



# Holy Trinity

A Learning Community Providing Catholic and Church of England Education for All

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## **EXAMINATIONS POLICY**

### **Ethos Statement**

At Holy Trinity, we believe that every individual has a right to develop to his/her full potential; physically, socially, spiritually and academically.

It is our mission to ensure that good learning and teaching is at the heart of our work with each individual student and achieving this involves a partnership with all members of the community of Holy Trinity.

We recognise that students learn best and perform best when they feel happy, safe and confident. The principles of inclusion and mutual respect underpin all procedures relating to examinations.

We aim to create an environment in which candidates can achieve their full potential during their examinations. To this end we aim for consistency and coherence.

The purpose of this policy is to ensure

- that we work to promote the best possible conditions for all of our students
- that the planning and management of exams is conducted efficiently and in the best interest of candidates
- the operation of an efficient exam system with clear guidelines for all relevant staff

This policy will be reviewed annually by the exams office line manager, the exams officer and governors, in consultation with subject leaders.

### **THE EXAMINATIONS YEAR**

**External** examinations take place during the months of May and June.

We use 4 main Examination Boards:

- AQA
- Edexcel
- OCR
- WJEC.

**Internal** mock examinations for Y10 and Y11 students take place during the year.

Y7, 8 and 9 students end of year examinations take place in May, June and July.

Additionally students are tested throughout the year by subject teachers.

## **ENTRY POLICY**

**At KS4** it is assumed that all students taking a subject will be entered for public examination. Occasionally and only in exceptional circumstances for an individual pupil, entry for examination may not be deemed appropriate. Such cases must be considered by the Head of Subject, relevant pastoral staff and the Senior Leadership Link before a final decision is made. Parents must be informed of any reasons for not entering a student for public examination and such students must still attend their lessons, be set appropriate work and not released to attend other lessons. Selective withdrawal from examinations of pupils who might have underachieved is discouraged.

## **DIVISION OF RESPONSIBILITIES**

### **Senior Leadership Team**

- Monitoring the implementation of the policy
- Reviewing the policy, ensuring that it responds to statutory requirements
- Deciding rates of pay for exams invigilators
- Deciding on the timing for the distribution of results
- Deciding on the format of results documents for the school
- Creating and issuing statements to the press

### **Examinations Office**

- Overall responsibility for the conduct and administration of examinations
- Informing Senior Leadership Team and staff about annual exam timetables.
- Facilitation of any inspection of the Centre, by the JCQ Centre Inspection Service or other personnel nominated by any of the examining bodies
- **Entries**
  - Consultation with Subject Leaders to check Key Stage 4 Awarding Bodies, Specifications and Entry Codes and to obtain estimated entries. Submission of estimated entries to exam boards by dates specified.
  - Making entries within the examination boards deadlines for each series
  - Liaising with Subject Leaders to check entries made before final submission of entries
  - Informing subject leaders and the finance office of costs incurred for late entries and amendments and informing the leadership team link of total costs incurred.
  - Preparation of seating plans for examinations.
  - Informing students (and parents) of entry details and arrangements for exams
  - Liaising with the Sen Co-ordinator to submit applications for access arrangements and complying with the access arrangements agreed by the examination boards
- **Coursework**
  - Issuing to all students, early in Year 10, a copy of the JCQ Notice to Candidates about coursework and portfolios;
  - Issuing marksheets to Subject Leaders for recording coursework marks and despatching these to the Awarding Body by the deadline date;
  - Despatching samples of coursework to the awarding body moderators by the deadline;
  - Liaising with Subject Leaders to resolve any queries about coursework.
- **Preparation for Examinations**
  - Secure arrangements to receive, check and keep examination and confidential materials secure at all times until they are no longer confidential
  - Link between departments and examination boards, distribution of information, submission of coursework etc.
  - Make special arrangements in line with guidance from the examination boards, including changes to the timetable or examination venue, and special consideration.

