

Ysgol Pentrehafod

Pentrehafod School



External Examinations Policy

Polisi Arholiadau Allanol

Reviewed May 2021

Adolygwyd Mai 2021

Due to be reviewed May 2022

Disgwylir iddo gael ei adolygu Mai 2022

Reviewed by:

Headteacher, Examinations Officer, Senior Leadership Team & Governors
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Policy Statement

The school policy is designed to maintain an efficient examination system with clear guidelines for all **users and all examinations, controlled assessments and non-examinations are conducted in accordance with national and examination body regulations and specifically the Joint Council for Qualifications (JCQ) 'Instructions for Conducting Examinations (ICE)' booklet.**

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

The policy will be reviewed by the Mrs S Davies, Examinations Officer, Mrs L Carroll, Senior Leadership Team and Governors.

Examination Responsibilities & Quality Assurance

Headteacher

Overall responsibility for the school's examination management in accordance with the JCQ's regulations for Approved Centres.

- Understands the contents, refers to and directs relevant Centre staff to annually updated JCQ publications including:
 - General Regulations for Approved Centres (GR).
 - Instructions for Conducting Examinations (ICE).
 - Access Arrangements and Reasonable Adjustments (AA).
 - Suspected Malpractice in Examinations and Assessments (SMEA).
 - Instructions for conducting Non-Examination Assessments (NEA) (and coursework where applicable).
 - A guide to the Special Consideration Process (SC).



- Holds the responsibility for reporting all suspicions or actual incidents of malpractice.
- Ensures the Centre has appropriate accommodation to support the size of the cohorts being examined.
- Ensure Centre internet access to enable full use of Awarding Bodies' sites
- Ensures the National Centre Number Register Annual Update is responded to by the end of October confirming all parties are aware of and are adhering to the latest version of the Joint Council for Qualifications (JCQ) regulations and approved the Headteacher formal declaration.
- Ensures an Examinations Officer is appointed (Headteacher MAY NOT appoint themselves as Examinations Officer).
- Ensures Centre staff are supported and appropriately trained to undertake key tasks within the examination process.
- Provide fully qualified teachers to mark non-examination assessments, and/or fully qualified Assessors for the verification of centre-assessed components.
- Appoint an appropriately qualified Access Arrangements Assessor and provide the Examinations Officer with a copy of their qualifications relating to the professional qualification of a post-graduate (Level 7) course in individual specialist assessment.
- Ensure a written process is in place to not only check the qualification(s) of their Assessor(s) but that the assessment process is administered correctly.
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place that allow the Senior Leadership Team (SLT) to act immediately in the event of an emergency or staff absence.
- Ensures the relevant Awarding Bodies are informed of any conflict of interest before published deadline for entries in accordance with JCQ guidelines.
- Ensures security within the examinations process is managed according to JCQ and awarding bodies regulations, guidance and instruction.



- Have in place following written policies for inspection:
 - Child protection/safeguarding policy.
 - Equalities policy.
 - Data Protection policy.
 - Internal appeals policy.
 - Examinations policy.
 - Examinations contingency policy.
 - Access Arrangements (including documented processes in place relating to Access Arrangements and Reasonable Adjustment).

Examinations Officer

Manages the administration of public examinations:

- Understands the contents of annually updated JCQ publications.
- Undertakes an annual information gathering exercise in preparation for each academic year to ensure data about all qualifications being delivered is up to date and correct.
- Researches Awarding Body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications.
- Ensures key tasks are undertaken and key dates and deadline met.
- Advises the Senior Leadership Team, AoLE Leaders (Area of Learning Excellence), subject/class teachers and other relevant support staff on annual examination timetables oversees the production and distribution to staff, Governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents/carers are informed of and understand those aspects of the examination timetable that will affect them.
- Devising student/parent/carer annual information booklets referring to internal procedures and expectations, advice and directing them to JCQ Information for student's websites.



