

GOWERTON SCHOOL



Exams Policy 2017/18 Academic Year

Reviewed 11 December 2017



Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

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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
- the operation of an efficient exam system with clear guidelines and responsibilities for all relevant staff
- All exams and external assessment processes are conducted in accordance with national and examining body regulations and specifically the Joint Council for Qualifications (JCQ) 'Instructions for Conducting Examinations' (ICE).

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. This exam policy will be reviewed annually by the Head of Centre, Senior Leadership Team and the Examinations Manager.

1. Exam responsibilities

1.1 Head of Centre

Overall responsibility for Gowerton School as an exam centre:

- Ensures courses followed at key stage 4 & 5 are appropriately accredited
- Delegates organisation and conduct of examinations to the Examinations Manager
- Approves students that are on registered courses and not being entered for the final qualification
- Responsible for reporting all suspicions or actual incidents of malpractice of pupils, students & staff. Please refer to the JCQ document ‘Suspected malpractice in examinations and assessments’ <https://www.jcq.org.uk/exams-office/malpractice>
- Advises on departmental appeals and re-marks

1.2 Examinations Manager

Manages the administration of public and internal exams in accordance with ICE (Instructions for Conducting Exams) and analysis of exam results by the following tasks:

- Advises the Senior Leadership Team, Heads of Department, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards relating to general qualifications
- Oversees the production and distribution to staff and candidates of an annual calendar for all external exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Forwards to the Heads of Department the JCQ ‘Instructions for the Conduct of Controlled Assessments’ and ‘Instructions for the Conduct of Coursework’ annually
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable and regulations that will affect them
- Provides relevant information for the Gowerton School website
- Consults with teaching staff to ensure that they are aware of the deadlines for completion of coursework / controlled assessment and submitting the marks on the Awarding Bodies’ secure online system
- Maintains systems and processes to support the timely entry of candidates for their external exams, controlled assessments and coursework
- Receives, checks and stores securely all pre-release material, exam papers and stationary including completed scripts until despatched according to JCQ requirements
- Administers access arrangements including maintaining an accurate record and supporting evidence of all students entitled to access arrangements in accordance with the JCQ document ‘Access Arrangements and Reasonable Adjustments’ <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- Makes applications for special consideration in accordance with the JCQ document ‘A guide to the Special Consideration Process’ <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- Arranges the seating of exams in accordance with ICE taking into account access arrangements and any reasonable adjustments, ensuring the accommodation used is appropriate

- Identifies and manages exam timetable clashes including supervision of candidates between exams and overnight supervision if required
- Liaises with outside organisations for the conduct of exams for students educated off-site i.e. EOTAS, home tutored and traveller pupils
- Accounts for income and expenditures relating to all exam costs / charges including collection of late entry fee payments for re-sits, EARs and examination fees from private external candidates
- Organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams
- Reports all suspicions or actual incidents of malpractice and follows the procedures contained in the JCQ document ‘Suspected Malpractice in Examinations and Assessments – Policies and Procedures’ <https://www.jcq.org.uk/exams-office/malpractice>
- Arranges for dissemination of exam results and certificates to candidates
- Prepares reports for teaching staff on results day, including downloading relevant moderator reports from the Awarding Bodies secure website
- Produces analysis of exam results as requested by Head of Centre, Governors or line manager
- Submits, in consultation with the Head of Department or candidate directly, any appeals / re-mark requests / access to scripts requests in accordance with the JCQ document ‘Post Results Services’ <https://www.jcq.org.uk/exams-office/post-results-services>
- Writes an academic year exam review annually and makes recommendations for changes (if appropriate)
- Facilitates the annual inspection by the JCQ inspector and reports the outcome of the inspection to the Head of Centre

1.3 Assistant Heads

- Organisation of teaching and learning
- External validation of courses followed at key stage 4 & key stage 5

1.4 Heads of Department

- Liaises with the Examinations Manager and inform them of any new qualifications being considered or offered or any changes to specifications
- Ensures they and all relevant members of their department are familiar with the relevant assessment framework and objectives for all relevant examinations
- Ensures all relevant teaching staff are made aware of the ‘Instructions for the Conduct of Controlled Assessment’ www.jcq.org.uk/exams-office/controlled-assessments and ‘Instructions for the Conduct of Coursework’ <http://www.jcq.org.uk/exams-office/coursework> annually
- Ensures secure storage of controlled assessment material and coursework as required by the JCQ instructions and subject specification
- Provides guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Ensures that all examination entries and coursework / controlled assessment procedures are administered in a timely and efficient manner by:
 - Accurate completion of coursework mark sheets and declaration sheets
 - Accurate completion of entry mark sheets via SIMS
 - Adherence to deadlines as set by the Examinations Manager

