

## PENRYN COLLEGE

# EXAMINATIONS POLICY

**Approved by:**

**Student & Curriculum Committee on:** Spring 2018

**Responsible SLT member:** Mr James Lushington

**To be reviewed:** Spring 2019 or when major changes occur.

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Appendices:

Appendix 1: Internal Appeals Policy

Appendix 2: Controlled Assessment Policy

The following documents are available from the Exam's Officer

- Examinations Officer's Job Description
- Calendar of Examination Activities
- Calendar of internal assessments
- Instructions for conducting controlled assessments.
  - JCQ Declaration of Authentication
  - JCQ Notice to Centres
  - JCQ Notice to Candidates
  - Supporting Documents
- The JCQ A guide to the awarding bodies' appeals processes: September 2017
- Arrangements for internal appeals about internal assessment decisions and enquiries about results

## **PENRYN COLLEGE - EXAMINATIONS POLICY**

### Rationale (for having a Policy)

The outcome of internal and external examinations at Key Stage 3 and Key Stage 4 (particularly), both in terms of raw results and value added outcomes against prior attainment and certain contextual factors are published in annual league tables and are often the principal means by which the success of a school is judged.

They are very important to an individual pupil, for they are the passport to the next stages of education and employment.

Examination entry fees are substantial and rising annually (although Government may soon cap them) and constitute a significant proportion of a school's budget.

The regulations of the Examining Boards under which entries for external examinations are made; exam papers sat, controlled assessments marked and submitted, results and certificates received and appeals launched are robust and rigorous and must be stringently followed. Otherwise a candidate's results and a school's operation as an examinations centre can be penalised or even jeopardised.

Internal exams and assessments held regularly in each subject group are an important means of assessing pupils acquisition of knowledge, understanding and skills, tracking their progress year on year and the basis of the legally required reporting to parents. They also serve as practices for the external exams.

For these reasons, it behoves the college to have a well thought through examinations policy and allied procedures to ensure best practice which is well known to pupils, parents, staff and governors and closely adhered to.

### Purposes (to be achieved through the Policy)

1. To ensure learning (knowledge, skills and understanding) through direct teaching or independent personalised study is the principal focus of pupils, staff and parents.
2. To diagnose, by this periodic summative assessment of examinations alongside continuous formative assessment, a pupil's strengths and weaknesses and strengths and weaknesses in the course content and teaching/learning methodology.
3. To enable pupils and teachers to plan future learning (content and delivery) to remedy deficiencies and further develop their knowledge, abilities and understanding.
4. To track and monitor pupil progress through **continually assessment** and towards the best possible GCSE and other Key Stage 4 examination outcomes.
5. To utilise target setting and feedback of short and medium term objectives for individual pupils which motivates their learning, focuses extent and nature of learning support.
6. To provide relevant information to parents, employers, further and higher education institutions about a pupil's achievements and potential and to respond to DfE and LA's requirements for individual and cohort information.
7. To measure an aspect of the college's success and make year on year comparisons within the College and against other schools, particularly those with similar characteristics.

Guidelines (on actions to achieve the purposes of the policy)

1. The Examinations Officer is responsible to the Headteacher (who is designated Head of the Examinations Centre) for ensuring the Examinations Boards' Regulations and Procedures are followed.

These include circulated exam boards' correspondence exam entries and amendments; the receipt and secure storage of the examination papers; arranging the accommodation; ensuring timetables are circulated; the conduct of the examinations ensuring papers, stationery and other relevant materials are provided in good time and a rota of invigilators is arranged; the despatch of scripts, controlled assessments, estimated grades and controlled assessments marks; access arrangements are made for candidates with special needs or for difficulties which arise in a candidate's circumstances; the receipt of results and certificates and the making of appeals.

2. The Examinations Officer will ensure that all teachers and invigilators are aware of the Boards' Regulations and Procedures and the College's particular requirements and that they are followed.
3. The Head of Department, in consultation with an SLT member will decide which GCSE and/or other Key Stage 4 course specification (syllabus) and the time of sitting (where options are available). Changes of syllabus choice must be notified to the Examinations Officer no later than September at the start of the course.
4. Subject teacher/Head of Department will decide the course or subject entry and the level or tier of the exam and ensure entry details, estimated grades, controlled assessments samples and coursework grades are submitted to the Examinations Officer by the due dates. Decisions on whether a pupil should not take the exam in a subject he/she has studied will be made by SLT in consultation with relevant staff, parent and pupil.
5. The College will pay centrally the examination entry fees and other costs arising out of administrative changes. Departments will pay late entry fees or other costs arising from submitting entries late or amending entries. Parents and pupils will be asked to reimburse fees for exam entries for which candidates are absent without just cause supported by appropriate evidence (e.g. medical notes, etc).
6. The Co-ordinator for Special Educational Needs (SENCO), in liaison with the Examinations Officer and the subject teacher will ensure all the necessary arrangements for candidates with special needs including completion of paperwork, access to the examination hall and in-exam support in accord with the Regulations. Requirements arising from the Disability Discrimination Act 2005 (DDA) will be complied with.
7. External entries are only acceptable from former students of the College. A small administration fee may be charged.
8. The Examinations Officer will be responsible for the appointment and supervision of non-teacher invigilators (required under the Workforce Reform Regulations). Their rate of pay will be determined by the Governors Finance Committee. Costs for completing Disclosure and Barring Service (DBS) checks will be borne from central costs.
9. Premises staff will set up examination halls and classrooms under the direction of the Examinations Officer ensuring the regulatory desk spacing and any permitted display material.