- Issue individual exam timetables at appropriate timings and detailing clash resolutions.
- Consults with teaching staff to ensure that necessary coursework/controlled assessments/ non-examination assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries to individual Awarding Bodies.
- Receives, checks and stores securely all pre-release material, examination papers, non-examination assessments and completed scripts until despatch in accordance with JCQ requirements.
- Works closely with the Additional Learning Needs Co-ordinator (ALNCO) in enabling access arrangements, processing Access Arrangement Applications, informing candidates, parents/carers of their entitlement.
- Storage of completed Form 8's and all relevant evidence for inspection purposes.
- Maintains an approved Access Arrangements spread sheet for staff information.
- Identifies staff and rooming requirements for all external examinations in consultation with all staff involved e.g. Caretakers, ALNCO, Senior Leadership Team (SLT), maintaining a central schedule of Invigilators, Access Arrangement Facilitators and booked venues.
- Identifies and manages examination timetable clashes.
- Process Special Consideration Applications.
- Accounts for income and expenditures relating to all examination costs/charges.
- Line manages Examinations Invigilators, organising the recruitment, training and monitoring of a team of Examinations Invigilators responsible for the conduct of examinations.
- Preparation of examination room boxes and seating plans.
- Prepares and presents reports to the SLT.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.



- Updates and maintains the Examination Entries / Examination Day Contingency Plan annually in case of emergency.
- Submits, in consultation with the Head of Department or candidate directly, any appeals/review of mark/access to script requests in accordance with JCQ and Awarding Body guidelines.
- Facilitate the annual inspection by the JCQ inspector and report outcome of inspection to the Headteacher.

Senior Management

- Understands the contents of annually updated JCQ publications, refer to and direct relevant centre staff to these.
- Validation of courses followed at Key stage 4.
- Responsible for the supervision of students into the examination venues and ensuring they start in an appropriate manner.
- Approves candidates that are registered on a course who are not being entered for a final qualification.
- Providing assistance to Invigilators in cases of disruptive student behaviour.

AoLE (Area of Learning Excellence) Leaders

- Provide guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Ensure all staff carry out controlled and non-examination assessments in accordance with JCQ regulations.
- Ensure that candidates are informed of their Centre assessed marks so that they may request a review of the Centre's marking before marks are submitted to the Awarding Body.
- Accurate electronic input of coursework/controlled assessments/non-examination assessments marks.



- Ensure coursework/controlled assessments/non-examination assessments and declaration sheets are available for moderation.
- Ensure coursework/controlled assessments/non-examination assessments are prepared and stored sufficiently and are ready for JCQ Inspection.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Ensure any terminal assessment requirement is met in accordance with the Awarding Body specification.
- Analyses examination performance of department and reviews practice as directed by Headteacher.
- Subject Leaders may be present at the start of an examination in order to check that candidates have been issued with the correct examination paper for which they have studied but on no account should they read the examination paper or remove an examination paper from the room as this would be considered a Centre malpractice.

Teaching Staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set.
- Keep updated with Awarding Body specifications and teacher-specific information to confirm effective delivery of qualifications.

Additional Learning Needs Co-ordinator (ALNCo), Specialist Teaching Facility (STF) and Pentrehafod Alternative Curriculum Education (PACE)

- Assesses candidates (or works with the appointed Access Arrangements Assessor) to identify access arrangement requirements.
- Gather evidence to support the need for Access Arrangements for a student.
- Liaises with teaching staff to gather evidence **of the normal way** of working of an affected student.