- Submits candidates' coursework / controlled assessment marks online as completed by the Department to the relevant exam boards
- Arranges dispatch of coursework / controlled assessment and any other material required to the moderator correctly and on schedule
- Stores returned coursework until deadline for release
- Reports any issues regarding coursework / controlled assessment e.g. plagiarism to the Examinations Manager, who will advise what action is required
- Advises on appeals & re-marks
- Analyses exam performance of department and reviews practice as directed by the Head of Centre

1.5 Teachers

- Allow the students use of notified access arrangements (as soon as possible after the start of the course) during lessons and assessment including keeping a record of pupils' 'Normal Way of Working'
- Submit candidates' names to Heads of Department for entries, amendments e.g. change of tier, coursework and controlled assessment
- Maintain accurate records of students' progress enabling accurate prediction of results

1.6 SENCo

- Identifies and tests candidates' requirements for access arrangements and provision of completed Form 8, Awarding Bodies' online approval of application and Data Protection Notice, in accordance with the JCQ document 'Access Arrangements and Reasonable Adjustments' <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration> and the internal WP Policy in Appendix 1
- 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
- Assigns the role of readers/scribes to centre staff when requested by the Examinations Manager

1.7 Lead Invigilator / Invigilators

Manage the conduct of exams in accordance with ICE including but not limited to:

- Collection of exam papers and other material from the exams office before the start of the exam
- Follow any subject specific instructions given by the Examinations Manager
- Supervision at all times of exam papers, stationery and completed scripts whilst not in the exams secure storage
- Taking an accurate register of all students sitting examinations
- Supervision of candidates during examinations
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams secure storage
- Act in accordance with the 'Gowerton School Invigilator Handbook' and any training by the Examinations Manager

1.8 Candidates

- Check & confirm entries
- Inform the Examinations Manager of any amendments to exam entries
- Understand coursework & controlled assessment regulations and sign a declaration that authenticates the coursework / controlled assessment as their own where applicable
- Attend examinations promptly and behave in accordance with the Centre's published expectations and JCQ regulations
- Read, understand and comply with all examination regulations and follow instructions from the examinations team including the Examinations Manager and staff, invigilators and staff facilitating access arrangements
- Comply with the Policy on Student Behaviour in Exams – Appendix 2

1.9 Administrative staff

- Support for the input of data
- Attend invigilator training & assist in invigilator duties as per 'Gowerton School Invigilator Handbook'
- Posting of exam papers

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Senior Leadership Team & Head of Departments.

The statutory tests and qualifications offered may include:

- GCSE
- GCE
- BTECs
- Key Skills
- Essential Skills
- Welsh Baccalaureate
- DiDA
- CiDA
- MidYIS
- PISA
- NFER tests

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 week of the academic year.

The Centre's Inclusion Policy provides that all students have access to the curriculum and secure high levels of achievement. To comply with this:

- At key stage 3 - All candidates will take English, Mathematics, Science and ICT (from 2008). The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level. Decisions on whether candidates should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, subject teachers and the Assistant Heads.
- At key stage 4 - All candidates will be entitled, and enabled, to achieve an entry for qualifications on all courses on which they are registered from an external awarding body
- At key stage 5 (post 16) – All candidates will be entitled, and enabled to achieve an entry for qualifications on all courses on which they are registered from an external awarding body. It is expected that AS modules will be completed during year 12 and A2 modules in year 13.

3. Exam seasons and timetables

3.1 Exam seasons

External exams are scheduled in November, January, May/June by the examination boards. Which exam series is used in the centre is decided by the Head of Department and the Senior Leadership Team.

Internal exams and assessments are scheduled in accordance with the school calendar usually December and January. The normal expectation is that Years 10 – 13 will have an internal assessment at least once a year. All internal exams are held under external exam conditions. Internal examinations may be held at the same time as external examinations but may NOT take place in the same exam rooms as external examinations.

3.2 Timetables

The Examinations Manager will publicise to staff and students the exam timetables for both external and internal exams once these are confirmed including ensuring copies are available on the school's web site, and will issue an individual seating timetable to each candidate for every exam season.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Head of Department. In accordance with the Inclusion Policy referred to above, all candidates will be entered for qualifications on all courses on which they are registered, unless the Examinations Manager is notified by Head of Centre, Assistant Head or Head of Department.

In order for entries to be made efficiently and in a timely manner, the Examinations Manager will create entry mark sheets in SIMS for each department based on the specification information provided by the Head of Department at the start of the academic year. The relevant mark sheets will be named according to exam season e.g. June 2015 Entry. The department will check:

- The correct specification has been selected

- The correct class/es has/have been selected
- That all students in each class are included on the mark sheet including House, EOTAS, home tutored or traveller pupils
- That there are no extra students included on the mark sheet
- Will not just count the number of students in the class but will check each name
- Check that the course and exam codes are correct
- A pupil is entered by typing 'Y' in the correct column next to their name
- That the Exams Officer will be informed of any changes made subsequent to deadlines as the contents of the marksheets are sent electronically to the Awarding Bodies

The Head of Department will then re-check & sign off the second marksheet sent once the exam entries have been made and will again carry out the checks above.

