

TITLE: EXAMINATIONS POLICY

Policy Owner:	Vice Principal	Review period:	Biennial
Last Review:	Summer 2020	Approving Committee:	LSB 16 June 2021
Next Review:	Spring 2022		

Examination Policy

1. Purpose of the Policy

The purpose of this policy is to ensure that:

- The planning, administration and management of examinations and external assessment processes are conducted in the best interests of students;
- All examinations and external assessment processes are conducted in line with national and examining body regulations;
- All those involved in all aspects of examinations and external assessment processes are familiar with their roles and responsibilities.

2. Examination Responsibilities

Principal

Overall responsibility for the College as an examination centre.

Assistant Principal

Responsible for the effective provision of all internal and external assessments:

- Ensure that all examinations and external assessment processes are conducted in accordance with national and awarding body regulations.
- Ensure that all of the College's students are provided with the opportunity to undertake all external assessments in an organised, well controlled and supportive environment, enabling them to achieve their potential.
- Ensure that students, parents, teachers and all relevant parties are aware of key dates and details regarding all course entries and external examinations.
- Oversee all results analysis:
- Direct and advise on all departmental examinations analysis reports;
- Produce detailed analyses of the College's results for all key national measures, identify the performance of students from all relevant sub-groups and summarise all departmental reports. • Oversee the dissemination, publication and celebration of results.
- Prepare and present reports to the Senior Leadership Team (SLT) and Heads of Faculty (HOFs) showing results achieved in relation to expected grades and comparable data for previous years;

Examinations Manager

Manage the administration of public and internal examinations, coursework and controlled assessments:

- Manage examination administration:
- Maintain systems and processes to support the timely entry of students for their examinations; •

Submit students' coursework and controlled assessment marks;

- Dispatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule;
- Arrange for dissemination of examination results, any appeals/re-mark requests and certification;
- Manage results on the Department of Education AAT checking site to ensure statistics informing the College CVA are correct.
- Oversee the efficient conduct of all examinations in the College:
- Advise the SLT, HOFs, teachers, parents/carers, students and all relevant parties on annual examination timetables and application procedures as set by the various awarding bodies:
 - Produce the relevant timetables;
 - Provide information for the College website;
 - Consult with HOFs to ensure that necessary coursework and controlled assessments are completed on time and in accordance with Joint Council for Qualifications (JCQ) guidelines;
 - Provide and confirm data on estimated entries;
 - Advise SLT on suspicious or actual incidents of malpractice (refer to the JCQ document "Suspected Malpractice in Examinations and Assessments");
 - Receive, check and store securely all examination papers and completed scripts including Science ISA's and controlled assessments (where necessary);
 - Arrange locations for all examinations, both internal and external - inform SLT, staff and the sports centre of room usage, identifying and managing examination timetable clashes. • Make applications for students with special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance.
 - Provide additional support for students with access arrangements.
 - Provide training for any staff providing access arrangements for students. •
- Manage examination budget with the Vice Principal.
- Account for expenditures relating to all examination costs/charges including processing examination fee payments relating to re-sits and examination fees from external candidates; •
- Create and manage Examination Board online accounts.
- Line manage the senior examination invigilators and organise the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations. •
- Submit an annual report analysing examination procedures and reviewing the process for the following year.

Heads of Faculty

To ensure that all relevant students for whom they are responsible are given the best opportunity possible to achieve in the relevant subject:

- Liaise with the Examinations Manager and inform them of any new qualifications being considered or offered.
- Ensure that they and their department are familiar with the relevant assessment frameworks and objectives for all relevant examinations.
- Ensure that all relevant students are best prepared for external assessments through:
 - Long and medium term planning;
 - Regular monitoring and formative assessment;