- Providing relevant evidence to the Examinations Officer in order to process Access Arrangement Applications prior to candidates sitting any external examinations, coursework/controlled and non-examination assessments being completed and in accordance with application deadlines set by JCQ.
- Gathering signed Data Protection Notices from candidates.
- Provides annually reviewed Centre policies on:
 - Access Arrangements Policy
 - Disability Policy
 - Use of word Processor Policy

Access Arrangement Facilitators

- Teaching Assistants will carry out the duties of an Access Arrangement Facilitator and Invigilate On Screen Assessments/Examinations/Controlled Assessments/Coursework/Non Examination Assessments.
- Will attend required training to carry out their duties in accordance with the JCQ and any other Awarding Body.
- Will be observed by a trained member of Centre staff on an ad hoc basis to ensure required standards are met. In the case of on screen assessments being carried out leading to BCS qualifications Invigilators will be observed on their initial live session and annually thereafter.

Ethnic Minority Achievement Unit (EMAU)

- Inform Examinations Officer and provide evidence for students who require Access Arrangements for New to an English or Welsh Based Education System (NEWBES).
- Provide Examinations Officer with signed Data Protection Notices where applicable.



Invigilators

- Keep up to date with knowledge of JCQ Instruction for Conducting Examinations (ICE) rules and regulations and attend annual training session.
- Collection of examination papers and other material from the Examinations Office before the start of the examination.
- Complete accurate attendance record indicating absent candidates on seating plan provided.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Ensuring all secure documents are returned to the Examinations Officer after the exam.

Administration Staff

- Securing the necessary Disclosure and Barring Service (DBS) clearance for Invigilators. DBS fees are paid by the Centre.
- Posting of coursework and examination papers.
- Recording receipt of secure material received from Awarding Bodies and ensuring their security until delivery to Examinations Officer.
- Assisting on results day.

Site Staff

- Support in relevant matters relating to exam rooms and resources.

Candidates

- Familiarise themselves with the JCQ regulations for examinations.
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>
- Understand Coursework/Controlled and Non-Examination Assessment regulations and sign all relevant declarations that authenticate the work as their own.



- Check their examination entries and timetables, querying any uncertainties promptly with their subject teacher or Examinations Officer.
- Check examination notice board for venue and seat for each examination.
- Arrive on time with the required equipment for each examination they have been entered for.
- Listen to any instructions given by staff and behave in a responsible manner.

Statutory Tests and Qualifications Offered

The Statutory tests and qualifications offered at this Centre are decided by the Deputy Head in consultation with AoLE leaders.

Current Qualifications offered are, GCSE, BTEC, WBQ, LIBF, AGORED CYMRU, PRINCES' TRUST and ASDAN.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by 1st July each year.

All candidates will be entered for a qualification in the subjects studied unless it is agreed with Headteacher to withdraw a student.



Examination Season and Timetables

Examination Seasons

External examinations are scheduled in November, January and May/June for both Year 10 and 11 students. A small number of units will be available for Year 9 candidates.

The Headteacher, Senior Leadership Team and AoLE Leaders will make the decision on which external examinations series are to be used based on entry availability and demand.

Timetables

The Examinations Officer will timely circulate individual student's timetables for each series once entries have been made and confirmed.

Entries, Entry Details, Late Entries and Re-Sits

Entries

The Examinations Officer will produce entry mark sheets in a timely manner based on Department Course/Examination Information provided by AoLE Leaders at the beginning of the academic year.

Entries will be processed by the Examinations Officer and a copy of each subject's entries returned to AoLE Leader/teacher for checking and signing. Entries will not be sent until signed lists are returned.

A candidate or parent/carer may request a subject entry, change of level or withdrawal in writing, up to the examination entry deadline date after discussion with Headteacher.



Late Entries / Amendments

Late entries/amendments must be authorised by Headteacher.

Re-Sits

Re-sit decisions will be made in consultation with candidates, parents/carers, AoLE Leaders/teachers and Headteacher.

(Please refer to section below, 'Examination Fees', page 13).

Examination Fees

All examination entry and registration fees are paid by the School.

Late entry or amendment fees are paid by the School when authorised by Headteacher.

Late entries and amendments requested by students, parents/carers after the initial entry deadline date may be chargeable to parents/carers before processing.