A candidate or parent / guardian can request (in writing) a subject entry, change of level or withdrawal. If made after the relevant entry deadline, the late fee will be payable by the candidate or parent / guardian.

For BTEC courses, the registration will be made by the lead internal verifier for each course, in consultation with the Quality Nominee (Assistant Head) and the Exams Officer.

The centre does not normally accept external (private) entries, especially subjects that require controlled assessments / coursework / practicals. However in exceptional circumstances, candidates can be considered by the Examinations Manager on a case by case basis. In these cases a small admin fee (£20) will be applied to the examination entry fee cost. Please refer to the Private Candidates Policy in Appendix 2.

4.2 Late entries and late fees

Entry deadlines are circulated to Heads of Department via staff noticeboard, internal mail and email. Late entries may be made if authorised by the Head of Department. If requested by the candidate then the late entry fee will be charged to the candidate, Gowerton School will pay the normal entry fee.

4.3 Amendments and Changes of tier

Withdrawals and changes of tier will be accepted by the Examinations Manager at any time but late fees will be chargeable as detailed above.

4.4 Retakes

Candidates are allowed 1 retake per subject in GCSE.

Candidates are allowed 1 retake per subject in AS & A2.

Retake decisions will be made in consultation with the candidates, subject teachers, Head of Department, Exams Officer and the Assistant Head.

5. Exam fees

GCSE, AS, A2 and BTEC initial registration and entry exam fees are paid by the centre. Fees for late entries and changes of tier requested by the school will be paid from the Examinations Budget

but the relevant department will be notified of the cost implication for the school. If requested by the student, such late fees will be payable by the student and the amendment or late entry only made once payment is received.

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.

Reimbursement may be sought from candidates who:

- Decide to resit or withdraw an entry after the late entry / withdrawal deadline
- Fail to sit an exam or meet the necessary coursework / controlled assessment requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents / guardians in February at the start of GCSE and post-16 entries.

Retake fees – These are payable in accordance with paragraph 4.4: Retakes.

Candidates must pay the fee for an enquiry about a result (EARs), should the centre not request or support the enquiry and the candidate insists on pursuing the enquiry. The payment fee must be received by the Examinations Manager before the query is sent off to the awarding body. Please refer to section 11.2: Enquiries about results ‘EARs’.

6. Special needs and access arrangements

6.1 Legislation

The Equality Act 2010 and The Disability Discrimination Act 2005 extend the application of the DDA to general and vocational qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

A candidate’s special needs requirements are determined by the SENCo / specialist teacher. The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam.

6.3 Access arrangements

Deadlines for submission of access arrangements are generally the same as the entry deadline for each exam season. Teaching staff should make any referrals for assessment for access arrangements to the SENCo in sufficient time to allow the assessment process and application to be submitted before the deadline.

Completing the assessment and supporting documentation is the responsibility of the SENCo and should be completed by the JCQ deadlines in the majority of cases. Late applications will be made if there is a reason for such a late request. Submitting completed access arrangement applications online to the Awarding Bodies, is the responsibility of the SENCo.

The SENCo will inform individual staff of any access arrangements that individual candidates may be granted during the course and in the exam.

Teachers should ensure that in any assessment contributing to the final grade candidates are given their access arrangement. So far as is possible this arrangement should also be available in lessons. Teachers should record when candidates use their access arrangement so that evidence of their 'Normal Way of Working' is available.

The SENCo and the Examinations Manager will collaborate to monitor the use of access arrangements in mock exams, controlled assessments and external exams and will consult parents before any decision to revoke an access arrangement is made.

Rooming and invigilation for access arrangement candidates will be arranged by the Examinations Manager in consultation with the SENCo. Support for access arrangement candidates (including those caused by temporary injury – see below) will be organised by the SENCo (delegated to the Learning Support Department).

Applications for emergency applications for access arrangements e.g. due to temporary injury will be made by the Examinations Manager but any form tutor, subject teacher or Head of Department who is aware of a student with any injury should make the Examinations Manager aware of this as soon as the need for assistance is known.

7. Internal Exams

The same responsibilities set out in this policy apply to the internal exams in exactly the same manner as external exams with the addition of requirement in the next paragraph.

Each Department will be responsible for producing exam papers which:-

- are suitable for the length of time requested by them for each subject
- reflect what has been taught to date .
- are in a style of assessment that reflects the style of assessment of the final exam in that Key Stage
- for KS4 and 5, are a summative assessment of the course to date
- are in a format which clearly identifies the subject and the students taking the exam i.e. whether for candidates taking a mock paper for the first time or a mock re-sit paper
- are in a format which is clear for the candidates to follow e.g. clearly identifies which questions the candidates should answer, has a proper numbering system.

A specimen paper and details of numbers required shall be given to the Resources Technician in accordance with the deadlines set by the Resources Office.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will supervise exams. They will supervise all internal and external exams organised by the exams team. The recruitment of invigilators is the responsibility of the Headteacher, in consultation with the Examinations Manager.