10. External exam candidates must attend appropriately dressed in accord with and behave in accord with the College requirements. Their entry to and departure from the examinations room will be in accord with the Boards' Regulations and College procedures, as should be rules for mobile phones and other electronic equipment. The College cannot be held responsible for loss or damage to personal possessions.
11. The Examinations Officer will ensure that appropriate arrangements are made when a candidate has exam timetable clashes ensuring in-communicado supervision of candidates and other requirements of the Boards' Regulations.

The Officer or delegated member of staff will try to communicate with candidates not present at the beginning of an exam. Their late arrival and any subsequent time allowance will be notified to the examiner and the Board in accord with the Regulations.

12. The Examinations Officer will arrange for candidates to receive their GCSE and related course results in person on publication date (normally the fourth Thursday in June).
13. Case Law has determined that the results and the certificates belong to the candidate and cannot be withheld from the candidate for any reason. Publishing individual candidates' results requires the permission of the candidate.

Certificates are issued through the College and will be released only to the candidate in person. The College retains uncollected certificates for two years and may return them to the Board.

14. Members of staff, candidates and their parents can request, enquire about results if there are reasonable grounds that marking is in error. The Headteacher and Head of Department will decide if a full re-mark should be made. Costs will be borne by the College.

A parent or candidate requesting a full re-mark against the judgement of the College will pay the costs.

15. The College is obliged to publish and follow a procedure of appeal against internal assessment. Details are available to candidate and parent from the Examinations Officer.
16. Marked scripts can be requested by the College on behalf of the candidate within an agreed interval after publication of results. These scripts can be utilised for teaching and assessment purposes with the consent of the candidate.
17. Internal exams are held under external exam conditions. The Examinations Officer is responsible for their arrangements in liaison with Heads of Department and subject teachers.

#### Conclusion (Summing up)

The External Examination system is a complex, labour intensive, time consuming and costly process and can be fraught with opportunities for oversight or error that can have serious consequences for the candidate, the staff concerned and the College.

The setting, sitting, marking and reporting of internal exams is also costly of teacher time and effort and can interrupt the learning process.

It is essential therefore for a Policy Statement that gives a sound rationale for their use, identifies their purposes to be achieved states clear and comprehensive guide lines for their conduct.

Such a Policy should be regularly reviewed and amended as necessary.

**APPENDIX 1  
PENRYN COLLEGE  
INTERNAL APPEALS POLICY**

Coursework and Controlled Assessment

This policy applies only to coursework and controlled assessment which is marked in school and moderated by the examination board. Normal enquiries after results procedures are available for board-marked work (see below).

1. Enquiries about coursework and controlled assessment marks should initially be addressed to the teacher responsible for assessing the work.
2. As soon as reasonably practicable, the teacher will provide the student with details of the marks awarded and explain the current status of the piece of work e.g. whether marking/internal moderation is complete.
3. In accordance with normal teaching practice, the teacher will discuss with the student the reasons for the awarding of a particular mark if examination board regulations allow this.
4. Additional information about the work e.g. comments recorded about it by the teacher, comments from internal moderation, any correspondence with the exam board about the piece of work etc are available to the student in accordance with the Penryn College data protection policy, where this does not contravene examination board regulations.
5. If the teacher has doubts about authenticating a piece of work, these will be raised with the student at the earliest opportunity. The student will be given a chance to remove material which cannot be authenticated or to undertake an alternative task if this is practical. The head of department, examinations officer, head of centre and parents will be informed in all cases where work cannot be authenticated.
6. If the student is not satisfied that the piece of work has been marked fairly and in accordance with the instructions of the examination board, a formal appeal may be made in accordance with the Penryn College complaints policy.
7. The deadline for internal appeals is seven working days after the student is given their final mark.
8. Any appeal will include a review of procedures used in awarding marks.
9. The examination board will be informed if the findings of any appeal are not likely to be final by the date of the last externally assessed paper in the subject.
10. The examination board will be informed of the outcome of any appeal which has implications for the conduct of exams or the issue of results at the centre.
11. Full details of any appeal will be made available to the examination board on request.