Re-sit fees will be paid by the school if the Headteacher has authorised the re-sit.

Candidates must pay the fee for an EAR (Enquiry about Results), should the Centre not uphold the enquiry and the candidate insists on pursuing the enquiry.

(Please see section below, Enquiries about Results (EARs)', page 14)



The Equality Act (EA)

To be read in conjunction with the Access Arrangements Policy.

The Equality Act 2010 extends the application of this Act to general & vocational qualifications. All examination Centre staff must ensure that the Access Arrangements and Special Consideration Regulations and Guidance are consistent with the law.

Additional Learning Needs

A candidate's additional learning needs requirements are determined by the ALNCO/Specialist Assessor/English as an Additional Language (EAL) Specialist Teacher/Educational Psychologist.

The Headteacher will appoint an appropriately qualified Assessor who will carry out appropriate tests to support any Access Arrangement Application.

A JCQ Form 8 must be completed and section C signed by hand and dated by the qualified Assessor confirming they have carried out the assessments.

Currently Form 8s are processed online by the school's Examinations Officer and a broadsheet of approved Access Arrangements made available for all staff. Form 8s will be stored with the Examinations Officer for Centre inspections.

JCQ publish application deadlines which must be adhered to and late applications will only be made in exceptional circumstances or in the event of a temporary injury.

Rooming and staffing requirements for Access Arrangements is currently arranged by the Examinations Officer.



Appropriately trained Teaching Assistants will act as Invigilators and Access Arrangement Facilitators for all examinations.

Managing Invigilators and Examination Days

Invigilators

External Invigilators will be used for external examinations supervision.

The recruitment of Invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance is the responsibility of the Admin Assistant undertaking these duties.

DBS fees for securing such clearance are paid for by the school.

All Invigilators will be required to complete a declaration, indicating whether they have invigilated previously and whether they have been involved in any maladministration/malpractice.

Invigilators will receive annual training/refresher training.

The Examinations Officer will provide timetables and brief Invigilators.

Invigilators' rates of pay are set by City & County of Swansea and are guaranteed a minimum of 3 hours per session.

Examination Day

The Examinations Officer will calculate room and staff requirements. Site management is responsible for setting up all allocated rooms.



The Examinations Officer and assistant will prepare examination boxes containing question papers, seating plans (which will act as official register and will indicate candidates' Access Arrangements and any other important information), stationery and equipment for invigilators.

A member of Senior Leadership Team will start examinations in main venues and assist with the identification of candidates and any behaviour issues. Subject staff may be available to assist but must not read the question paper or advise on which questions are to be attempted.

In practical examinations subject teachers may be on hand in case of technical difficulties.

Examination papers **MUST NOT** be read by teaching staff or be removed from the examination room. All papers/secure documents/stationery must be returned to the Examinations Officer or assistant. Spare question papers will be distributed by the Examinations Officer/assistant at the end of an examination session after completed scripts are posted.

Candidates, Clashes and Special Consideration

Candidates

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Mobile phones, electronic devices and smart watches are **NOT** allowed in an examination and must be handed in before the start of an examination.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.



Candidates may only leave the examination room for a genuine reason and must be accompanied by a member of staff. Disruptive candidates are dealt with in accordance with JCQ guidelines.

Staff will attempt where possible (but it is not the Schools responsibility) to contact any candidate who is not present at the start of an examination and deal with them in accordance with the JCQ guidelines.

Clashes

The Examinations Officer will be responsible for any examination clash arrangements.

Special Consideration

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the Centre, or the Examination Invigilator, to that effect. It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (where possible – paper based otherwise) by the Examinations Officer within seven days of the examination.

Coursework/Controlled Assessments/Non-Examination Assessments and Appeals against Internal Assessments

Coursework/Controlled Assessment/Non-Examination Assessments

Candidates must complete coursework/controlled assessments/non examination assessments by specified deadlines.