Invigilators are timetabled and briefed by the Examinations Manager. Securing the necessary DBS check for new invigilators is the responsibility of the centre administration and the fees will be paid by the Centre. Invigilators' rates of pay are set in accordance with the school's staff pay policy.

8.2 Exam days

The Main Hall (including stage), Sports Hall, B23a & room D14 will be the main examination venues. Other rooms may be used if circumstances dictate in consultation with the main users of those other rooms e.g. Conference Room, A20 etc.

The Examinations Manager will make the question papers, other exam stationery and materials available for the invigilators.

The Examinations Manager is responsible for ensuring each exam venue complies with ICE and in particular that each venue has a means of summoning help for the invigilator. Fire regulations have been drawn up for each room covering the exit arrangements from exam venues during exams. Evacuation procedures would be carried out in accordance with ICE.

The Examinations Manager (if available) or invigilator for each room will start and run all exams in accordance with ICE and exams office requirements.

The Head of Department may be present at the start of the exam to assist with identification of candidates &/or instil discipline but must not look at the exam papers or communicate with candidates inside the exam room unless requested by the invigilator to do so to resolve a problem. 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 the departments the day after the relevant scripts have been dispatched.

8.3 Contingency plans in the event of school closure

Even if the school is closed to students generally or partially, every effort will be made to open Gowerton School to ensure external examinations can take place. Students should therefore assume any external examinations are taking place unless there is a note to the contrary on the school web site.

However please note the following:-

- Exams must take place on the timetabled day and in the timetabled session i.e. am or pm

- Exam start times may be delayed slightly (but still in accordance with ICE rules) to ensure staffing arrangements are in accordance with examination regulations – students will be supervised by centre staff if necessary
- Exams may need to take place in different rooms from those shown on the timetables
- Students should make every effort to attend unless they consider it unsafe to do so
- If students are going to arrive late for an exam (defined by the exam regulations as after 10am for a morning exam or 2.30pm for an afternoon exam) they need to make sure they do not have access to any electronic device particularly mobile phone and are supervised by a responsible adult who will need to confirm in writing that did they not communicate with any other candidate or have access to their phone, internet etc.
- Unless it is the final chance to take that exam it is unlikely the centre will be able to apply for special consideration if an exam is missed. The candidate will need to take the exam in the next available session.

In the event that the school is unable to open for exams at all, we will take advice from the relevant examinations board and post that advice on the school web site.

9. Candidates, exam clashes and special consideration

9.1 Candidates

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

Candidates may leave the exam room for a genuine purpose such as a toilet break or if feeling unwell. They must be accompanied at all times or they cannot return to the exam room to complete the exam. No additional time will be allowed for toilet breaks but will be allowed for genuine medical reasons.

The Examinations Manager will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with ICE.

9.2 Exam clashes

The Examinations Manager will identify wherever timetabled exam clashes occur and notify candidates how the exam clash will be resolved. In simple clash situations this may be by timetabling one exam after the other and giving the candidate the timetable in the usual way.

Candidates also have responsibility to review their dated statement of entry and exam timetable. Where they believe their exams will clash with any form of assessment not on the timetable such as a practical exam organised directly by the department they should bring this to the attention of the Examinations Manager, who will resolve the clash in accordance with ICE.

If overnight supervision is required, the Examinations Manager will be responsible as necessary for liaising with parents, identifying a secure venue and obtaining written verification from supervising parents/guardians/ carers of the candidate.

On the day of the exam, arrangements will be made to ensure those candidates are adequately supervised, especially between exams.

9.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate/parent/carer's responsibility to alert the centre, or the exam invigilator, to that effect. Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Examinations Manager will then apply online to relevant awarding body in accordance with the JCQ special Consideration document referred to previously (section 1.2).

10. Malpractice

Misconduct should be reported in the first instance to the Examinations Manager who will decide what action to take. The Senior Leadership team will be responsible for any internal disciplinary action required and the Examinations Manager will deal with any reports to the awarding body in accordance with the JCQ Malpractice document referred to previously (section 1.1).

11. Coursework, controlled assessment and appeals against internal assessments

11.1 Coursework and controlled assessment

These are carried out in accordance with the Internal coursework and controlled assessment procedure (Appendix 3) and the Policy regarding staff responsibilities for GCSE controlled assessment & GCE coursework (Appendix 4).

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Department will ensure all work is ready for despatch at the correct time.

Marks for all internally assessed work are either submitted online via IAMIS or sent to the Awarding Bodies by the Heads of Department. This includes any work done for Welsh Baccalaureate, BTEC, Essential Skills Wales (ESW) and Key Skills (KS).

11.2 Appeals

These are governed by the Internal appeals Policy for External Qualifications (Appendix 5).

