



Examination Policy

Approved By: Governing Body
Approval Date: January 2023
Review Date: January 2024

1. Appeals Against Internal Assessment of Controlled Assessment /Coursework/Non-examination Assessment for External Qualifications

Smithdon High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the specification for the subject concerned.

Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Pupils' work should be produced and authenticated according to the requirements of the examinations board. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. The centre may have to reject a candidate's internal assessment due to suspicions of plagiarism or malpractice. If a pupil feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

- 1.** Appeals should be made at the latest one week before the marks are submitted to the awarding body (dates differ according to each board – please check the dates).
- 2.** Appeals should be made in writing to the Head of Examinations, who will investigate the appeal. If this person was directly involved in the assessment in question, s/he will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if s/he is not able to conduct the investigation for some other reason.
- 3.** The Head of Examinations or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the Qualifications and Curriculum Authority. This will be done before the end of the examination's series. (For example, the end of June for the summer series).
- 4.** You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.
- 5.** The outcome of the appeal will be made known to the headteacher. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Smithdon High School and is not covered by this procedure. If you have concerns about it, please ask for a copy of the appeals procedure of the relevant examinations board.

2. Emergencies Affecting Examinations

This plan should be read in conjunction with the examinations emergency evacuation procedure and provides guidance for emergency alerts where an evacuation of the building is necessary e.g. fire alarm, bomb scare, flooding etc.

Should the Headteacher or his nominated deputy become aware of a situation which necessitates the emergency evacuation of candidates from the school building the Exams Officer will immediately notify all invigilators and candidates will be evacuated in line with the emergency evacuation procedure. Candidates will remain under examination conditions at all times.

Please refer to the examination's emergency evacuation procedure for full details. Once it is established that it is safe to return to the building the Headteacher or his nominated deputy will decide whether or not to continue the examination. In assessment the following points will be taken into consideration:

- the length of time that has passed since the official start time
- whether the minimum time for remaining in the examination has passed to maintain the integrity of the examination
- the amount of time left to complete the examination(s)
- whether there is sufficient time to complete the examinations before another session starts whether continuing the examination takes candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time.

The Headteacher, or their nominated deputy, will decide whether it is appropriate to continue the session using the criteria set out above. In making this decision, he/she must be satisfied that communication between candidates has not taken place outside of the examination room. **Only if completely satisfied that no communication whatsoever has taken place must candidates be allowed to continue the examination.**

If the session is to be abandoned, this will be either:

- because of consideration of the criteria above;
- because re-entry to the premises cannot be secured; or
- because the risk of communication between candidates, which would invalidate the examination, cannot be eliminated.

If the examination has to be abandoned:

- The Examinations Officer will take the first opportunity to contact the relevant exam boards for advice and instruction and then seek to apply for Special Consideration for all the candidates affected.
- Partially completed papers will be dispatched as usual, unless the exam board has specifically requested that they should not be submitted.

Candidates and parents will be notified, in writing, if the decision is taken to abandon an examination and full details of circumstances and subsequent actions taken will be given. Every care will be taken to ensure candidates are not disadvantaged.

3. Examination Contingency/Administration Policy/Plan

The following procedures will be put into place to safeguard the examination administration procedure in the event of a staffing shortfall in the Examinations team.

In the first instance the staffing arrangement at Smithdon High School should allow for the protection of the examination system. In the event of the absence of the Examinations Officer, another member of the Examinations team will cover for the duration of the absence.

In order to safeguard all aspects of examination administration the following systems will be upheld, to ensure that, in the event of staff shortage, the administration of examinations can proceed in a controlled, organised manner.

3.1 The Examination Administration Folder

- The Examination Administration folder contains a list of essential key dates. This list can be used to identify exactly where, in the examination cycle, the school is at any given time and which tasks are relevant for that specific period.
- A list of contact details for all examination staff across the Trust can found in the Examination Administration Folder. All staff are available to provide support for each of the stages below.