AoLE leaders will ensure all coursework/controlled assessments/non examination assessments are current and are carried out in accordance with JCQ regulations and Examining Body specification and ensure timely despatch. Records of their despatch are kept at Reception.

Teaching staff will assess and authenticate candidates' work and where required obtain and store candidate authentication declarations.

Marks for all internally assessed coursework/controlled assessments/non-examination assessments are inputted on the relevant awarding bodies secure website by subject teachers/AoLE Leaders. Where electronic input of marks is not available then staff should ensure relevant document/s are delivered to the Examinations Officer for return to the moderator in a timely fashion.

Teaching staff must keep copies of controlled assessment marks and students work until after the appeals process has been completed for the relevant series. If it is not practical to keep students work due to size and/or nature of work photographic or video evidence must be kept.

Appeals against Internal Assessments

Centres must inform candidates of their Centre Assessed Marks as a candidate is allowed to request a review of the Centre's marking before marks are submitted to the awarding body.

The Centre is obliged to publish a separate procedure on this subject and it must be available for inspection purposes (Appendix 1, 'Internal Appeals Policy for External Examinations, page 25). The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.



- Candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by the parent/carer of the candidate, not a candidate alone to the Headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Headteacher's findings will be notified in writing, copied to the Examinations Officer and recorded for Awarding Body inspection.

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Please refer to Appendix 1, page 25.

Results

Candidates will receive individual results slips on results days in person at the Centre / by post to their home addresses (candidates to provide SAE).

Arrangements for the School to be open on results days are made by the Headteacher. The provision of staff on results days is the responsibility of the Examinations Officer and SLT.

EARs (Enquiries about Results)

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. In all cases candidate consent forms MUST be completed. When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. (See section, ' Examination Fees', page 13).

If a candidate requires an EAR they must complete the relevant paperwork to allow the Examinations Officer to make the necessary application.



Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. If a result is queried, the Examinations Officer, teaching staff and Headteacher will investigate the feasibility of asking for a review of marking at the Centre's expense. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE review of marking cannot be applied for once an original script has been returned.

If a candidate requires an ATS they must complete the relevant paperwork to allow the Examinations Officer to make the necessary application.

Certificates

Certificates should be collected in person from the Examinations Officer and are normally available from the November of the year of sitting. Certificates may be collected by a third party only on receipt of a signed letter of authorisation by the candidate.

The Centre is responsible for retaining certificates for one year only after which date the Centre will try to store unclaimed certificates but will no longer be responsible.



Malpractice

To be read in conjunction with the Examination Malpractice Policy

The school ensures that candidates and parents/carers are informed about malpractice and the consequences through assemblies and information booklets issued in Year 9, 10 and 11. The school will follow awarding bodies and the JCQ guidelines in respect of this.

All Invigilators have up to date training in this and teaching staff are briefed in the awareness of detecting malpractice.

Examination Contingency

The priority when implementing contingencies will be to maintain three principles:

- Delivering assessments to published timetables.
- Delivering results to published timetables.
- Complying with regulatory requirements in relation to assessment, marking and standards.

a) Examinations Officer absent at a critical stage of the examination cycle

In the event of the Examinations Officer (EO) being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, Centre will:

- Refer to the Examination Entries / Examination Day Contingency Plan (as maintained by EO).
- Consult with Awarding Bodies when necessary.
- Contact Centre Support Officer.



b) Additional Learning Needs Coordinator (ALNCO) absent for prolonged period of time

In the event of the ALNCo being absent for a prolonged period of time, candidates requiring Access Arrangements may not be assessed and their applications not processed. To ensure candidates are in receipt of all Access Arrangements, Centre will:

- Ensure the EO and ALNCo have worked together over the year.
- Assistant ALNCo to cover tasks
- Recruit a Specialist Assessor
- EO to assist in applications online.

c) Disruption of teaching time – Centre is closed for an extended period

Where there is disruption to teaching time and students miss teaching and learning, the Centre will ensure students are prepared, as usual, for examinations.