- Practice and intervention strategies.
- Ensure that all examination entries and coursework/ controlled assessment procedures are administered in a timely and efficient manner through:
 - Accurate completion of coursework mark sheets and declaration sheets;
 - Accurate completion of entry forms and all other mark sheets;
 - Adherence to deadlines as set by the Examinations Manager.
- Ensure that their relevant examinations run as smoothly and effectively as possible: • provide 'hot lessons' or timely revision sessions prior to all external examinations, wherever possible;
- ensure that they or a representative of their department are present at the start of every formal examination in their subject, to ensure that students and invigilators are clear on the examination contents.
- Analyse their subject's examination performance data and review practice in light of this analysis, considering:
 - Performance against Fischer Family Trust (FFT) predictions and prior attainment data; • Performance by teaching group;
 - Performance by sub-groups including gender, ethnicity, FSM and SEN data. • How many levels of progress they have made.
- How your faculty has contributed towards progress 8 and attainment 8.

Teachers

- Submission of students' names for entries, amendments, forecast grades, coursework and controlled assessment to HOFs.
- Maintain accurate records of students' progress, enabling accurate predictions of results. • Identify students who are at risk of underperforming, compared to their FFT grade. • Notify head of department and Examinations Manager of students who may potentially require access arrangements (as soon as possible after the start of the course).

SENDCO

- Test and identify students' requirements for access arrangements and maintain accurate records of all students entitled to access arrangements.
- Update the Arbor registers and Watch Out List with details of students entitled to access arrangements.
- Notify Examinations Manager and HOFs of relevant details.
 - Arrange support for those students entitled to access arrangements in examinations and communicate directly with the Examinations Manager to confirm these arrangements.

Lead invigilator/invigilators

- Collection of examination papers and other material from the Examinations Office before the start of the examination.
- Oversee examinations, in line with national and examination body regulations. • Take an accurate register of all students sitting examinations.

- Collect all examination papers in the correct order at the end of the examination and ensure their return to the Examinations Office.

Students

- Confirm accuracy and sign entries.
- Understand coursework and controlled assessment regulations and sign a declaration that authenticates the work as their own. (See also Controlled Assessments Policy)
- Read, understand and comply with all examination regulations, following instructions from the Examinations team including the Examinations Manager, Invigilators and Access Arrangement providers.

Parents/ Carers

- Confirm accuracy and sign entries.

3. Special Needs and Access Arrangements

The Equality Act (2010) and Disability Discrimination Act (2010) All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the specialist teacher, designated by the SENDCO.

Access arrangements

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the designated Learning Support Assessor.

Locations for access arrangement candidates will be arranged by the Examinations' Manager. • Invigilation for access arrangement candidates will be organised by the Examinations' Manager. Making special arrangements and arranging support for candidates to take examinations is the responsibility of the SENDCO. This will include all aspects of normal way of working as per JCQ regulations.

4. Entries, Entry Details and Late Entries

Entries

HOFs and subject teachers select students for examination entries.

Students or parents/carers can request a subject entry, change of tier or withdrawal.

Entry deadlines are circulated to HOFs via email.

Late entries need to be authorised by the Assistant Principal responsible for examinations and charged to faculties unless there are exceptional circumstances.

GCSE students only take examinations at the end of year 11 unless there are exceptional circumstances.

Examination fees

The College will pay all normal examination fees on behalf of students. Late entry or amendment fees are paid by the College, individual departments or students/parents/carers, according to who is responsible for the late action.

Normally, students' families will be responsible for the payment of re-sit entries, but in some cases the College will cover these entries as well; for example, where the College has entered students into an examination early as part of a fast-track programme.

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.

Students retaking English or mathematics GCSEs in year 12 or 13 who do not turn up for their exam, without a valid medical certificate, will be charged the examination and invigilation fee. Students in years 12 or 13 who have achieved the threshold measure in English or mathematics GCSE but would like to retake it will have to pay for the examination entry fee.

5. Regulations, Clash Students and Special Consideration

Regulations

The College's published rules on acceptable dress, behaviour and students' use of mobile phones and all electronic devices apply at all times.

