



EXAMS POLICY

Presented to:

**Governors: Curriculum and Standards Committee
20 February 2018**

Date approved: ¹	20 February 2018
Date reviewed: ²	26 January 2016 (approved) Curriculum and Standards
Date of next review: ³	Spring 2021

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

1.0 AIMS AND SCOPE OF THE POLICY

1.1 1.1 The purpose of this Exams Policy is:

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

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

1.3 The centre is Arthur Mellows Village College.

1.4 The Head of College is the Head of Centre.

1.5 The Exams Policy will be reviewed by the Head of Centre / Exams Officer.¹

1.6 Where references are made to Joint Council for Qualifications (JCQ) regulations/guidelines, further details can be found at www.jcq.org.uk.

2.0 EXAM RESPONSIBILITIES

2.1 The Head of Centre:

- a) Has overall responsibility for the College as an exams centre and advises on appeals and re-marks.
- b) Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document "suspected malpractice in examinations and assessments".
- c) Ensures the emergency evacuation plan for exams is fit for purpose and complies with relevant health and safety regulations.
- d) To ensure an Exam Contingency Plan is in place (see Appendix A for Exam Contingency Plan).

2.2 The Exams Officer:

- a) Manages the administration of internal exams and external exams.
- b) Advises the Senior Management Team (SMT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- c) Oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- d) Ensures that candidates and their parents/carers are informed of and understand those aspects of the exams timetable that will affect them.
- e) Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- f) Provides and confirms detailed data on estimated entries.
- g) Maintains systems and processes to support the timely entry of candidates for their exams.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- h) Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- i) Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- j) Identifies and manages exam timetable clashes.
- k) Accounts for income and expenditures relating to all exam costs / charges.
- l) Line manages the Senior Exams Invigilators, organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- m) Ensures candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies, correctly and on schedule.
- n) Tracks, dispatches and stores returned coursework/controlled assessments.
- o) Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any post results service requests.
- p) Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
- q) Ensures candidates are briefed (Candidate Exam Handbook), prior to exams taking place, on what will happen in the event of an emergency in the exam room.
- r) Provides invigilators with a copy of the emergency evacuation procedures for every exam room.
- s) Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds.
- t) Provides an exam room incident log in each exam room.
- u) Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a candidate with a disability.
- v) Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a candidate with a disability.
- w) Ensures appropriate follow-up is undertaken after an emergency evacuation; reporting the incident to the awarding body and the actions taken through the special consideration process.

2.3 Heads of Department/Faculty are responsible for:

- a) Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- b) Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- c) Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- d) Decisions on post-results procedures.

2.4 Teachers are responsible for:

- a) Supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or Exams Officer.

2.5 The Special Educational Needs Coordinator (SENCo) is responsible for:

- a) Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- b) Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

2.6 Lead Invigilator/Invigilators are responsible for:

- a) Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- b) Collection of exam papers and other material from the Exams Office before the start of the exam.
- c) Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Exams Office.
- d) Attending training, ensuring they understand what to do in the event of an emergency in the exam room.
- e) Following the actions required in the emergency evacuation procedures issued to them for every exam room.
- f) Confirming with the Exams Officer, where different procedures or assistance may need to be provided for a candidate with a disability they are invigilating.

2.7 Candidates are responsible for:

- a) Confirmation and signing of entries.
- b) Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- c) Ensuring they conduct themselves in all exams according to the JCQ regulations.

3.0 **QUALIFICATIONS OFFERED**

3.1 The qualifications offered at this centre are decided by the Head of Centre

3.2 The types of qualifications offered are:

- a) GCSE
- b) GCE AS and A2 Level
- c) Vocational qualifications at Level 2 and 3
- d) Extended Project Qualification (EPQ)

3.3 The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Exams Office must be informed by 1 July.

3.4 Informing the Exams Office of changes to a specification is the responsibility of the Heads of Department/Faculty.

3.5 Decisions on whether a candidate should be entered for a particular subject will be taken by Head of Department/Faculty in consultation with the Head of Year, SMT and the Parent/Carer.

4.0 **EXAM SERIES**

4.1 External exams and assessments are scheduled throughout the academic year.

4.2 Internal exams (mock or trial exams) and assessments are scheduled throughout the academic year.

4.3 Key Stage 4 internal mock exams are held under external exam conditions.

4.4 Key Stage 3 end of year exams in Maths and English are held under external exam conditions.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- 4.5 All other subjects at Key Stage 3 shall be held under external exam conditions as far as is reasonably practicable.
- 4.6 The Head of Centre decides which exam series are used in the centre.
- 4.7 The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Exams Officer and the Head of Subject.

5.0 EXAM TIMETABLES

Once confirmed, the Exams Officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

6.0 ENTRIES, ENTRY DETAILS AND LATE ENTRIES

- 6.1 Candidates or Parents/Carers can request a subject entry, change of level or withdrawal.
- 6.2 The centre does not accept entries from private candidates, unless there are exceptional circumstances. The final decision will be made by the Senior Management Team.
- 6.3 The centre does not act as an exams centre for other organisations.
- 6.4 Entry deadlines are circulated to Heads of Department/Curriculum via email, briefing meetings, internal post/pigeon hole.
- 6.5 Heads of Department/Curriculum will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.
- 6.6 Entries and amendments made after an awarding organisation's deadline (ie late) require the authorisation, in writing, of Heads of Department/Faculty.
- 6.7 GCSE re-sits/retakes are allowed.
- 6.8 AS re-sits/retakes are allowed.
- 6.9 A2 re-sits/retakes are allowed.
- 6.10 Re-sit decisions will be made by Heads of Department/Faculty in consultation with students.