- In the case of unitised courses, Centre may advise students to sit examinations in the next available series
- Centre will have plans in place to facilitate alternative methods of learning.

d) Students unable to take examinations because of a crisis - centres remain open

- In the event of students being unable to attend the Centre to take examinations as normal, the Centre will liaise with students to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
- Centre will offer students an opportunity to sit any examinations missed at the next available series.



- Centre will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. JCQ guidance on special consideration can be accessed through the JCQ website.

e) Centre unable to open as normal during the examination period

- If the Centre is unable to open as normal for examinations, they will inform each Awarding Body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the Centre will cover the impact on examinations.
- The Headteacher will decide whether it is safe for the Centre to open. The Headteacher will take advice or follow instructions from relevant local or national agencies in deciding whether the Centre is able to open.
- Centre will open for examinations and examination students only, if possible.
- Centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other Centres or use other public building, if possible).
- Centres will offer students an opportunity to sit any examinations missed at the next available series.
- Centres will apply to awarding organisations for special consideration for students where they have met the minimum requirements.

f) Disruption to the transportation of completed examination scripts

- If there is a delay in normal collection arrangements for completed examination scripts the Centre will seek advice from awarding organisations and collection agency regarding collection.



- Centre will seek approval from Awarding Bodies before making their own arrangements for transportation.
- Centre will ensure secure storage of completed examination scripts until collection.

g) Centre unable to distribute results as normal

- If the Centre is unable to access or manage the distribution of results to students, or to facilitate post results services, Centre will contact awarding organisations about alternative options.
- Centre will make arrangements to access its results at an alternative site/Centre and will make arrangements to coordinate access to post results services from an alternative site Centre will share facilities with other Centres if this is possible.



Appendix 1

Ysgol Pentrehafod

Pentrehafod School



Internal Appeals Policy for External Qualifications

Polisi Apeliadau Mewnol ar gyfer Cymwysterau

Allanol

Review:

To be reviewed in line with the External Examinations Policy, May 2022



Please note this Policy is structured in two parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications, (Enquiries about Results EARS).

(Refer to Appendix 2 for Internal Appeals Form)

Part 1

Policy on Internal Assessments for External Qualifications

Pentrehafod School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Reviews of marking - centre assessed marks

Pentrehafod School will:

- Ensure that candidates are informed of their Centre Assessed Marks so that they may request a review of the Centre's marking before marks are submitted to the awarding body.



- Inform candidates that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment.
- Having received a request for copies of materials, promptly make them available to the candidate.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Provide a clear deadline for candidates to submit a request for a review of the Centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.
- Allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the Awarding Body's deadline.
- Ensure that the review of marking is carried out by an Assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
- Inform the candidate in writing of the outcome of the review of the Centre's marking.
- The outcome of the review of the Centre's marking will be made known to the Headteacher. A written record of the review will be kept and made available to the Awarding Body upon request.

The moderation process carried out by the Awarding Bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the Centre, whereas moderation by the Awarding Body ensures that Centre marking is line with national standards. The mark submitted to the Awarding Body is subject to change and should therefore be considered provisional.



Note to students

1. If a student has any concerns about the procedures used in assessing their internally assessed work for public examinations i.e. NEAs /coursework/portfolios, he/she should discuss the matter with the AoLE Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
2. The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE NEA state that:
 - “The work you submit for assessment must be your own”.
 - “You must not copy from someone else or allow another candidate to copy from you”.
 - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”.

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student, parent / carer of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.



Part 2

Policy on External Assessments for External Qualifications (Enquiries about Results – EARs)

Post results service are available from all Awarding Bodies following the publication of results. Full details are provided by your Examination Officer.

