



## **LANGLEY SCHOOL EXAM POLICY**

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## The 11-19 exam policy

### **The policy purpose**

The purpose of this exam policy is:

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

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

The exam policy will be reviewed every two years.

The exam policy will be reviewed by the Senior Management Team.

### **Exam responsibilities**

Teachers are responsible for:

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

The Sen. Coordinator SENCO is responsible for:

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

Lead invigilator/invigilators, unless delegated to other: are responsible for:

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



Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework/ controlled assessment regulations and signing a declaration that authenticates the coursework/ controlled assessment as their own.

### **Qualifications offered**

The qualifications offered at this centre are decided by the Heads of department.

The qualifications offered are GCE , GCSE and BTEC.

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 specification from the previous year, the exams office must be informed by July.

Informing the exams office of changes to a specification is the responsibility of the Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates/parents/carers and Subject teachers.

### **Exam seasons**

CAT testing will be carried out for year 6, 7, 9, and 12 (and any new pupils) during the first half of the autumn term.

GCSE Mock exams for year 11 take place at the end of the autumn term.

External exams are scheduled in November, January, February, March, May and June.

End of year exams for years 6-9 take place during the second half of the summer term.

Controlled assessments are conducted throughout the year and timetables produced for yr 10 & 11.

We do not offer on- demand testing.

### **Timetable**

Once confirmed, the exams officer will circulate the exam timetable for External exams.



### **Entries, entry details and late entries**

The QCDA recommends the use of the Exam fees estimator tool and the exemplar case study reducing late exams entries: Practical advice from your exams office colleagues.

Candidates are selected for their exam entries by the Heads of faculty/department.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre accepts entries from external candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department via Email and Briefing meeting.

Late entries are authorised by Exam officer.

GCSE retakes are allowed.

Unlimited, AS re-sits are allowed.

Unlimited, A2 re-sits allowed.

Re-sit decisions will be made in consultation with Candidates, Subject teachers, Head of 6<sup>th</sup> Form, Exams officer and Heads of department.

### **Exam fees**

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

- GCSE entry exam fees are paid by the candidate.
- AS entry exam fees are paid by the candidate.
- A2 entry exam fees are paid by the candidate.

Late entry or amendment fees are paid by the Departments when due to their late administration, and by the candidate when a late request is made.

Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the



necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidate.

### **Equality Act 2010**

All exam centre staff must ensure that they meet the requirements of the Equality Act 2010

The Equality Act 2010 introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the Equality Act 2010'

If s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the Equality Act 2010 visit the Equality Act 2010 information page on the QCDA website.

The centre will meet the disability provisions under the EQUALITY ACT 2010(or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Deputy Head Academic, Exams officer and Operations Manager.

### **Access arrangements**

The SENCO will test and inform the exams officer of pupils that require exam dispensation. The exam officer will apply for this online and once approved will add to the dispensation list.

EAL will inform the Exams officer of pupils that qualify for 25% and a bilingual dictionary (due to them being in the country less than 2 years) .

EAL will ask the SENCO to test pupils who have a specific learning difficulty, and that it is not a consequence of learning a foreign language. The SENCO will then pass that to the exams officer; the exam officer will apply for this on line and add to the dispensation list.

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



A candidate's access arrangements requirement is determined by the SENCO.

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

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

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

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

Invigilation Staff will have current training.

### **Contingency planning**

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

### **Private candidates**

Managing private candidates is the responsibility of the Exams officer.

### **Estimated grades**

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

### **Managing invigilators**

External staff are used to invigilate examinations.

These invigilators will be used for External exams.

Recruitment of invigilators is the responsibility of the Exams office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the PR Manager.

CRB fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams office.

Invigilators rates of pay are set by the Governors Finance Team / Accounts.



## **Malpractice**

The Senior Management Team is responsible for investigating suspected malpractice.

## **Exam days**

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

Site management is responsible for setting up the allocated rooms.

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

Head of department (and or a nominated member of staff) may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

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

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

Heads of department (and or a nominated member of staff) may be available to read out any subject-specific instructions and start the exam, if required.

## **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator.

For exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.



The Exams officer is responsible for handling late or absent candidates on exam day or subsequently.

### **Clash candidates**

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **Special consideration**

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

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

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

### **Controlled assessment replaces the largely discontinued term coursework**

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Heads of department are required to refer to the exam dispensation list to identify those pupils who require dispensation. They will need to consult with SENCO / SEN department to ensure all access arrangements and all necessary arrangements are in place. Heads of department need to allow for this when planning their sessions. Please see annual timetable.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of department.