- Production of timetables for candidates.
- Informing candidates of exam clashes and of the arrangements made for them, including supervision.
- Recruitment, training and co-ordination of invigilators.
- Production of timetables for invigilators
- **During Examinations**
  - Liaison with caretakers and the Business Manager to help organise the setting out of examination rooms desks and chairs according to seating plans devised by the Examinations Officer.
  - Ensuring that the room is set up with relevant notices, seating plans etc. and that all relevant equipment is available.
  - Checking attendance and contacting the parents of absent candidates as soon as possible.
  - Conduct of candidates.
  - Providing information to the exam boards about malpractice by candidates or members of staff.
  - Applying for special consideration in the event of illness or other factors which adversely affect performance during an examination.
  - Liaison with subject teachers to seek evidence in support of applications for special consideration.
  - Checking and secure parcelling of completed exam scripts, with completed mark sheets and other relevant forms.
  - Liaison with Parcelforce for the collection of scripts.
- **Results**
  - Appeals correspondence and other correspondence with Boards as required.
  - Dissemination of results to students and staff
  - Responding to requests for post results services from subject leaders; investigating the feasibility of applying for a remark, acquiring consent from candidates and administration of post results services
  - Publication of and adherence to the school's appeals procedure
  - Checking and preparing certificates for distribution on Y11 presentation evening.

## **Subject Leader**

### ▪ **Entries**

- Provision of accurate syllabus details to the Examinations Office by the date specified.
- Provision of candidate entry lists by the date specified. Inaccuracies that then incur amendment / late entry fees may be chargeable to a department's budget.
- Adherence to the school's entry policy.

### ▪ **Coursework**

- Taking responsibility for all aspects of the completion, collection and marking of coursework;
- Securely recording the coursework marks and the coursework itself before despatch to the Awarding Body;
- Ensuring that standardisation takes place in line with the requirements of the Awarding Body;
- Ensuring that all teachers of courses involving the submission of coursework have given adequate guidance to candidates concerning the JCQ regulations about malpractice. It is particularly important that candidates fully understand the regulations
- Ensuring that each student completes the Declaration by Candidates and that staff complete the Centre Declaration form;
- Ensuring coursework marks and required samples of work are submitted to the board via the exams office by the date specified.

- Storing coursework returned by the awarding bodies until the final date for appeals has passed (normally by the end of October).
- **During examinations**
  - Providing specialist materials for examinations.
  - Liaising with the exams officer to ensure that special arrangements for oral and practical examinations are in place.
  - Ensuring accuracy of requests for internal examinations including the supply of candidate lists by the required dates.
  - Preparing internal examination papers for the subject, to be passed to the Examinations Office by the required date.
  - Cooperating in the provision of evidence in support of applications for special consideration.
- **Results**
  - Checking results for potential errors and omissions and alerting the Exams office
  - Providing information to the exams office for any potential post-results services required.
  - Analysing results to identify areas of strength and areas for development

### **Form Tutors and Subject Teachers**

- Communicating with students about entries and tiers of entry.
- Submitting entries information to subject leaders by specified dates.
- Providing maximum support and information to students.
- Promptly distributing information and documentation issued by the Examinations Office.
- Helping to ensure that deadlines and timings are adhered to by students
- Following JCQ guidelines, procedures and rules during the conduct of examinations; teaching staff may not inspect or remove question papers from the exam room.

### **SEND Co-ordinator**

**The Equality Act (DDA) 2010** extends the application of the DDA to general qualifications. All exam centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

- Arranging for students to be tested in order to provide evidence for applications for access arrangements
- Liaising with the exams office for the applications to examination boards for access arrangements.
- Storing evidence which is readily available for inspection when required.
- Liaising with departments over access arrangements for students
- Communicating to subject teachers access arrangements granted by exam boards, thereby ensuring that arrangements are adhered to in the completion of coursework.
- Notifying the Examinations Officer, students and parents of any provisions made by the boards.
- Liaising with the exams office in making arrangements for rooming and invigilation of candidates who are granted access arrangements requiring separation from the main examination rooms (readers, amanuensis, laptops etc).
- Collecting question papers and promptly returning scripts for candidates examined in a separate room

**This information is also available in our separate Equality Act - DDA Policy**

### **Invigilators**

- All exams will be invigilated by invigilators, absence support officers and Teaching Assistants. Instructions for the conduct of the examination will be available in the exam room.
- Following guidelines and codes of conduct and dealing with any breach of regulations as set out in the guidance. No breach of regulations can be ignored.
- Responding to correspondence from the exams office about availability for particular exam seasons.
- Supporting the exams office in preparation of the exam room, including displaying notices and organising forms e.g. signing in forms, incident forms etc.
- Adhering to the "Guidelines for Invigilators".
- Attending an Annual Invigilators training meeting.