12. On Screen Tests

It is the responsibility of the Examinations Manager, IT Technician & BTEC co-ordinator to:

- Ensure any secure data files are loaded to the relevant user area
- Ensure the students are provided with their user name and password at the start of the on screen test
- Ensure the students have access to the exam accounts only at the specified times
- Book the IT room (if it is a scheduled exam)
- Arrange invigilation for all sessions in accordance with ICE.

13. Results, enquiries about results (EARs) and access to scripts (ATS)

13.1 Results

The Examinations Manager will ensure candidates receive individual results slips on results days, to be collected in person at the centre and will arrange staff for this task. Arrangements for the school to be open and the provision of staff to support students are made by the Senior Leadership Team. Results will not be given over the phone, but can be emailed to the candidate following a written request. A parent / guardian can collect candidates' results but must produce a written authorised note from the candidate.

13.2 EARs and ATS

These will be undertaken by the Examinations Manager in accordance with the procedures set out in the JCQ Post Results Services document www.jcq.org.uk/exams-office/post-results-services.

The Head of Department will be consulted at the start of the new academic year regarding identified pupils within 2 marks of the D/C grade boundary. Any decision of identifying other grade boundary pupils will be made by the Head of Centre.

Fees

If a department wishes to request an EAR or ATS, the expenditure must be approved by the Head of Centre in writing to the Examinations Manager. Any request made by a student is payable in advance by the student.

14. Certificates

Certificates must be collected and signed for by the relevant candidate. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so and have photographic identification. This applies equally to parents and carers. Certificates are not withheld from candidates who owe fees.

The centre is only required to hold certificates for a period of 12 months from the date of issue. After that period we reserve the right to destroy any unclaimed certificates by a secure method (for example by shredding or incineration). A record of all certificates destroyed by a centre will be kept for a further period of four years from the date of their destruction.

Appendix 1 - Policy for use of a Word Processor in Examinations

Any student can use a word processor in their examinations if:

- It is their Normal Way of Working (NWOW) at school and
- They have been assessed by the SENCo as eligible for the use of a word Processor and the exams office has been notified of that request.

Normal way of working means the student uses the word processor:

- in the classroom or
- working in small groups for reading and/or writing or
- literacy support lessons or
- literacy intervention strategies and/or
- in internal school tests and mock examinations

*The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment for which medical evidence is required. A note from the school nurse may constitute sufficient evidence.

If a student has **never** made use of the WP arrangement granted to him/her, then it is **not** his/her normal way of working. **The arrangement should not be awarded for examinations.** (The use of the arrangement will be monitored in internal school tests, controlled assessments and mock examinations). Students may not use their own word processor for exams and they cannot use their own log-in on a school computer which is to be used for exams. The invigilator will always use a specific exams log-in.

Students are restricted to using Notepad or Wordpad to type their exam answers. Details for how to set up a document for an exam will always be with the invigilator.

Students are responsible for the frequent saving of their work during the exam time. It is also the responsibility of the student to ensure that the pages are numbered, that each page has the centre number, candidate number and unit/component code as either a header or a footer. Failure to do so may mean a student is awarded zero marks for that unit as the exam board will not be able to identify the work. The invigilator will always have an exams memory stick should there be any problems with printing the completed scripts. A student's own memory stick must never be used.

The student must be present when their answers are printed to confirm the script is complete. If the script cannot be printed in the exam room the student will be escorted to the Exams Office and must wait until their script has been printed and they have confirmed it is complete.

Every effort is made to ensure that students cannot access spell check, their own drive and the internet during exams. However, if any student is found trying to get around these settings, this will be interpreted by the school as malpractice and will be reported to the Awarding Body. Any student who causes damage to the computer or changes settings other than those mentioned e.g. changing screen saver, will receive internal sanctions.

Whilst the centre will do everything possible to ensure the hardware is fit for purpose parents/carers and students have to understand that use of IT in an exam carries a certain risk and that by use of the WP in an assessment they are happy to accept that risk.

Appendix 2 – Policy on Student Behaviour in Exams

Aim

To create and maintain an examination environment where students can concentrate on their exam without suffering disruptions from within the exam room. Students will be subject to firm effective discipline that will ensure that standards are maintained and that any breach of those standards will result in appropriate action being taken.

Examination Conditions

As soon as students enter the exam room they are under examination conditions. This means that they:

- Must be silent, moving quietly to their seats and sitting silently in their seats facing forwards – this applies until the end of the exam even if they have finished
- Must obey instructions from the invigilators
- Must not attempt to communicate in any way with other candidates
- Must not do anything to distract other candidates from the exam
- Must have – in a clear (see through) pencil case – the pens, pencils, erasers and any instruments necessary to do the exam
- Must not have in their possession anything which will give them an unfair advantage during the exam i.e.
 - Mobile phones or any other electronic communication or storage devices including MP3 players, iPods etc.
 - Notes, calculator cases / instruction leaflets, bags
 - Calculators, dictionaries & spell checkers unless they are allowed in the exam or the candidate has been given specific permission to use them during the exam
- Must only speak to an invigilator during the exam by:
 - Raising their hand to attract attention
 - Speaking only when the invigilator has come to their desk and
 - Speaking quietly to minimise disturbance to other candidates