An annual timetable for controlled assessment is produced by the Head of Academic. This shows all controlled assessment against other important calendared events. It also indicates whether controlled assessments are to be held in lesson time or a different scheduled time.

Please see separate policy.



### **Appeals against internal assessments**

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

Please see separate policy.

### **Results, Enquiries about results (EARs), Access to scripts (ATS)**

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses.

Arrangements for the centre to be open on results days are made by the Senior Management Team

The provision of staff on results days is the responsibility of the Senior Management Team.

### **EARs**

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

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

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

### **ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

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

Please see separate policy.

### **Certificates**

Certificates are presented in person and posted (recorded delivery).



Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

Certificates are withheld from candidates who owe fees.

The centre retains certificates for two years.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

This policy approved by:

<b>Langley School Senior management Team</b>	27 <sup>th</sup> September 2011
<b>Langley School Governors' Curriculum Committee</b>	8 <sup>th</sup> November 2011

Appendix:

1. Controlled Assessment Policy
2. Appeals Procedure For External Exam Results
3. Internal Appeals Procedure



## **Appendix 1 - Controlled Assessment Policy**

### Head of Department

- It is the responsibility of each Head of Department to obtain the controlled assessment task details from the exam boards.
- The Controlled Assessment will take place during lesson times unless agreed by the Deputy Heads. Scheduling of Controlled assessment should be conducted in advance, in consultation with the Deputy Heads, taking into account other assessments and events.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. They must refer to the JCQ booklet "Instructions for conducting controlled assessments".
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- All assessment materials must be locked in a suitable secure cabinet at the end of each session.
- Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as above.
- If a student is absent, the teacher must allow that student the chance to make up the time if necessary.
- For long absences, special consideration should be applied for. This will need to be applied for by the exams officer.
- Attendance records from assessment sessions should be kept by the class teacher.
- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.



- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing. Head of departments must ensure that all staff responsible for marking of controlled assessment has attended training and also takes part in a trial marking exercise.
- If suspected malpractice occurs, the Exams Officer and Deputy Head (Academic) must be informed.
- If a student's work is lost within the school, this must be reported to the exam board.
- Authentication forms must be signed by the teachers and candidates.
- Candidates' work must be securely stored as in point above until all results have been verified
- Access arrangements do apply to controlled assessment. Heads of Department should be aware of the candidates who require exam dispensation and refer to the Exam Dispensation list. Discussion with the SEN department should take place to enable candidates to get their correct access arrangements.
- Re-sits of controlled assessment may be allowed in the next exam session.
- After the results are published it may be possible to request a re-moderation of the work.

## The Exams Officer

- Apply for special consideration in the case of a long term absence.
- Complete the entries for the controlled assessment. These must be made at the at the scheduled time.

Submit the assessment marks to the exam board by the appropriate date.



## **Appendix 2 – Appeals Procedure for External Examination Results**

Langley School must obtain candidate consent for clerical checks and post-results reviews of marking, as with these services candidates' marks and subject grades may be lowered.

- Candidates must be informed of this possible outcome and provide their informed consent in writing before an application is submitted (please see Candidate Consent Form).
- Consent forms must be retained by the centre and kept for at least 6 months following the outcome of the enquiry about results or any subsequent appeal.
- An on-line application carries with it confirmation to the awarding body that the candidate's informed consent has been obtained. (The submission of a signed application form does likewise.)

The different services are :

### **Fees**

If the candidate request the service they will pay if the Head of Subject requests the service then they will pay. The exam officer will inform the payee of the amount.

- Fees for post-results services (Access to Scripts and Enquiries about Results) are set independently by each individual awarding body.
- Awarding bodies will publish their own arrangements relating to fees charged for Access to Scripts and EAR services.
- For clerical checks and post-results reviews of marking, the EAR fee will not be charged if subject grades are amended.
- For post-results reviews of moderation, the EAR fees will not be charged if centre marks are reinstated.
- Where scripts are requested as part of the Access to Scripts service, awarding bodies will normally invoice centres after the scripts have been supplied.

### **1. Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result.

The Exams Officer will submit the application on-line.

Candidate consent is required

For the June examination series, the request must be received by the awarding body by then end September. (Examination officer to circulate specific dates)



The target for completion is within 20 calendar days of the awarding body receiving the request.

