Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

14. Exam Days

14.1 The Data Team will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the Lead Invigilator.

14.2 The Site Manager is responsible for setting up the allocated rooms where necessary under advice from the Data Team.

14.3 The Lead Invigilator will start all exams in accordance with JCQ guidelines.

14.4 Teaching staff are not routinely allowed into the Exams Venue without specific approval from the Head of Centre. The Data Team will circulate each year the relevant extract from the JCQ regulations and ensure that the current version of the Regulations (ICE) are on the Academy VLE.

14.5 In practical exams, i.e. ICT Functional Skills, subject teachers may be on hand in case of any technical difficulties as required by the Exam Board.

14.6 Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Only when all the scripts have been checked and accounted for will copies of the papers be distributed to relevant Chapter Leader.

15. General

15.1 The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times and to all exams and controlled assessments – internal and external.

- 15.2 Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.
- 15.3 Disruptive candidates are dealt with in accordance with JCQ guidelines.
- 15.4 Candidates are expected to stay for the full exam time at the discretion of the Data Manager or Lead Invigilator provided the JCQ minimum time has expired.
- 15.5 Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam venue. They must be accompanied by an invigilator at all times.

16. Timetables

Each candidate will be issued with an exam timetable which shows when and where the exam will take place and their seat reference. When any change is made a new timetable will be issued through their tutor. Tutors are expected to hand them to the candidate at the earliest opportunity. Details of all exams will appear on the Exams Noticeboard including seating references at least 2 days prior to the date of the exam.

17. Attendance

- 17.1 The candidate is responsible for ensuring that they arrive at the waiting area at least 15 minutes before the scheduled start times. Where revision or booster sessions are held on the day of the exam, staff will ensure that students are released in time to meet this requirement.
Within 15 minutes of the start of the exam, details of those candidates who have not arrived will be passed to the Data Team.
- 17.2 The Data Team will call the parents/carers accordingly (Priority 1 then if contact not made Priority 2) using the script provided. If no response is obtained (even if a voice message is left) then a second attempt is then to be made 10 minutes later (having regard to the deadline for exam in question).
- 17.3 A list of the students missing and details of the calls made is then sent to the relevant Chapter Head and Vice Principal (Progress & Standards) for Exams by email.
- 17.4 The Data Team is responsible for issuing any relevant paperwork such as in the case of where Special Considerations may apply (see also Special Considerations below).
- 17.5 Where no valid reason for absence is given by the parents/carers then the Data Team will pass relevant details to the Finance Dept. who will raise the relevant invoice.
- 17.6 Late and Very Late candidates will be handled by the invigilators in accordance with JCQ guidelines.

18. Clash Candidates

The Data Team is responsible for identifying and managing all exam clashes including providing the necessary supervision in accordance with exam board requirements.

19. Special Consideration

- 19.1 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 an exam, then it is the candidate's responsibility to alert the Centre, the Data Manager, or the exam invigilator, to that effect.
- 19.2 The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor or self-certification documentation under advice from the Data Team.
- 19.3 Provided the Data Manager is satisfied as to the circumstances involved and the documentation provided is appropriate and meets the Exam Board's requirements, the Data Manager will then complete the relevant application online (via the Exam Board's website) or forward a completed application form to the relevant Exam Board as required. All applications must be made within five days of the date of the exam.

20. Controlled Assessments, Coursework and Appeals

20.1 Coursework

- 20.1.1 Marks for all coursework/internally assessed work and estimated grades are to be provided to the Data Team by Subject Leaders under the supervision of Chapter Heads for central despatch to the Exam Boards/Moderator. The Subject Leaders are responsible for ensuring that the marks are submitted to the Data Team in time to meet the Exam Boards deadlines.
- 20.1.2 The Subject Leaders are responsible for despatching all coursework/internal assessments at the correct time to the moderator in time to meet the Exam Boards deadlines.

21. Controlled Assessments

The Subject Leaders are responsible for the management of all Controlled Assessments. Reference should be made to Appendix 1 for the Policy relating to Controlled Assessments.

22. Appeals Against Internal Assessments

- 22.1 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.
- 22.2 Assessments should be conducted by staff that have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board.
- 22.3 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 his/her 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

- 22.4 The existence of this procedure is made known to students by reference in a letter and at the start of examinations courses and in this examinations policy, which is available for inspection on request.
- 22.5 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.
- 22.6 Appeals should be made in writing to the Data Manager who will investigate the appeal. If the Data Manager was directly involved in the assessment in question, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Data Manager is not able to conduct the investigation for any other reason.
- 22.7 The person conducting the investigation will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and examination code of practice of the QCA. This will be done before the end of the series.
- 22.8 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.
- 22.9 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.
- 22.10 After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres.
- 22.11 Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by these procedures.

Details of the appeals procedure for the relevant awarding body are available from the Data Team.