### Enquiries After Results

1. Candidates may request individual re-marks and clerical checks. Advice about these services is available from subject teachers and the examinations officer, but the final decision rests with the candidate. Candidates must sign the appropriate consent form, indicating that they understand that marks may remain the same, be raised OR LOWERED and that the new mark cannot be rejected in favour of the previous one. It is the candidate's responsibility to ensure that the information on the consent form is correct as mistakes cannot always be rectified later.
2. Candidates must pay the fees for enquiries after results, including an administration fee, either by cheque or cash.
3. Requests for enquiries affecting more than one candidate, for example re-moderation of coursework, must be addressed to the head of centre, who will decide if the enquiry is in the best interests of all the candidates involved.
4. If a candidate is not satisfied with the outcome of an enquiry after results, they should discuss the situation with the examinations officer who will, if necessary, consult the appeals officer at the examination board. Formal appeals will only be made if the head of centre is satisfied that the grounds are sufficient for the appeal to have a good chance of success.
5. The Penryn College complaints procedure can be used by any candidate who is not satisfied with a decision made by the head of centre about enquiries after results.

### Procedures

1. Enquiry About Results form completed and handed to Exams Officer with payment, if appropriate.
2. Form submitted by Exams Officer online.
3. Student informed of outcome by phone.
4. Enquiry About Results sheet posted out to student.
5. SIMS updated by Exams Officer.

**APPENDIX 2**  
**PENRYN COLLEGE**  
**CONTROLLED ASSESSMENT POLICY**

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.
- In the year previous to Controlled Assessments starting, begin coordinating with Heads of Department/Subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
  - Clashes/ problems over the timing or operation of controlled assessments.
  - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events

Heads of Department/Faculty

- Ensure that 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 all the teachers in the Faculty/Department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication *"Instructions for conducting controlled assessments"*.
- 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.
- Have ultimate responsibility in ensuring that all confidential materials, together with the work produced by the candidates, are stored securely at all times in accordance with sections 2.1 and 2.2 of *"Instructions for conducting controlled assessments"*.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication *"Instructions for conducting controlled assessments"*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times in accordance with sections 2.1 and 2.2 of *"Instructions for conducting controlled assessments"*.
- Ensure that, where appropriate, Support Staff be given sufficient notice in which to order and prepare materials needed for assessments.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to pupils as the specification allows.

- Ensure that pupils 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 exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results (December of year of certification). 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.
- Make yourself aware of any students in your teaching group who requires access arrangements through liaising with the special educational needs coordinator (SENCO) and/or Exams Officer.
- Ask the appropriate special educational needs coordinator (SENCO) and/or Exams Officer for any assistance required for the administration and management of access arrangements.
- Ensure all students are reminded of the JCQ rules at the beginning of their controlled assessments.
- Advise if necessary that a new copy of the Notice to Candidates can be obtained from the Exams Office.

#### Exams Office Staff

- Ensure each student is given a copy of the JCQ Notice to Candidates: Controlled Assessments at the start of the year. (Keep spares for later in the year)
- Enter students for individual units, whether assessed by controlled assessment, external exam or onscreen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.
- Create, publish and update an internal appeals policy for controlled assessments.

#### Special Educational Needs Coordinator/Additional Learning Support

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

#### Important!

All who conduct Controlled Assessments should be aware of the following changes and understand....

- The three levels of supervision i.e. Formal, Informal or Limited and the differences in the management of these assessments.
- That in the case of Formal supervision candidates should NOT have access to e-mail, the internet, *mobile phones* or any other electronic devices.
- That if videos or photographs/images of the candidates are to be included as part of presentation
- Consent must be obtained from parents/carers/guardians.



- That formal permission is not needed for Word Processing *unless otherwise stated in the Examination Board's Specification*. A candidate using a word processor must ensure that his/her name appears on every page as a header or footer.

#### Good Practice

- Have a labelled box placed prominently for the collection of mobile phones (switched off) and other unauthorised material prior to a Formal Assessment.
- Keep a Faculty/Departmental log which contains:
- The date and time of each assessment together with its title
- The name of the supervising teacher A list of candidates who were present during the assessment
- A list of any absent candidates A log of any incidents which occurred during the assessment
- Give each candidate a copy of the *JCQ Notice to Candidates* (for controlled assessments) at the start of the year and ensure that at the start of each assessment that they fully understand the penalties incurred in the case of any kind of malpractice.