### **Candidates**

- Checking personal details and entries on statements of entry
- Understanding and adhering to coursework regulations and signing a declaration that authenticates the coursework as their own.
- Following procedures in the notice to candidates and, for the summer examinations, adhere to the 'information for students and parents' booklet.
- Being aware of when exams are timetabled and attending at the stated time and date.
- Bringing the relevant equipment for exams.
- Preparing thoroughly for exams
- Informing teachers and / or the exams office if there are any concerns or problems

### **Private Candidates**

The Centre only accepts entries for former students. Managing private candidates is the responsibility of the Exams Officer.

### **EXAM FEES**

- The exams office will pay the normal entry fee on behalf of candidates.
- Late entry or amendment fees will be paid by departments.
- Where a student, following an examination course fails, without good reason to attend an examination or to complete requirements such as coursework, the school will ask parents to repay the cost of entry.
- Departments will analyse results and make a professional judgement as to whether they consider that a candidate's results are close enough to the next boundary to merit an appeal to the examining body. In this case, departments will pay the fees for the post results services.
- If appeals are requested by parents, they will be responsible for the payment of the fees.

### **CERTIFICATES**

Certificates are presented to students in November. After the presentation, certificates can be collected and signed for by students or collected on behalf of students by third parties, provided they have the students authorisation (letter of authorisation required).



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### **INTERNAL APPEALS PROCEDURE**

#### **Internal Appeals about Assessment Decisions**

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, we are committed to ensuring that:

- Staff have the appropriate knowledge, understanding and skills conduct internal assessments.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation.
- Staff responsible for internal assessment and standardisation attend any compulsory training.

#### **Appeals Procedure**

- Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise students and parents of these procedures.
- Appeals may be made regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the awarding body.

If a candidate or parent / carer has any concerns about procedures used in assessing internally marked work for public exams (e.g. coursework / portfolio) they should proceed as follows:

#### **STAGE 1**

1. Speak to the subject teacher to discuss the assessment process.
2. If not satisfied see the Head of Department concerned.

#### **STAGE 2**

This will be the final stage in the normal appeals process. It is expected that it will be used only in exceptional circumstances. If the candidate is not satisfied that the correct procedures have been followed:

1. He or she should contact the Examinations Officer, as soon as possible to discuss the appeal,
2. The candidate's parent / carer should make an appeal in writing to the exams officer, stating the details of the complaint and the reasons for the appeal. The written appeal must be submitted ***at least two weeks before the date of the last external exam in the subject.***

On receipt of a written appeal, the Examinations Officer will:

- conduct an enquiry in collaboration with two other members of staff who have not been involved in the internal assessment decision
- investigate whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.
- maintain a written record of the enquiry
- inform the candidate, in writing, of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken as a result of the appeal. The Internal Appeal will be resolved by the date of the final written examination of the session.
- If the candidate is not satisfied with the written response, he or she may request a personal hearing. This request must be made within two days of the receipt of the written reply to the initial appeal.

If the Examinations Officer was directly involved in the assessment, the Headteacher will appoint an alternative member of staff to conduct the enquiry

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the School and is not covered by this procedure.

#### **APPEALS AGAINST EXTERNAL ASSESSMENT MARKS**

Occasionally a candidate may wish to appeal against the mark awarded by the Awarding Body for a particular exam unit. A clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry will be made by the school on the basis of several factors, including knowledge of the exam system and professional judgement. Parents wishing to appeal against the mark awarded should contact the exams officer within 5 days of the receipt of results by students.

**Your contact in case of enquiries and appeals is Mrs Whyke (Telephone 01226 704550)**