23. Post Results Service

23.1 Results

- 23.1.1 Results are downloaded from the Exam Boards by the Data Team in line with Board Regulations on the designated days. Candidate Result Slips are prepared and kept secure until they are released to the candidates. Specialised and general access to results information is determined by the Principal in line with JCQ regulations.
- 23.1.2 Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses; candidates must provide a self-addressed stamped envelope. Results can be collected on behalf of a candidate by third parties, provided they have been authorised to do so and can produce a written note to support the collection of the Results by them. Arrangements for the Centre to be open on results days are made by the Data Team.

24. Enquiries about Results (EARs)

- 24.1 EARs may be requested by Subject Leaders if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested. Refer to Appendix 2 for the Policy and Procedure for EARs.
- 24.2 If a result is queried, teaching staff, Chapter Heads and the Principal will investigate the feasibility of asking for a re-mark. Where the Centre approves the remark request, the cost of an unsuccessful request will be borne by the Centre.
- 24.3 When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.
- 24.4 Where a remark is requested it is required that the process and consequences are fully explained to the candidate and that the candidate completes the required declaration / permission form (see Appendix 2).

25. Access to Scripts (ATS)

- 25.1 After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. Centre staff may also request scripts for investigation or for teaching purposes. In this case the consent of candidates must be obtained. GCSE re-marks cannot be applied for once an original script has been returned.
- 25.2 The costs of this service are payable by the subject area concerned (details from the Data Team).

26. Analysis of External Results

26.1 KS4 & KS5 External Results (Summer series)

The Data Manager will:

- 26.1.1 Ensure that all KS4 results (including prior attainment) are loaded into 4Matrix on the Results Download Day (restricted access) under suitable general embargo. The principal will designate which other staff will have access to the data – as provided for by the JCQ Regulations.
- 26.1.2 Advise the Principal as soon as all results are loaded so that the Press Release can be reviewed.
- 26.1.3 Enable access to the results on 4Matrix for all on the Results Day at a time fixed by the Principal.
- 26.1.4 Provide printed copies of all results (awards and units where necessary).
- 26.1.5 Provide the LA on Results Day an analysis as required of both KS4 & KS5 results. This to include BTEC results and other qualifications where applicable.
- KS4 Overall number of grades in all GCSEs.
 - KS4 – Overall number of grades in all BTECS (Certificates, Extended Certificates).
 - KS5 – Overall number of grades at AS & A2.
 - KS5 – Overall number of grades in each BTEC level (Certificate, Subsidiary Diploma, Diploma, Extended Diploma).

- Any other anonymous statistics as may be required (number of 5A*-C, 5A*-G, 1 A*-C, Ave Points score, 2 A*-C in Science, 1 A*-C in MFL, EBACC, Progress 8 and Attainment 8 outcomes threshold outcomes in English and Maths).

27. Certificates

- 27.1 Certificates are to be collected in person and signed for. Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so and have a written note to support the collection of the certificates. ID may be required. Certificates are not routinely posted. Any alternative arrangements must be discussed and agreed with the Data Team.
- 27.2 The Centre is required to retain certificates in secure storage for at least one year. The Centre may hold certificates for longer before being destroyed in a confidential manner. A copy of results may be issued if a candidate agrees to pay the costs incurred.

Controlled Assessment Policy

1. Background

As part of the 2007 review of GCSE qualification and subject criteria, QCA commissioned a report on internal assessment in GCSE specifications. The report which was published in June 2007 recommended that coursework should be replaced in the majority of subjects by controlled assessment.

Controlled assessment is a form of internal assessment where the control levels (High, Medium or Low) are 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 most subjects however, work will be marked by the centre and moderated by the awarding body.

2. Purpose of this Document

The purpose of this document is to identify the respective responsibilities in planning and managing controlled assessment. It shows how responsibilities within GCSEs and Diploma principal learning will be allocated to colleagues such as teachers, assessors and the Senior Leadership Team.

3 Scope of this Document

At this time all GCSE controlled Assessments and Diploma Controlled Assessments are carried out by Academy staff (the Home centre in the case of the Diploma) and as such the roles and responsibilities outlined in this document apply to both GCSE Controlled Assessment and Diploma Controlled Assessments.

4. Roles and Responsibilities

4.1 Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Directors/Subject Leaders to schedule controlled assessments.
- 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 Academy etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

4.2 Directors/Subject Leaders

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.

- Standardise internally the marking of all teachers involved in assessing an internally assessed component. Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Supply to the Data Team details of all unit codes for controlled assessments.

4.3 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.
- 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 Data Team to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (Director of Inclusion) for any assistance required for the administration and management of Access Arrangements.