This service will include the following checks:

- That all parts of the script have been marked;
- The totalling of marks;
- The recording of marks;
- The application of any adjustments;
- The application of grade thresholds;
- If requested, a copy of the re-checked script(s) for those units/components included in the Access to Scripts service.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

**Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).**

## **2. Service 2 (Post-results review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

- The Exams Officer will submit the application on-line.
- Candidate consent is required
- For the June examination series, the request must be received by the awarding body by then end September. (Examination officer to circulate specific dates)
- The target for completion is within 30 calendar days of the awarding body receiving the request.
- This service will include:
- The clerical re-checks detailed in Service 1;
- A review of marking as described above;



- If requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed Modern Foreign Language speaking tests, then a report/copy of the record sheet may be requested. Individual awarding bodies will advise centres of the mechanism by which reports may be requested.)

### **3. Priority Service 2 (Post-results review of marking)**

**This service is as Service 2, but is only available if the following criteria are met:**

- The enquiry is about an examination for a Level 3 qualification (GCE)
- A candidate's place in higher education is dependent upon the outcome.
- Any applications not meeting these criteria will be treated as normal Service 2 requests.
- The Exams Officer will submit the application on-line..
- Candidate consent is required.
- For the June examination series, the request must be received by the awarding body no later than end August. (Examination officer to circulate specific dates)
- The target for completion is within 18 calendar days of the awarding body receiving the request.

### **Outcome of enquiries**

- The outcome of each enquiry will be confirmed by the respective awarding body.
- Where a grade changes and a certificate has previously been issued, a replacement will be issued showing the revised grade, once the centre has returned the original certificate to the awarding body.
- UCAS will be advised of any changes to Level 3 qualifications grades.
- Where there has been a downgrade, the request will not be revoked and the original higher grade will not be reinstated.

### **Access to Scripts (ATS)**

The Exams Officer must submit applications on-line via the awarding body extranet sites.



### **Arrangements for access to marked examination scripts**

- Awarding bodies will provide examination centres and their candidates with access to marked scripts for the following examinations:
- GCE Advanced and Advanced Subsidiary, GCSE

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component.

### **Conditions of Access to Scripts (ATS) service**

Awarding bodies will only release scripts to centres under the following conditions:

- Scripts **must** only be seen by teachers who are members of staff at that centre or within a consortium of centres or returned directly to candidates.
- Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other students, prior written permission **must** be obtained from the candidates concerned. This permission may be sought only after the candidates have received their results for the examination series concerned. Candidates, who grant their permission, have the right to remove their name from the scripts before use. ( see form )
- Scripts used by teachers at the centre **must** be kept securely within the centre. Once no longer required, scripts **must** be disposed of confidentially. Confidential disposal **must not** take place earlier than three months after the publication of results or an appeal involving those scripts.
- Candidates have the right to instruct their centres not to request their scripts.
- The originals of scripts that are or have been the subject of any malpractice investigation can be withheld by an awarding body. In these circumstances, a photocopy of the scripts may be requested.
- Once an awarding body has returned an original script to a centre or a private candidate its security is compromised and it can no longer be subject to an enquiry or investigation.

### **Informing staff and candidates of the ATS service**

- Please ensure that all centre staff are fully aware of the guidelines controlling these arrangements. Centres **must** make candidates aware of the arrangements for access to scripts before candidates sit any examination(s) to which these arrangements apply.



## **Appendix 3 – Appeals Procedure for Internal Assessments**

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

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- 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 as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

### **Written Appeals Procedure**

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures. Appeals may be made to the school regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school for moderation by the Awarding Body (see Appeals Procedure for External Exam Results) .

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer, Mrs Karen Beaumont , as soon as possible to discuss the appeal, and a written appeal must be received by the School *at least two weeks before the date of the last external exam in the subject.*

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Headmaster . This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body. The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates. U



**Information for Students**

If at any stage during your exam courses you have concerns about the **procedures** used in assessing your internally marked work for public exams (e.g. coursework / controlled assessment/ portfolio / projects / performance) you should first speak with your subject teacher and/or your form tutor and discuss the matter fully with him/her. Hopefully this will resolve the situation. If you are still unhappy you should then see the Examinations Officer, Mrs Beaumont , as soon as possible. Mrs Beaumont can be contacted directly at Langley School either by telephone 01502 520210, through email [kbeaumont@langleschool.co.uk](mailto:kbeaumont@langleschool.co.uk) or in her office which is situated in the JCB building on the top floor.