



Student Exam Pack

September 2021 – July 2022

Exams Policy

NEA Policy

Internal Appeals Policy



EXAM POLICY

Date of Policy: January 2022
Date of next review: January 2023

Who the review will involve: Headteacher, Assistant Head, Exams Officer and Governors.

Senior member of staff responsible for overseeing that this policy is implemented and regularly reviewed:
Lee Hawkins (Assistant Headteacher)

PURPOSE OF THE POLICY

The purpose of this exam policy is:

- ▶ to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- ▶ to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

EMERGENCY EVACUATION OF AN EXAM ROOM

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

EXAM RESPONSIBILITIES

Having overall responsibility for the school as an exam centre, the head teacher:

- ▶ advises on appeals and re-marks.
- ▶ is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

The Exams Officer:

- ▶ manages the administration of public and internal exams
- ▶ advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies

- ▶ oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events
- ▶ ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- ▶ consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- ▶ provides and confirm detailed data on estimated entries
- ▶ receives, checks and stores securely all exam papers and completed scripts
- ▶ administers access arrangements and makes applications for special consideration using the JCQ publications Access Arrangements and Reasonable Adjustments 14/15.
- ▶ identifies and manages exam timetable clashes.
- ▶ accounts for income and expenditures relating to all exam costs/charges.
- ▶ organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- ▶ submits candidates' coursework marks, track, despatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- ▶ arranges for dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests
- ▶ Maintains systems and processes to support the timely entry of candidates for their exams.

The Assistant Headteacher:

- ▶ oversees exam arrangements within the school.
- ▶ manages external validation of courses followed at key stage 4/post-16.

Teachers are responsible for:

- ▶ notification of access arrangements requirements (as soon as possible after the start of the course).
- ▶ submission of candidates' names to heads of department/school/curriculum.

The SEN Coordinator (SENCo) is responsible for:

- ▶ identification and testing of candidates, requirements for access arrangements.
- ▶ provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Invigilators are responsible for:

- ▶ collection of exam papers and other material from the exams office before the start of the exam.
- ▶ collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates are responsible for:

- ▶ confirmation and signing of entries.
- ▶ understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the head teacher, heads of department and senior leadership team.

The qualifications offered are GCSE, BTECs, Cambridge Nationals, NCFE Qualifications, Functional Skills and Entry Level.

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 exams office must be informed by the first of July of the academic year.

Informing the exams office of changes to a syllabus is the responsibility of the heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, subject teachers and head of subject.

Exam seasons and timetables

Exam seasons

Pre-public exams and assessments are scheduled throughout the year.

Public exams and assessments are scheduled in November, January, May and June.

Pre-public exams are held under external exam conditions.

The head of department decides which exam series are used in the centre.

On-demand tests are to be scheduled in agreement with the EO, which is the policy for offering on-demand testing.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for public exams. Teachers will confirm pre-public exam timetables. Timetables will be published on the website.

Entries, entry details and late entries

Candidates are selected for their exam entries by the heads of department and subject teachers. Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates, unless in exceptional circumstances and only then at the discretion of the head of centre.

The centre does act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department via internal post/pigeon hole or email. Late entries are authorised by heads of subject and heads of department.

Re-sit decisions will be made in consultation with candidates, subject teachers and heads of subject.

Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures, or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

GCSE entry exam fees are paid by the centre. Exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline, fail to sit an exam and/or do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre for all students on roll, except when the student has met their target grade but wishes to re-sit anyway.

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDAL) extended in 2005, and the Disability Equality Duty (DEDL) introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the act give protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the head of centre.

Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo and educational psychologist.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.

Rooming for access arrangement candidates will be arranged by the SENCo with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the exams officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer.

Estimated grades

Heads of subject and subject teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing Invigilators

External invigilators are used to invigilate examinations.

These invigilators will be used for pre-public exams and public exams. Recruitment of invigilators is the responsibility of the Exams office.

Securing the necessary DBS clearance for new invigilators is the responsibility of the centre administration.

DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the exams officer. Invigilators' rates of pay are set by the centre administration.

Malpractice

The Head Teacher is responsible for investigating suspected malpractice.

Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The exams officer will start all exams in accordance with JCQ guidelines.

In practical exams, subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department 24 hours after the exam has finished.

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. The Headteacher has exercised their right to ban the wearing of all watches of any kind being worn by candidates during exams, pursuant to section 11 of the JCQ's published "ICE" document.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The general admin office is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example, by providing a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessments and appeals

Internal Assessment/Controlled Assessment replaces the largely discontinued term coursework

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent. The controlled assessment policy is set out in a separate document, available from the exams office.

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers and heads of subject.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results and enquiries

Results

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses (candidates to provide self addressed envelope).