4.4 Data Team Staff (Data Manager, Senior Data Officer and Data Support Officer)

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries as instructed by the Chapter Leader.
- Enter students' 'cash-in' codes for the terminal exam series as instructed by the Chapter Leader.
- Where confidential materials are directly received by the Data Team, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format in accordance with the directions of the respective Exam Board.

4.5 Special Education Needs Co-coordinator/Additional Learning Support

- Ensure Access Arrangements have been applied for in accordance with the current Academy procedures.
- Work with teaching staff to ensure requirements for support staff are met.

5. Good Practice

At the start of formal sessions of controlled assessments, candidates will be reminded to turn off their phones and other electronic devices, disabling any alarms etc.

Staff are encouraged to go through the JCQ Notice to Candidates (for controlled assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice.

6. Student Malpractice

The Head of Centre will:

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice;
- If the irregularity is discovered prior to the candidate signing the declaration of 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 Principal 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.

7. Teacher Malpractice

- Work with teaching staff to ensure requirements for support staff are met.
- The Academy will carry out an investigation where it is evident that a teacher has helped a child with their controlled assessment beyond the guidelines contained within each specification;
- Where there is malpractice, it will be dealt with under the disciplinary policy of the Academy and the awarding body will be informed.

8. Monitoring and Valuation

This policy will be monitored on behalf of the Academy Council by the Standards and Curriculum Sub Committee on a biennial basis.

The policy should be read in conjunction with the remainder of the Exams Policy.

PROCEDURE ON ENQUIRIES ABOUT RESULTS (EAR) DECISIONS MADE BY THE CENTRE

Post Results Services offered by the Boards (under the guidance of the JCQ)

After the publication of results the following services are offered by the Examination Boards and can only be applied for by the Centre.

1. Service 1 (Clerical recheck)
2. Service 2 (Post results review of marking)
3. Priority Service 2 (Post results review of marking)
4. Service 3 (Review of Moderation)

Clerical Recheck

The Board checks that all parts of the script have been marked and that all the marks have been added up correctly

Post Results review of marking

The Board does a clerical recheck and asks a senior examiner to review the original marking of the script.

Priority Post results review of marking

This is only offered following publication of the summer GCE/AEA results. It is the same as a review of marking, but it is completed in 18 days and is more expensive. If a student has a university place pending, a Priority review of marking should be requested. The deadline for asking for a Priority review of marking (Service 2P) is 8 days after publication of June results.

Review of Moderation

This is the method by which coursework is looked at again. A senior moderator reviews the work of the first moderator. The process is applied to the whole entry/cohort. Subject grades cannot go down in review of moderation, however marks can go down, and the lowered mark will be carried forward, which will affect a future subject grade. For review of moderation, centres do not need candidate consent, as subject grades cannot be lowered. Centres should, however, ensure that candidates are aware that their coursework mark could be lowered.

Staff at The Sir Robert Woodard Academy may decide that they think one of these services is appropriate for a candidate or group of candidates. In this case the Centre will pay for the enquiry. However it is important that the Subject Leader ensures that the student fully understands the implications of an Enquiry and that the student is asked for written consent (see separate form). Only when the form has been completed can an application be made. The Chapter Leader should co-sign the Consent Form in the space provided to signify approval of the application.

A candidate may also wish to apply for one of these services. The candidate should first approach their subject teacher to see if they also think that this is appropriate. The subject teacher or phase leader in conjunction with the Data Manager may decide to pay for the service. However the candidate can request the service anyway if he/she is prepared to pay. Once again the Centre MUST obtain the written consent of the candidate on the appropriate form before the application is made

If the candidate is insistent that one of the services should be asked for and is unwilling to pay the required fee he/she can adopt the appeals procedure. This process, outlined on the next page, will normally only be required when all other mechanisms within the Centre have failed to resolve the matter. It 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.

Outcome of Enquiry about Results (Service 2)

It should be noted that there are three possible outcomes of an Enquiry about Results (see note about Review of Moderation)

1. The original mark is lowered, so the final grade may be lower than the original grade received.
2. The original mark is confirmed as correct, and there is no change to the grade.
3. The original mark is raised, so the final grade may be higher than the original grade received.

PROCEDURE ON ENQUIRIES ABOUT RESULTS (EAR) DECISIONS MADE BY THE CENTRE APPEALS PROCEDURES

Appeal against a Board decision

Each Awarding Body publishes its arrangements for appeals against its decisions.

If you feel an Appeal is necessary please see the Data Manager for the appropriate procedure for the Board concerned.

It should be noted that appeals do not normally mean that examination papers are marked again. Appeals check that the procedures leading to the result were good enough and done properly.

Appeal against the school's decision NOT to lodge an Enquiry

In addition an appeal can be made to the Academy concerning the decision not to request an enquiry about results.