Expected Code of Behaviour

Students should:

- Arrive at the exam room at least 15 minutes before the start of each examination
- Leave their bag and any materials prohibited from the exam outside at the back of the exam room
- If they arrive late they should enter the exam room quietly and wait to be seated by the invigilator
- Observe exam conditions as soon as they step inside the exam room
- Follow any instructions given by invigilators supervising the exam
- Once they have finished, remain in silence facing the front and not fidgeting or otherwise causing a distraction to other students

- Leave the exam room quietly once their script and all other papers have been collected and they have been given permission to do so. If other students are still working they should remain quiet whilst collecting their belongings to avoid disturbance to those other students.

Process for Dealing with Disruptive Behaviour and Cheating in Exams

Invigilators are required to maintain a log of all incidents which take place in the exam room, however minor. All instances where students fail to observe the expected code of behaviour, and the action taken, are to be logged as well as any student who leaves the exam room e.g. for a toilet break or who becomes unwell. The procedure will be as follows:

1. Minor incidents e.g. tapping, not facing front, the student is to be given a gentle warning to indicate that the behaviour has been observed and noted
2. More serious incidents – where an invigilator judges there to be a more serious incident, e.g. deliberate attempt to cheat or disturb another candidate, the student is to be given a firm and final warning and the examinations manager is to be called to advise on further action. The candidate should be asked to remain at the end of the exam
3. If a mobile phone in the possession of a candidate rings, it should be switched off, removed from the candidate and the candidate should be asked to remain at the end of the exam
4. If a mobile phone handed into the invigilator rings, the relevant candidate should be asked to switch it off, and the candidate should be asked to remain at the end of the exam
5. Disruptive behaviour – if a student is causing disturbance and fails to stop after invigilators warning the Examinations Manager is to be called to the exam room. Where behaviour is affecting other students this will normally lead to the student being removed from the exam room and finishing the exam under the direct supervision of a senior member of staff.

There will be instances where a student is not being deliberately difficult but where other candidates are affected (e.g. coughing, hay fever etc.) and these should be dealt with sympathetically without recourse to disciplinary measures. It is, however, still necessary to minimise the disruption to others as soon as possible. The exams office will monitor exam room logs and if a pattern of behaviour emerges from different exams, the Examinations Manager will take appropriate action in accordance with the guidelines outlined above.

Follow-up Procedures After the Exam & Notification to Exam Boards and Possible Penalties

Where a minor incident occurs, if appropriate, the student will be spoken to by the Head of Year or a member of the Senior Leadership Team and a letter sent to parents.

All instances of attempts to cheat (e.g. communicating with other students, taking a mobile phone into the exam room, bringing in notes etc.) and disruptive behaviour will be reported to the Exam Board (as required by exam regulations). Failing to report an instance of suspected malpractice in examinations/assessments to the Awarding Body as soon as possible after such an instance occurs, or is discovered is in itself malpractice. Exam boards take such cases very seriously and, depending upon the severity of the case, have the power to issue a warning or to disqualify the student from the paper, the qualification or the entire series of exams.

Where an incident is to be reported to an exam board, the Examinations Manager will obtain a statement from the candidate, invigilator and any other personnel involved. Examinations Manager will notify parents by letter as soon as possible that a report is being made and will confirm in writing the Exam board's decision.

Appendix 3 - Private candidates – policy and terms

Private candidates are people who wish to enter external examinations through our centre but who are not on the school roll. This includes former students. The centre does not normally accept external (private) entries, especially subjects that require controlled assessments / coursework / practicals / orals / portfolios. However in exceptional circumstances, candidates can be considered by the Examinations Manager on a case by case basis.

The school reserves the right to refuse to accept any person as a private candidate at our sole discretion. The school also reserves the right to refuse entry to the examination room or to the school, or to ask anyone to leave at any time at our sole discretion even if they have previously been accepted as a private candidate and their entry processed, if we feel it necessary.

Timescales

The deadline for entries is set by the Exam board. The initial information must be received by the Examinations Office in sufficient time to allow the entries to be made and any queries dealt with. All issues regarding an entry must be resolved by the Exam board deadline otherwise any late fees will be payable by the candidate.

Costs

In addition to the exam fees, an administrative charge for each candidate of £20 per academic year is payable. This is to cover the administration costs of making the entries, organising and running the exams. This also covers the costs of invigilation unless the inclusion of a private candidate in the exam means that we have to bring in an extra invigilator. Our invigilators cost £7.50 per hour and the cost of the extra invigilator would then be split between any private candidates taking the exam. (The regulations covering exams specify a maximum number of candidates per invigilator). The admin fee does not include any other service and does not commit the school to doing anything but enter the candidate for the exams and run them. We ask for payment in advance.