3.2 Entries

A copy of estimated entries for the current academic year will be kept in the Examination Administration folder to provide information on syllabus and examination codes. This will allow for the creation of marksheets and exam entries. Practical support, if required, will be available from Trust examination staff. When entries have been made, a list of entry codes and totals will be given to the relevant staff to check and confirm and placed in the Examination Administration folder.

3.3 Non-Examination Assessments

NEA marks must be obtained from relevant Heads of Department and/or subject teachers and submitted via the secure areas for relevant exam boards. Exam boards differ in their requirements regarding NEA and care must be taken to ensure these are adhered to. Sample requests will be received in due course (or can be obtained from the secure areas) and moderator samples can then be dispatched.

3.4 Invigilation

The Invigilator folder contains contact and availability details for all invigilators currently employed by the school.

3.5 Access Arrangements

Details of all students entitled to examination concessions are available in the Examination Administration folder.

3.6 Timetabling/Examination Scheduling and Examination Organisation

Examination timetables will be publicly distributed and a master copy will be kept in the Examination Administration folder. This will provide information on rooming and scheduling of examinations. More detailed timetables, detailing invigilation and access arrangements will be distributed to invigilators and held in the Examination Administration folder.

3.7 Examination packs

Exam packs are provided for each examination room. They contain:

- Coversheets detailing all information relevant to a specific exam. These include paper references, duration, rooming, number of candidates, stationary requirements and any details of students entitled to exam concessions and erratum notices.
- Seating plans.
- Attendance registers.
- Scribe and word processor cover sheets.
- Specific details and instructions for invigilators.
- Examination packs are assembled in advance of examinations and stored securely with the relevant examination papers.

3.8 Storage/access to papers

Access to papers and the secure storage will be restricted. However, the keys to the secure storage will be kept securely in the school so that access can be given to the appointed person by the Head of Centre. Papers are to be logged at reception on delivery and moved immediately to the secure storage. When unpacked they should be checked carefully to ensure the correct numbers/paper references.

3.9 Examination Day

In the event of absence on an examination day, given that timetabling and exam packing will have been completed in advance, invigilators will be able to organise the running of the exam. Invigilators will attend an annual training session to ensure that they have the knowledge needed to uphold the integrity of the examinations.

3.10 Dispatch of Scripts

Step by step instructions on dispatching scripts will be kept in the Examinations Administration folder. These will include details of where the relevant stationary is stored and contact details for the exam boards.

3.11 Special Consideration Applications

Applications for Special consideration must be made to the relevant boards within seven days of the last examination in the series in each subject. An on-going record of special consideration and any evidence will be kept in the Examination Administration folder.

3.12 Pre-results Preparation

Necessary SIMS updates will be installed by IT. Named envelopes are to be prepared, ready for Candidates' Statements of Results.

3.13 Results

Results will be printed on the early release days. Results will then be placed in named envelopes ready for distribution on the results release days.

3.14 Post-Results

Teaching Staff will be sent relevant forms and given relevant information on the post-results services prior to results days. Students will be made aware of their right to request Post-Results Services and their right to appeal as detailed in the ATS, EAR & Appeals Policy.

3.15 In the Event of the Centre being Unavailable for Examinations or on Results Day

In the event that the centre is unavailable for examinations the head of centre will liaise with awarding bodies in order to make provision for students to sit their examinations at an alternative site. It is likely this would be one of the three other high schools within the West Norfolk Academies Trust. Applications for special consideration would then be made for all students affected.

In the event that the centre is unavailable on results day the head of centre will either make arrangements for the use of an alternative venue (a long standing agreement exists with the primary school adjacent to the centre) or results will be sent out to students via email.