- The parent/carer or student (appellant) must make the appeal in writing to the Data Manager. Appeals should normally be made 10th September for examinations in the summer series.
- This deadline may be extended in exceptional circumstances, but candidates should be aware that the awarding bodies have their own deadlines for the receipt of requests.
- The enquiry into the internal process will normally be led by the Data Manager and the relevant subject leader and Chapter Head.
- The enquiry will consider whether the request for the school to pay for a service is justified. The candidate's estimated grades, performance in school exams and subsequent results will be taken into consideration.
- The appellant will be informed of the outcome of the appeal, in writing.
- If the appellant is not in agreement with the written response a personal hearing can be requested where the panel will consist of the Principal (or the Principal's nominee) and a second independent person (e.g. a member of the Academy Council) provided that neither has played any part in the original enquiry.
- The appellant will be informed of the outcome of the personal hearing, in writing.

Extra Time

Up to 25% extra time (2017)

All students with approved Access Arrangements allowing them up to 25% extra time, are permitted to determine how much extra time they need in each examination. They will not have to stay for the full 25% extra time.

This applies to public exams, internal assessments and internal tests\mocks where Access Arrangements apply.

In the exam venue to meet exam board regulations, three times will be displayed for each examination:

- the start time,
- standard finish time
- the finish time for 25% extra time

All students are expected to remain in the exam venue for the full standard time.

Where a student has supervised rest breaks the standard finish time (and 25% extra time finish time if applicable) will have been adjusted for any breaks taken by that individual student. Their finish slip will be adjusted accordingly each time.

Students with 'up to 25%' are then permitted to end their exam when they have decided they are finished.

This does not affect other access arrangements that a student may have.

In all exams they must raise their hand to alert the invigilator that they wish to leave.

Once their paper has been checked (name, exam number, signature if required, attachments attached, borrowed equipment returned if applicable), they will be allowed to leave.

Where the student is a computer user, the exams office will be advised and the student will be permitted to leave with one of the exam office team who has downloaded their work for printing and authorisation as usual. They are not permitted to leave until such time their work has been captured (and subsequently printed etc)

Usual exam conditions apply i.e. they leave in silence and keeping the disruption to others to a minimum.

The invigilator will make a record of the departure (name, seat reference, time) in the Incident Log. A copy of this Log will be sent to the Inclusion Manager after each examination.

SEND will coach the students with 'up to 25% extra time' to ensure that they understand why they have the access arrangement, how best to use it and the procedure to follow when they have decided they have finished the examination.

SRWA Public Examination Results Appeal Process 2020

Students submit a request to the Examinations Team for an Initial Review request to be sent to the exam board. The form can be submitted on collection of results or downloaded from the website and emailed to enquiries@srwa.co.uk

SRWA Exams Team will check that an Initial review can be made for the following reasons:

- Procedural: The awarding body did not apply procedures consistently, or procedures were not followed properly and fairly.
- Wrong data: The awarding body used the wrong data in calculating results
 - where the centre has provided us with incorrect centre assessment grades/rank order information
 - where the exam board has used the incorrect data set or introduced an error into the data set
 - where there are exceptional circumstances at the school (the school feels their previous cohorts taken into account during standardisation are not sufficiently representative of this year's students).
- Results incorrectly issued: The result generated was incorrectly issued by the awarding body to the candidates.
- Mock result: If the candidate achieved a higher grade in valid mock exams compared to the final grade awarded. A request for evidence will be made to the relevant Curriculum Director/ Subject Lead.

Assistant Principal (SDA) to review the evidence available and decide if the criteria to make an initial review have been fulfilled.

Criteria Fulfilled

If the criteria for an Initial Review have been fulfilled, the appeal will be lodged by the Exams Team before the final deadline of 17th September 2020.

Criteria not fulfilled

- The candidate will be informed if the request for an initial review was unsuccessful.
- They can then have an option to either: Apply for an Autumn retake or submit an appeal to review the decision.

Appeal Review

- All Appeal Reviews will be conducted by the Vice Principal (SPI).
- If the appeal is successful the Initial Review will be submitted to the exam board.
- If the appeal is unsuccessful the candidate can raise a complaint using the Academy's official complaints procedure.
- If the complaint is unsuccessful, the student can submit a claim of bias, discrimination or malpractice to the exam board.

SRWA Request for Review of Exam Grade Evidence

Deadline for submission: 2nd September 2020

Submit to the Data Office or enquiries@srwa.co.uk

FOR CENTRE USE ONLY	
Date received	

Candidate Name		Awarding body	
Candidate number		Qualification type and Subject	

Please provide any further relevant information or evidence and/or questions that you would like addressed in the school's review.

Should this review result in an appeal to the awarding body, I give my consent for The Sir Robert Woodard Academy to do so and I understand that as a result of this appeal my grade could go up, down or stay the same.

Student signature:

Date of signature:

This form must be signed, dated and returned to the Data Office on behalf of the Head of Centre by the 2nd September 2020