If the private candidate decides to withdraw, only the Examination Board fee will be refunded and only if the withdrawal is made before the Exam Board deadline.

Personal Details

The attached document indicates the personal details needed for each candidate. Before the exam, the Exams Office will also need to take a copy of some photographic identification e.g. passport would be ideal. This identification should be produced each time the candidate attends an external exam.

Special Needs

The candidate must advise the Examinations Manager as soon as possible if he/she has any special needs which need to be addressed whilst they are taking the exam. It is the responsibility of the candidate to provide any evidence required to support such need. The evidence/application will need to be presented to the SENCo. If application is approved, the Exams office will make any arrangements on the day and if any cost arises due to these arrangements, these will be payable by the candidate.

Exam Entry details

The attached document also covers the exam entries to be made. The Examinations Manager will help as much as possible but it is the responsibility of the candidate to advise for which exams (including the Exam Board and exam code numbers) entries are to be made.

Examination dates & Results

Full information about the dates and times of any examination including JCQ notices will be sent out in good time, along with instructions about where and when to report for the examinations. It is the responsibility of a private candidate to attend at the appropriate time for the examinations. The school will endeavour to pass on any relevant information, pre-release material and any other documents as quickly as possible.

Details about arrangements for collecting results will be detailed in a letter to the candidate with final exam timetable. If the candidate cannot attend at the specified times they can arrange for their results to be posted or emailed to them. Alternatively the candidate can arrange for a third party to collect results on their behalf but they must come with signed written authority from the candidate and evidence of their identity.

Certificates

Certificates should normally be collected in person as they have to be signed for. They will be available in school after the end of November.

Visiting the school

All visitors to the school even on exam days must report to Reception and sign in as a visitor. Private candidates must wear the visitors badge during the visit and must be accompanied on school premises at all times. This applies even to former students.



GOWERTON SCHOOL

External Candidate Information Form

Please complete this form in block capitals except where signatures are required.

1. Legal surname:

2. Legal forename(s)

3. Date of birth (dd/mm/yyyy)

4. Address:

.....

..... Post code

5. Home telephone number:

6. Mobile number:

7. Email address:

8. Name of parent / guardian (if the candidate is under 18):

.....

9. Name of school where you sat your GCSEs:

.....

10. UCI no. (13 digits long, can be found on your certificates. Please check with the Exams Officer at your previous school if you are unsure):

.....

11. Do you have any mobility problems which might affect your exam location?

.....

(If so please give details separately)

12. Will you be applying for any Access Arrangements?

(If so please give details separately)

I have read the enclosed leaflet and I understand and accept the conditions.

I enclose a cheque for £..... made payable to “Gowerton School” to cover the fees & administration costs for the entries listed below.

Signed (candidate): Date.....

Signed (Parent/guardian if the candidate is under 18): Date.....

Season for which you wish to make entries (please circle):

November / January / Summer

Year in which you wish to be entered:

Examinations you wish to enter:

Board	Specification code	Specification name in full	Tier (e.g. F / H)	Paper number

Have you taken any of these subjects previously, or taken module papers which are part of these exams previously? If so please complete the section below.

Board	Specification code	Subject	Papers / modules taken	Date taken (month & year)	Centre where taken (Please give as full contact details as possible)

For office use only	Yes	Date rec/d
Personal data received		
Entry details received		
Payment received		
ID received		
Entry made		

For further information please ring 01792 873461 and ask for the exams office or email gowerton.school@swansea-edunet.gov.uk

Appendix 4 - Internal Coursework and Controlled Assessment Procedure

As part of the Internal Appeals Policy (IAP) Assessments for external Qualifications, students will have the right to question the process by which their coursework is marked. They will not be able to query the marks that they have been given only the procedure. Examples of incorrect procedure and therefore grounds for appeal would be:

- Staff who have made judgements but do not possess appropriate subject knowledge or skills
- Staff who have insufficient training
- Inadequate internal moderation
- Work assessed not in accordance with the specification
- Deadlines not set or enforced

This procedure must be consistent across the department and all staff. To this end it is proposed that:

- Students will be given full details of the specification and what is going to be assessed. This information is already available to students via the Examining Bodies web site.
- Once 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. That is outside the control of and is not covered by the IAP. It is not necessary to inform students of their raw marks unless the department wishes to. However the more open we are the less the student will feel alienated by the process.
- Final coursework deadlines will be in two parts
 1. Hand in Date
 2. Final Acceptance Date

The dates are to be set within the Department. Once these are set they must be communicated to the students. It is possible to set internal deadlines to monitor the work to suit the individual teacher.

If students fail to hand in the work by the date specified, then a Late Coursework / Controlled Assessment procedure will be instigated by the Head of Department. The students potentially at risk should be identified by the departmental procedures prior to the Hand in Date. It is proposed that:

- Students time will be managed – This will have no impact on teaching time i.e. they will not be taken out of other lessons to finish
- Students who fail to meet the final acceptance date are then billed for the examination entry
- Students who fail to meet the ‘Hand-in Date’ for medical reasons must produce a valid medical certificate

The late Coursework / Controlled Assessment procedure will not be seen as an easy option or that those students are given an advantage.

