



Holy Trinity

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

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

THE EXAMINATIONS YEAR

External examinations take place May to July.

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 class teacher, the Head of Department, Head of Year and the Senior Leadership Team, 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 not allowed.

ROLES AND RESPONSIBILITIES

Senior Leadership Team

- Monitoring the implementation of the policy
- Reviewing the policy, ensuring that it responds to statutory requirements

Examinations Policy November 2020

- 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, staff, parents and students about annual exam timetables.
- Providing annual training for invigilators
- 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 the Head of Departments to check Key Stage 4 Awarding Bodies, Specifications and Entry Codes.
 - Estimated entries submitted to exam boards in October.
 - Making entries within the examination boards deadlines for each series.
 - Liaising with the Head of Departments to check entries made before final submission of entries.
 - Informing the Head of Departments and the finance office of costs incurred for late entries and amendments and informing the Senior Leadership Team of total costs incurred.
 - Preparation of seating plans for examinations.
 - Informing students (and parents) of entry details and arrangements for exams.
 - Liaising with the SEND Co-ordinator to submit applications for access arrangements and complying with the access arrangements agreed by the examination boards.
- **Non-examined assessments**
 - Issuing to all students, early in Year 10, a copy of the JCQ Notice to Candidates about non-examined assessments and portfolios;
 - Issuing marksheets to the Head of Departments for recording non-examined assessments marks and despatching these to the Awarding Body by the deadline date;
 - Despatching samples of non-examined assessments to the awarding body moderators by the deadline;
 - Liaising with the Head of Departments to resolve any queries about non-examined assessments.
- **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 non-examined assessments etc.
 - Make special arrangements in line with guidance form 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**
 - Liaise with Amey to organise the setting out of examination rooms desks and chairs according to seating plans.
 - 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.

- Monitor the conduct of candidates and report issues to the Head of Year and Senior Leadership Team.
- 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.
- Liaise with relevant members of staff 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.
- Liaise with Parcelforce for the collection of scripts.
- **Results**
 - Appeals correspondence and other correspondence with Exam Boards as required.
 - Dissemination of results to students and staff.
 - Responding to requests for post results services from the Head of Departments; investigating the feasibility of applying for a review of marking, 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.

Head of Departments

- **Entries**
 - Provision of accurate syllabus details to the Examinations Officer 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.
- **Non-examined assessments**
 - Taking responsibility for all aspects of the completion, collection and marking of non-examined assessments;
 - Securely recording the non-examined assessment marks 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 non-examined assessments 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 non-examined assessments marks and required samples of work are submitted to the board via the exams office by the date specified and procedures are followed regarding the sharing of marks with students prior to submission to exam boards.
 - Storing non-examined assessments 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 Exams Officer 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 Officer.
- Providing information to the exams office for any potential post-results services required.
- Analysing results to identify areas of strength and areas for development.

Subject Teachers

- Communicating with students about entries and tiers of entry.
- Submitting entries information to the Head of Departments by specified dates.
- Providing maximum support and information to students.

Head of Year

- Promptly distributing information and documentation issued by the Examinations Officer.
- Helping to ensure that deadlines and timings are adhered to by students

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 non-examined assessments.
- 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).

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

Invigilators

- All exams will be invigilated by invigilators 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 non-examined assessments regulations and signing a declaration that authenticates the non-examined assessments 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 Officer 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 non-examined assessments, 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.

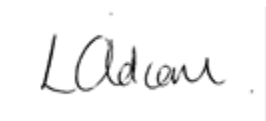
Certificates

When certificates are received by the school they are checked by the Exams Officer and distributed to the students.

Policy Review

This policy will replace the previous policy and will be reviewed every 3 years by the Teaching, Learning and Curriculum Committee of the Governing Body.


The policy was last reviewed and agreed by the Ethos, Welfare & Admissions Committee of the Governing Body on 5th November 2020 and is due for review before November 2023.



5/11/2020

Signature
Head Teacher

Date



5/11/2020

Signature
Chair of Committee

Date



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. controlled assessment and non-examined assessments / 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)



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Reviews of marking - centre assessed marks for GCSE and non-examined assessments

Holy Trinity 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-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. We are 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.

1. We 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. They will be given a deadline by which appeals should be made.
2. We will 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. We will, having received a request for copies of materials, promptly make them available to the candidate.
4. We will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. We will 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. We 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. We will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Holy Trinity and is not covered by this procedure.