



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

EXAMINATIONS AND INTERNAL ASSESSMENT FOR EXTERNAL QUALIFICATIONS POLICY

December 2023

This policy will be reviewed annually.

This policy goes to the Student and Curriculum Sub-Committee

This is a statutory policy

Contents

1	Purpose of the policy.....	3
2	Specification/awarding body	3
3	Exam sessions	3
4	Entries.....	3
5	Late entries/amendments	3
6	Re-takes	4
7	Withdrawals.....	4
8	Coursework and forecast grades.....	4
9	Access arrangements.....	4
10	Candidate briefing.....	4
11	Clashes.....	4
12	Storage of papers	5
13	Exam venues	5
14	Invigilation	5
15	Special consideration	5
16	Results	6
17	Access to scripts/re-marks.....	6
18	Appeals.....	6
19	Certificates.....	6
20	Cost allocation and charging.....	6
21	Internal assessments for external qualifications	7
22	Written appeals procedure.....	7
23	Enquiries about results (reviews of marking) for written components (excluding coursework)	8
24	Appeals regarding centre decisions relating to access arrangements and special consideration	10
25	Access arrangements and reasonable adjustments	10
26	Special consideration	10
27	Centre decisions relating to access arrangements, reasonable adjustments and special consideration	10
28	Appeals regarding centre decisions relating to other administrative issues	11
29	Risk-Assessment and Risk Management	11

1 Purpose of the policy

The Ecclesbourne School is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

2 Specification/awarding body

The Head of Subject should initially decide which awarding body and specification is taught within his/her department. The Head of Learning Services and Examinations Officer should be notified of any changes by Heads of Subjects. There is an opportunity to inform Exam Boards of any changes to intake and courses when estimated entries for forthcoming exams are requested. The Examinations Officer shall co-ordinate this.

3 Exam sessions

The Head of Subject will decide when to enter students for exams; the Examinations Officer can provide information as to which modules are available in a particular exam session.

4 Entries

The Examinations Officer will prepare subject booklets for GCSE and GCE assessments, containing mark sheets set up for the forthcoming exam session in May/June. The information for these will come initially from the spreadsheet of external exam details, kept up to date by the Examinations Officer but is ultimately the responsibility of the Heads of Subject to ensure that all courses are included (including new courses). These booklets should be completed by teaching staff who should check class lists and entry codes. Once the entries have been made they should be checked and signed by Heads of Faculty/Subject. A timetable of internal deadline dates which are ahead of the Exam Board deadlines needs to be worked out by the Examinations Officer and adhered to by the teaching staff if entries are to be made on time and late entry fees avoided.

5 Late entries/amendments

The department making the request should normally pay for any late entries. Amendments should be decided by subject staff and paid for by their department if late entry fees have been incurred. Any parent requesting a tier change or other amendment must consult with the relevant Heads of Faculty/Subject in the first instance. They are liable to a late entry fee if applicable. Such fees will be charged to departments using the Cost-Centre Recharge system for auditing purposes.

6 Re-takes

Students should pay for all exam re-takes unless special consideration is granted from their Head of Year. Retake forms are available from the exams office shortly before the entry date for this purpose; they must be completed, signed by the relevant subject teacher and payment made in full with the application. Payment can only be accepted using the Parentpay system; the ICT support manager will make a list of payments available to exams office staff to ascertain which students have paid and can therefore be entered.

7 Withdrawals

Candidates should only be withdrawn from exams upon advice from subject staff and Head of Year unless the exam is a retake. If a withdrawal from a subject is made after entries have been made, costs can be incurred. These should be correctly assigned to the student, department or school by the Examinations Officer.

8 Coursework and forecast grades

The Examinations Officer will distribute coursework mark sheets & forecast grade sheets with instructions to relevant members of teaching staff and set a deadline date for their return; they will then be sent off by the Examinations Officer to the relevant boards. It is the subject staff's responsibility to ensure that coursework mark copies and any requested sample of coursework and certification documents are sent to moderator as required.

9 Access arrangements

The centre delegated access arrangements are required to be entered through the AAO online portal. The administration of all access arrangements is the responsibility of the Head of Enhanced Learning and should be completed by the due date. Once arrangements have been accepted any requirements should be communicated to the exams office in good time to ensure adequate provision is made for these students during exams. Any changes to this information must be communicated to the Examinations Officer on a regular basis. To comply with JCQ regulations, Access Arrangements should be in accordance with the student's normal way of working from the beginning of the course.

10 Candidate briefing

The Examinations Officer shall hold an exam assembly for Year 11, 12 & 13 shortly before study leave begins around Easter. Prior to this event an information booklet, together with a personalised examination timetable for the forthcoming exams will be issued.