- As part of the process, Departments must make available to students the moderation process and who would be involved
- Homework time used for coursework must be recorded in the student’s planner

Pupil Guidelines

1. All coursework deadlines are published and available to all
2. Deadlines are set and don’t change for any reason
3. Handing in date – if a pupil fails to hand in, then a late coursework procedure is instigated with the Head of Department
4. The pupil must be fully aware of specification requirements

Appendix 5 - Policy regarding staff responsibilities for GCSE Controlled Assessment

Roles and Responsibilities

1. *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 be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the 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

2. *Heads of Department / Curriculum Leaders:*

- Decide on the awarding body and specification for a particular GCSE
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification
- Internally standardise the marking of all controlled assessments
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions
- Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements

3. *Teaching staff:*

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments* www.jcq.org.uk/exams-office/controlled-assessments
- Understand and comply with the awarding body 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 students as the specification allows
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment

- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, 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. Access arrangement should not be given without checking with the Examinations Manager that approval has been received. Staff are advised to maintain a record of access arrangements put in place and taken by the pupils in case of queries by parents/carers or examining bodies.

4. *Examinations Manager:*

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- Enter students' 'cash-in' codes for the terminal exam series
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Leadership Team

5. *SENCo:*

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

Appendix 6 - Internal Appeals Policy for External Qualifications

Gowerton School policy on appeals is in two parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications (Enquiries about Results)

1. Policy on Internal Assessments for External Qualifications

Gowerton School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned
- The consistency of internal assessment will be maintained by internal moderation and standardisation
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification

Note to students

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. controlled assessment / coursework / portfolios, s/he should discuss the matter with the Head of Department immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

The regulations for GCSE, GCE and GCSE Controlled Assessments state that candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow their work to be copied;
- allow other candidates access to, or the use of, their own independently sourced material or assist others in the production of coursework; (this does not mean that candidates may not lend their books to one another, but candidates must not plagiarise others' research);
- use any books, the internet or other sources without acknowledgement or attribution;
- submit work word-processed by a third person without acknowledgement

These actions constitute malpractice, for which a penalty (e.g. disqualification from the assessment) will be applied by the Awarding Body.

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject a candidate's internally assessed work on the grounds of malpractice.

Written Appeals Procedure

The appeal is only concerned with the procedure not the actual marks or grades awarded to a candidate. Examples of incorrect procedure and therefore grounds for appeal would be:

- Staff who have made judgements but do not possess appropriate subject knowledge or skills
- Staff who have insufficient training
- Inadequate internal moderation
- Work assessed not in accordance with the specification
- Deadlines not set or enforced

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [e.g. by the end of June for the summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Manager, a member of the Senior Management Team and a Head of Department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

The outcome of the appeal will be reported in writing (including any correspondence with the board with reference to the candidate's work / any changes made to the assessment of the candidate's work / any changes made to improve matters in future) to the student, parent or guardian before public exam results day for the award.

Should the candidate be dissatisfied with the outcome of the appeal they may request a personal hearing. The hearing will take place no later than two weeks after the request had been made. A further panel will be convened and the pupil will be allowed to be supported at the appeal by a parent/guardian/friend.

The final outcome of the appeal will be made known to the Examination Manager and will be logged as a complaint under the complaints procedure. 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 to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of and is not covered by this procedure. If a candidate has concerns about it, they can ask the Examination Manager for a copy of the appeals procedure of the relevant examination board.

2. Policy on External Assessments for External Qualifications **(Enquiries about Results (EARs))**

Any student who wants to query a mark / grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- Contact the Examinations Manager **and** the subject teacher as soon as possible (but at least **5 working days before the published deadline for EARs**) in person to discuss the mark / grade. The Examinations Manager will advise on the options available to query the mark / grade and the costs involved

- Students should be aware that EARs can result in marks / grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Manager
- The subject teacher will review the student's marks / grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades

If the Department agrees to support the EAR:

- The request, together with the students consent form, should be made to the Examinations Manager ***before the published deadline for EARs***. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded

If the Department does not agree to support the EAR:

- The student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Manager ***before the published deadline for EARs***. If the enquiry is successful the fee will be refunded to the student

Outcomes following EARs will be forwarded by the Examinations Manager to the department or student (as applicable) as soon as they have been received from the Awarding Bodies.

--This policy will be kept under review and revised as necessary--

POLICY NAME: Exams Policy

REVIEWED BY: Standards & Provision sub-committee

DATE REVIEWED: 11.12.17

DATE TO FGB: 18.12.17

SIGNED: Morrison W. Frew.

PRINT NAME: Morrison Frew

DATE NEXT DUE TO BE REVIEWED : Autumn 2019