Arrangements for the centre to be open on results days are made by the Head Teacher. The provision of staff on results days is the responsibility of the Head Teacher.

Enquiries about results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidate consent is required before any EAR is requested.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

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.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates are handed out to students at a pre-arranged time and date.

The centre retains any uncollected certificates for one year, after which time, they will be returned to the appropriate exam board.

REVIEW

This policy will be reviewed annually.



CONTROLLED ASSESSMENT POLICY

Date of Policy: January 2022

Date of review: January 2023

Who the review will involve: Headteacher, Senior Leadership team.

Senior member of staff responsible for overseeing that this policy is implemented and regularly reviewed:
Lee Hawkins (Assistant Headteacher)

Contents

Purpose of the policy

Staff responsibilities in planning and managing GCSE controlled assessment (legacy GCSE qualifications)

Risk management process

Purpose of the policy

This purpose of this policy is to:

- identify staff responsibilities in planning and managing GCSE controlled assessments;
- examine potential risks and issues relating to the implementation of controlled assessment for GCSE qualifications and how these might be managed and mitigated through forward planning and remedial actions.

This policy complies with JCQ's 2021/22 General Regulations 5.7 in that the centre is required to "have in place, and be available for inspection purposes, a written policy with regard to the management of GCSE controlled assessments".

This policy does not cover specific instructions for conducting controlled assessments which are provided by JCQ and awarding bodies.

Staff responsibilities in planning and managing GCSE controlled assessment (legacy GCSE qualifications)

Outlining staff responsibilities - GCSE controlled assessments

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments.
Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments are spread throughout the academic years of Key Stage 4.)
- Map overall resource management requirements for the academic 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.
- Create, publish and update an internal appeals policy for controlled assessments.

Faculty Leaders

- Decide on the awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes **and** any other subject specific instructions.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

2

Teaching staff

- Understand and comply with the general guidelines detailed within the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body's 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 are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

Exams office staff

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD/SD Card or hard copy format.
- Download and distribute marksheets for teaching staff to use.
- **In exceptional circumstances** where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the senior leadership team.

Special educational needs coordinator/additional learning support

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



INTERNAL APPEALS PROCEDURES

Date of Policy: January 2022

Date of next review: January 2023

Who the review will involve: Headteacher, Senior Leadership team.

Senior member of staff responsible for overseeing that this policy is implemented and regularly reviewed: Lee Hawkins (Assistant Headteacher)

Key staff involved in internal appeals procedures:

Role	Name(s)
Head of Centre	Alison Davies
Senior Leadership Team	Lee Hawkins, Assistant Head Teacher
Head of Vocational Lead Verifier	Jayne Mortimer
Lead Verifier Head of Business Studies	Charlotte Gore
Lead Verifier Head of Music	Jake Collins
Exams Manager	Lee Hawkins
Exams Officer	Zoe Turley

APPEALS AGAINST INTERNAL ASSESSMENT DECISIONS (CENTRE ASSESSED MARKS)

This procedure confirms The Avon Valley School's compliance with JCQ's *General Regulations for Approved Centres 2021-2022*, section 5.7 that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "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."

Certain components of GCSE and GCE (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

The Avon Valley School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject. The Avon Valley School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE, BTEC, Cambridge Nationals and Technicals including the marking and quality assurance processes which relevant teaching staff are required to follow. (see also separate BTEC appeals procedure)

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Avon Valley School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. The Avon Valley 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.
2. The Avon Valley School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Avon Valley School will, having received a request for copies of materials, promptly make them available to the candidate within 2 working days.
4. The Avon Valley School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The Avon Valley School will 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 within 3 working days of receiving copies of the requested materials by completing the Internal Appeals Form.

6. The Avon Valley School will allow 5 working days 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.
7. The Avon Valley School will 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.
8. The Avon Valley School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The Avon Valley School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the Head of Centre. 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.

APPEALS AGAINST THE CENTRE'S DECISION NOT TO SUPPORT A CLERICAL CHECK, A REVIEW OF MARKING, A REVIEW OF MODERATION OR AN APPEAL

This procedure confirms The Avon Valley School's compliance with JCQ's *General Regulations for Approved Centres 2021 - 22*, section 5.13 that the centre has in place *"a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."*

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams office.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results as stated in the guidance booklet for students and parents/carers.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised about a particular examination result, the subject teacher or Head of Department will investigate the feasibility of requesting an enquiry supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre by completing the **internal appeals form** at least 5 calendar days prior to the internal deadline for submitting an EAR.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.

Following the EAR 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 *PostResults 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 EAR outcome, but the candidate (or his/her parent/carer) 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 working days of the notification of the outcome of the EAR. 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 receiving the outcome of the enquiry about 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 exams officer). 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.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.