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- i. Contact the Examinations Officer and the subject teacher as soon as possible [but at least 5 working days before the published deadline for EARs] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- ii. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- iii. The subject teacher will review the student's marks/grades and discuss with the AoLE Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a. The request, together with the students consent form, should be made to the Examinations Officer before the published deadline for EARs. The cost of the enquiry will be met by the school's budget. If the EAR is successful, the fee will be refunded by the Awarding Body.



If the Department does not agree to support the EAR:

- b. If the Centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs. If the enquiry is successful the fee will be refunded to the student.

- c. If a student/parent/carer feels there are grounds to appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least 5 working days before the published deadline for EARs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.

Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

This policy will be kept under review and revised as necessary.

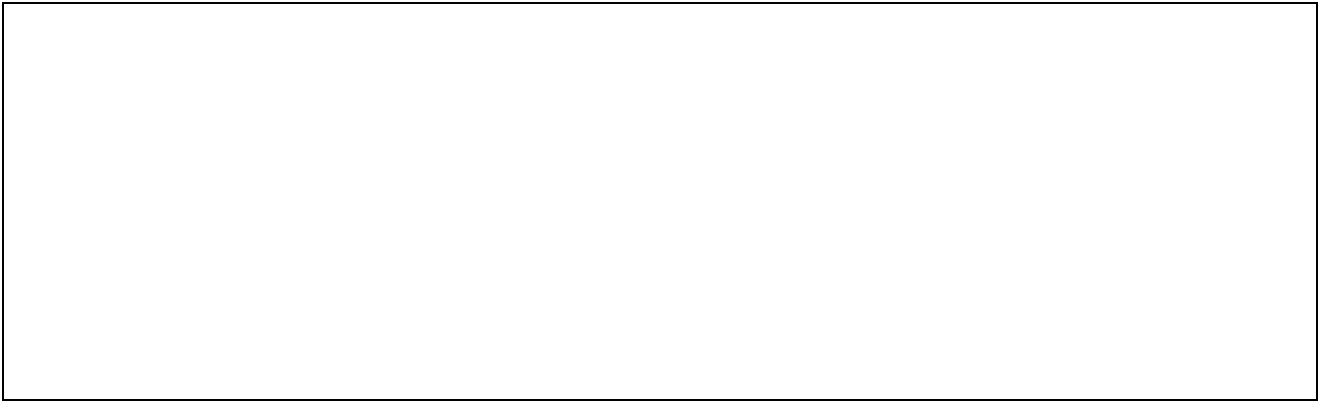


Appendix 2

Internal Appeal Form

- Appeal against Internal Assessment for External Qualifications
- Appeal against Policy on External Assessment for External Qualifications
(Enquiries about results – EARs)

Candidate Name	
Candidate Number	
Subject	
Paper Reference No./Title	
Please explain your grounds for appeal:	
Office use only	
Date Received	
Date of Outcome	
Details of Outcome:	





This policy to be read in conjunction with the following documents:

- Examination Malpractice Policy
- Child protection/safeguarding policy.
- Equalities policy.
- Data Protection policy.
- Internal appeals policy.
- Examinations contingency policy.
- Access Arrangements (including documented processes in place relating to Access Arrangements and Reasonable Adjustment).
- Additional Learning Needs Policy
- Use of Word in Processors in Examinations Policy

Key, Supporting JCQ Publications:

- General Regulations for Approved Centres (GR).
- Instructions for Conducting Examinations (ICE).
- Access Arrangements and Reasonable Adjustments (AA).
- Suspected Malpractice in Examinations and Assessments (SMEA).
- Instructions for conducting Non-Examination Assessments (NEA) (and coursework where applicable).
- A guide to the Special Consideration Process (SC).

Document Ratification

This Policy was presented to Governors on **13th May 2021**.

It will be reviewed in **May 2022** or if National and Local Policy or Guideline is updated.

Signed.....

Mrs M Hughes

Chair of Governors