3.16 Internal Governance Arrangements

The head of centre along with the Deputy Headteacher and the Assistant Headteacher Curriculum is to provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an

examinations series: -

In the event of absence, the following escalation process should be followed;

Position	Escalates to	Supported by
Head of Centre	Deputy CEO – R. Walker	Trust Examinations Dept
AHT Curriculum	Deputy Headteacher – S. Robinson	Trust SLT
Head of SEN (SENCO)	HLTA – E. Walden	Trust SEN
Exams Officer	AHT Curriculum - S. Chapman	Data and exams support and Trust Exam Dept

4 Identification of Candidates Policy

The JCQ requires centres to verify the identity of all candidates. The centre will uphold this requirement in the following ways:

4.2 Internal Candidates

Copies of students' photographs will be placed in every main examination room, allowing candidates to be identified. Desks will be labelled to aid the identification process. Attendance registers will be completed by the Exams Officer rather than the invigilation team. If, after consulting the photographs, there is any doubt in the identification of a student, the relevant pastoral officer will be asked to verify the identity in question.

4.3 External Candidates

External candidates will be informed at point of entry of the need to bring photographic ID (ideally passport or driving licence) to any assessment. If external candidates fail to bring ID they will not be permitted to sit the assessment.

A register will be taken in each examination room, to include both internal and external candidates.

If there is any doubt as to the candidate's identity this will be reported to the relevant awarding body.

5 Post-Results Procedure

5.1 Grounds for Application

If the school is concerned about a candidate's result the school may request a clerical check and/or marking review of the script. The school may also request access to scripts to aid teaching or learning, or to inform if there are reasonable grounds to appeal. The candidate's consent must be given in all cases. The candidate will also be given the

right to request ATS or EAR services if they are concerned about their results.

Candidates will be made aware in advance of examinations of this policy, the services available, the deadlines attached to each service and the arrangements to request any of the services.

5.2 EAR (Enquiry about Results) Services

Candidates will be informed that marks can go up, down or stay the same. Candidates' signatures must be obtained before application for EARs are processed.

If the centre supports the EAR request, the centre will fund the enquiry. If the centre does not support the request, then the candidate will still be able to apply for an EAR service of their choice, but they will be charged the relevant Awarding Body fee. Payment must be received before the centre will process the application. This fee will be refunded if their appeal is successful and the overall grade of the qualification in question is raised. This is in line with Awarding Body charging policy.

The centre will commit to processing all requests, supplied with signatures and resolved funding arrangements, made before the centre's published deadline.

The centre will communicate results of EARs to the candidate.

5.3 ATS Services

The centre may wish to request scripts to support teaching and learning. The centre will fund these requests. Candidate's signatures must be obtained before the centre will process ATS requests. Candidates will have the right to have any identifying features removed from any scripts on request.

Candidates may request ATS services. If the centre does not support an ATS service request, then the candidate will be charged the relevant Awarding Body fee. Payment must be received before the centre will process any requests.

The centre will commit to processing all requests, supplied with signatures and resolved funding arrangements, made before the centre's published deadline.

5.4 Appeals following the result of an EAR enquiry

The centre will provide candidates with information on how to further appeal if they remain unhappy with the result of an EAR enquiry. The centre must support any appeal as per JCQ guidance. Any appeal must be made within 14 days of the receipt of the EAR request result.

5.5 Appeals against internal marking policy

If candidates wish to appeal marks given by the centre for internally marked assessments, they should refer to the centre's Internal Appeals Policy. This policy is available on request and is published on the school's website.

6. Public Examinations Review of Marking Appeal Policy

All public examination review of marking requests must be supported and processed by the centre in which the candidate was entered.

Smithdon High School reserves the right not to process any request it believes is not in the best interests of the candidate.

If a student wishes to apply for a review of marking and the decision is made by the school not to process the request, they will be informed of the decision and reasons will be supplied. An appeal against this decision can be made, in writing, to the Headteacher.

Written appeals must be received by the school no later than five working days before the re-mark deadline published by the relevant examination board. The appeal must state clearly the reason for the request. The Headteacher (Head of Centre) and the relevant Head of department will then make a final decision on whether to process the re-mark application.

Should the decision be made to process the request, written permission must be given, and all costs met by the student before the application is made. The school takes no responsibility for any mark or grade change resulting from the re-mark.

If the decision is upheld not to process the request, no further appeal can be made.