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

Disruptive students are dealt with in accordance with JCQ guidelines. Students may temporarily leave the examination room for a genuine purpose, in which case a member of staff must accompany them.

The examinations team and/or sixth form administrators (in the case of Key Stage 5 students) will attempt to contact any student who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash Students

The Examinations Manager will be responsible, as necessary, for supervising escorts, identifying a secure venue and arranging overnight stays (if necessary) for any student who faces an examination clash on their timetable.

Special consideration

Should a student be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the student/ parent/ carer's responsibility to alert the College, the Examinations Office, or the examination invigilator, to that effect.

The student must support any special consideration claim with appropriate evidence within a reasonable time. For example, evidence may be a letter from the student's doctor. The Examinations Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

If an unforeseen event affects the running of an exam – for example a prolonged fire alarm or unexpected interruption – this instance should be reported to the Assistant Head overseeing Examinations. It is the responsibility of the Exam's Manager to apply for special consideration to the relevant exam board, in such an eventuality.

6. Controlled Assessments, Coursework and Appeals against Internal

Assessments Controlled assessments

Controlled assessments are the responsibility of HOFs:

All controlled assessments should be run in line with the relevant awarding body's regulations, and according to the school Controlled Assessments Policy.

Coursework

The completion of coursework is the responsibility of HOFs:

All coursework should be completed in line with the relevant awarding body's regulations. Students should submit coursework before the deadlines provided by HOFs. HOFs will complete and pass relevant mark sheets and samples to the Examinations Manager.

The Examinations Office will dispatch mark sheets, coursework samples and keep a record of what has been sent when and to whom.

Appeals against internal assessments

The College is obliged to publish a separate procedure on this subject, which is found in Appendix A

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.

Students may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.

Appeals should be made in writing to the Principal (or other nominee) who will decide whether the process used conformed to the necessary requirements

The Principal's findings will be notified in writing, copied to the Examinations Manager and recorded for awarding body inspection.

7. Results, Enquiries about Results (EARs) and Access to Scripts

(ATS) Results

Students will receive individual results slips on results days either in person at the centre or by post to their home addresses (students are to provide stamped addressed envelope if this is required).

The Examinations Manager makes arrangements for the College to be open on results days. The provision of staff on results days is the responsibility of the Examinations Manager.

EARs

EARs may be requested by College staff or students if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the Examinations Manager, teaching staff and Assistant Principal responsible for examinations will investigate the feasibility of asking for a re-mark at the College's expense.

When the centre does not uphold an EAR, a student may apply to have an enquiry carried out. If a student requires this against the advice of subject staff, they will be charged. The consent of students must be obtained for all EARs

ATS

After the release of results, copy scripts can be requested, if students are making this request a cost may be incurred.

College staff may also request scripts for investigation or for teaching purposes. The consent of students must be obtained.

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

GCE re-marks can be applied for once a photocopied script only has been returned, but cannot be applied for once the original script has been returned. (Photocopy scripts are

available for GCEs only within one week of result publication date).

8. Certificates

Certificates are presented in person.

Certificates may be collected on behalf of a student by a third party, provided they have written authority to do so and photographic identification.

Replacement Certificated Statements of Results are only issued if a student agrees to pay the costs incurred.

APPENDIX A

Reviews of marking-Centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Tavistock College is committed to ensuring that whenever it's staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have the appropriate knowledge, understanding and skill, and who have been trained in this activity. Tavistock College 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 standardization will take place to ensure consistency of marking.

Tavistock College will:

1. Ensure that candidates are informed of their centre assessment marks so they may request a review of the centre's marking before marks are submitted to the awarding body
2. 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
 3. Having received a request for copies of materials, promptly make them available to the candidate
4. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision
 5. 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
6. 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
7. Ensure 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. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
9. 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 the centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process may result in a mark change, either upwards or downwards, even after 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.