11 Clashes

Any clashes in exams will be identified by the Examinations Officer. In order to accommodate any clash it may be necessary for the Examinations Officer to arrange for a change in the exam times. Where possible exams will take place on the scheduled day and will only be moved between morning and afternoon sessions. Sometimes it may be necessary to move a paper to the following day, after consultation with heads of year and parents and following approval by the Exam Board concerned. Wherever a clash is found the student will be informed of this using an Exams Clash Note via the Head of Year. This note will have a reply slip to be returned directly to the exams office as a means of ensuring students are aware of timetable changes. It is the Head of Year's responsibility to ensure that any unissued notes are also returned to the Exams Office within one week of issue.

12 Storage of papers

Exam papers must be checked on receipt; the amount of papers received must be sufficient for the number of candidates sitting each exam. Mistakes/shortfalls must be reported to the Exam Boards immediately. Exam papers and stationery should be stored securely in the exams office and in accordance with JCQ regulations. Following JCQ regulations, access to the exams office shall be restricted to a maximum of 4 key holders only. The current recognised key holders are Stephen Walton, David Tanser and site team.

13 Exam venues

For summer exams the Sports Hall, New Theatre and Main Hall should be used where possible. Any extra venues should, ideally be rooms where there is no possibility of outside noise or distractions; a rotation system for areas is used over extended exam periods to share the disruption and is agreed with admin office.

Desks and chairs for the major halls should be set out by the Site Team following guidance from the exams office. The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres. The Examinations Officer shall provide invigilators with sufficient materials to set up the rooms with the required notices, clocks & seating plan. Organisation of the seating arrangements is the responsibility of the Examinations Officer.

14 Invigilation

After the exam entries have been made, the Examinations Officer should calculate the likely number of invigilators needed for each exam session; provision for at least one spare invigilator should be made to accommodate any unforeseen circumstances. The Senior Invigilator shall then organise an invigilator timetable and notify the invigilators. Invigilator recruitment and regular training should be completed by the Senior Invigilator with the assistance of the Examinations Officer as required.

Candidate identity will be verified by staff members present outside the exam venues at the beginning of each exam/assessment. A member of the Leadership Group will be present inside the venue at the beginning of each exam to help facilitate the verification of candidate identity. Candidates have candidate slips on desks for each exam with their candidate number and subject examination details for additional verification. Invigilators check attendance at start of each exam and complete register as required. Vigilance is undertaken at the start of exams and throughout the process to ensure candidates are correct and valid.

It is a JCQ instruction that no teacher be present at the start of an exam except when requested to be present for assistance, and under no circumstances should they read the exam paper in the exam room unless requested to do so. Spare exam papers shall be distributed to the teaching staff by the Examinations Officer when there is no further risk of a security breach.

If there is any suspicion of malpractice during an exam the invigilator must keep a record to be reported to the Examinations Officer who will then decide on the appropriate action.

Candidates who do not turn up for an exam should be contacted immediately, either by the relevant Head of Year or the school office.

15 Special consideration

Initial requests may come from parents or teachers. The Examinations Officer shall assess each request based on the information received and apply as necessary.

16 Results

The Examinations Officer will download results as soon as they become available. Where necessary the distribution of results to students shall be organised through the subject staff. Paper result slips are printed by the exams office and distributed by office staff.

17 Access to scripts/re-marks

These can be requested by teachers or by individual candidates. Details of deadline dates and fees shall be available from the Examinations Officer, preferably in advance of Results Day. Application forms for this process are available from the exams office and a list of all applications and the outcomes is held by the Examinations Officer.

18 Appeals

The school adheres to the JCQ appeals procedures for external appeals with the boards themselves. The school operates its own internal appeals policy which conforms to JCQ requirements; it is available to view on the examinations notice board.

19 Certificates

If a candidate is not in school when the certificates are issued they should make arrangements for their certificate to be sent by special delivery to their home address.

Year 13 students will have their certificates posted to their home address; payment for this service will have been received through the sixth-form subs. However, it is the student's responsibility to ensure that the school holds a correct address for them and informs them of any changes. Certificates that have been returned by the post office will be held for later collection by the student.

Year 11 students will receive their certificates in person once they are in Year 12, unless they leave at the end of Year 11. In this instance students must arrange to collect and sign for them from school.

The school is required to hold certificates for one full year but it will hold any unclaimed certificates for a period of 4 years, after this time a record of any unclaimed certificates shall be made and the certificates will be destroyed, this is above and beyond the recommendations of JCQ.

20 Cost allocation and charging

The school will pay for the first exam entry in a subject taught and administered by it. Any further attempts to improve marks by retaking the exam are to be paid for either by the student or department from their budget. If a student is absent for this first exam, unless there are reasonable circumstances the student should accept that the first exam has been paid for by the school and any attempt to sit it in the future will be classed as a retake and should therefore be paid for in full by them.

If entries are made after the published deadlines penalty charges will be incurred of either double cost (up to one month after the published date) or triple cost (over one month after the published date) in accordance with exam board policies.

If late entries or amendments are required and are the responsibility of departments, the Examinations Officer shall seek repayment of the additional costs from these departments through the use of Cost-Centre Recharge forms. Other costs which will be charged to departments include reviews of marking requested by subject staff, appeals, copies of scripts etc. unless the Headteacher agrees to cover the costs.

If a student decides to not take an exam which has been paid for by the school but without its prior approval, the school shall reserve the right to forward the charges to the student.

If students fail to repay any outstanding charges the school shall, if necessary, withhold the release of certificates to the students as a final inducement for them to pay.

21 Internal assessments for external qualifications

In accordance with the 'Instructions for Conducting Coursework' for the conduct of external qualifications produced by JCQ (Joint Council for Qualifications), The Ecclesbourne School is committed to ensuring that:

- internal assessments are conducted by staff who have appropriate knowledge, understanding, training and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- consistency of the internal assessment is secured through internal standardisation as necessary;

22 Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgements themselves; you cannot appeal against the mark or grade only the procedures used;
- the parent or guardian must make the appeal in writing to the School's Examinations Officer: appeals should be made as early as possible but by 2 weeks before the last examination date for that session at the latest;
- the enquiry into the internal process will normally be led by the Examinations Officer and the appropriate Head of School/Year with suitable assistance from the subject team concerned, provided that neither has played any part in the original internal assessment process or two other members of staff who are completely independent of the original process as nominated by the Examinations Officer;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- the enquiry will consider whether the procedures used for the internal assessment conformed with the published requirements of the Awarding Body and the JCQ 'Instructions for Conducting Coursework'.

The appellant will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body;
- any steps taken to further protect the interest of the candidates;
- changes made to the School's internal procedures resulting from the appeal;

If the appellant feels dissatisfied with the conclusion they can pursue the case further following the School's established complaints procedures.

23 Enquiries about results (reviews of marking) for written components (excluding coursework)

In cases of 'Enquiries About Results', where the School does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. It must be accepted that the review of marking will be the accepted and certified mark whether it be higher or lower than the original mark and so such requests should be considered carefully before proceeding. Any such enquiries should be made through the Examinations Officer. If a mark results in an improvement in grade (not just a change of mark) for that unit the cost shall be reimbursed by the examination board concerned.

Note:

Any changes to the marks submitted to the board by the School fall beyond the scope of this internal appeals procedure, any appeals at this point become subject to the procedures employed by the examination board for which established procedures exist.

The School cannot take any responsibility for delays caused by examination boards or other external bodies.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- **Service 1** (Clerical re-check)
This is the only service that can be requested for objective tests (multiple choice tests)
- **Service 2** (Review of marking)
- **Priority Service 2** (Review of marking)
This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- **Service 3** (Review of moderation)
This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, the centre will:

1. Where a place a university or college is at risk, process a request for a Priority Service 2 review of marking
2. In all other instances, process the student's desire to access the script by:
 - a) (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
 - b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access his/her script
4. On access to the script, if the student is in agreement, seek guidance from the subject teacher and/or the Head of Faculty to consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking

5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body.

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample]

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carers) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet**. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 5 calendar days of the notification of the outcome of the RoR. Subject to the Head of Centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of the awarding body issuing the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the school's website or by following the link: <https://www.parentpayshop.co.uk/schools/8305401/shop.html>)

If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

24 Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms The Ecclesbourne School's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place and available for inspection a written internal appeals procedure, which covers appeals regarding centre decisions relating to access arrangements and special consideration.

The Ecclesbourne School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**.
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced.

25 Access arrangements and reasonable adjustments

In accordance with the regulations, The Ecclesbourne School:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments.

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved.
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments).
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence.
- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations).

26 Special consideration

Where The Ecclesbourne School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

27 Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include The Ecclesbourne School's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where The Ecclesbourne School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted within 5 calendar/working days of the decision being made known to the appellant)].

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 10 calendar/working days of the appeal being received and logged by the centre.

If the appeal is upheld, The Ecclesbourne School will proceed to implement the necessary arrangements/submit the necessary application.

28 Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause The Ecclesbourne School to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where The Ecclesbourne School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied the regulations or followed due process, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted within 5 calendar/working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 10 calendar/working days of the appeal being received and logged by the centre.

29 Risk-Assessment and Risk Management

The school has conducted a risk assessment of its examination and internal controlled assessment procedures and formulated a risk management policy specifically designed to assist in these areas. These documents form part of the whole school contingency plans.



THE ECCLESBOURNE SCHOOL
Learning Together for the Future

Internal Appeals Form

FOR CENTRE USE ONLY

Date received

Reference No.

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against the centre's decision not to support a review of moderation or an appeal
- ☐ Appeal against the centre's decision relating to access arrangements or special consideration
- ☐ Appeal against the centre's decision relating to an administrative issue

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

- ☐ Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking.

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure.



The outcome of any review of the centre's marking will be made known to the Head of Centre. An electronic and a written record of the review will be kept and logged as an appeal, so information can be easily made available to an awarding body upon request. The awarding body will be informed if the centre does not accept the outcome of a review – this will be noted on this log.

[illegible]