7.0 EXAM FEES

- 7.1 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. The Exams Officer will publish the deadline for action well in advance for each exams series.
- 7.2 GCSE entry exam fees are paid by the centre.
- 7.3 AS entry exam fees are paid by the centre.
- 7.4 A2 entry exam fees are paid by the centre.
- 7.5 Late entry or amendment fees are paid by either the centre, Department or candidate, this is determined by the Exams Officer.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- 7.6 Fee reimbursements are sought from candidates:
- a) If they fail to sit an exam.
 - b) If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

7.7 Re-sit fees are normally paid by the candidates.

8.0 EQUALITY LEGISLATION

8.1 All exam centre staff must ensure that they meet the requirements of any equality legislation.

8.2 The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

9.0 ACCESS ARRANGEMENTS

9.1 The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

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

9.3 Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo.

9.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo/Exams Officer.

9.5 Rooming for access arrangement candidates will be arranged by the Exams Officer.

9.6 Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer/SENCo.

10.0 MANAGING INVIGILATORS

10.1 External staff will be used to invigilate examinations.

10.2 These invigilators will be used for internal exams and external exams.

10.3 Recruitment of invigilators is the responsibility of the Exams Officer.

10.4 Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Personnel Department.

10.5 DBS fees for securing such clearance are paid by the centre.

10.6 Invigilators rates of pay are set by the Head of Centre.

10.7 Invigilators are recruited, timetabled, trained and briefed by the Exams Officer.

11.0 MALPRACTICE

11.1 The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

12.0 EXAM DAYS

- 12.1 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.
- 12.2 Site Staff are responsible for setting up the allocated rooms, and will be advised of requirements one month in advance.
- 12.3 The Senior Invigilator will start and finish all exams in accordance with JCQ guidelines.
- 12.4 Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.
- 12.5 In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
- 12.6 Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers are available to Heads of Department in accordance with JCQ's recommendations, after scripts have been sealed.
- 12.7 After an exam the Exams Officer will arrange for dispatch of completed examination scripts to awarding bodies; working in conjunction with postal services.

13.0 CANDIDATES

- 13.1 The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of Year.
- 13.2 The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 13.3 In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.
- 13.4 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. Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- 13.5 The Exams Officer is responsible for handling late or absent candidates on exam day.

14.0 WHEN IS AN EMERGENCY EVACUATION REQUIRED?

- 14.1 An emergency evacuation is required where it is unsafe for candidates to remain in the exam room or where candidates might be severely disadvantaged or distressed by remaining in the exam room. This might include:
 - a) a fire in the exam room
 - b) the alarm sounding to warn of fire, bomb alert or other serious threat
 - c) severe disruption in the exam room
 - d) serious illness of a candidate or invigilator
 - e) or similarly serious incidents.The emergency evacuation procedure may need to be followed (see Appendix B).

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

15.0 CLASH CANDIDATES

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

16.0 SPECIAL CONSIDERATION

16.1 Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre's Exams Officer to that effect.

16.2 The candidate must support any special consideration claim with appropriate evidence within 3 days of the examination.

16.3 The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the last examination in the series.

17.0 INTERNAL APPEALS PROCEDURE

17.1 The full process of how students can appeal against an 'assessment process' (see Appendix C) is issued to students within the Exam Handbook that is made available to all parents / students. The document is sent out to all parents / carers via email and is also uploaded to the College website under 'Examinations'.

17.2 The internal appeal form should be completed if it is deemed appropriate and can also be found on the College Website (see Appendix D).

18.0 INTERNAL ASSESSMENT

18.1 It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

18.2 Marks for all internally assessed work are provided to the exams office by the Heads of Department/Faculty. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure document (see point 17).

19.0 RESULTS

19.1 Candidates will receive individual result slips on results days:

- a) collected and signed for in person at the centre.
- b) by post to their home address - candidates to provide self-addressed envelope
- c) collected by designated person, with written consent.

19.2 The results slip will be in the form of a centre produced document.

19.3 Arrangements for the centre to be open on results days are made by the Exams Officer.

19.4 The provision of the necessary staff on results days is the responsibility of the Head of Centre.

20.0 ENQUIRIES ABOUT RESULTS (EAR)

- 20.1 EARs may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.
- 20.2 The cost of EARs will be paid by the centre and candidates.
- 20.3 All decisions on whether to make an application for an EAR will be made by Heads of Department/Faculty.
- 20.4 If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure document.
- 20.5 All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

21.0 ACCESS TO SCRIPTS (ATS)

- 21.1 After the release of results, candidates may ask the Exams Officer to request the return of written exam papers within the timescales specified by the examination boards.
- 21.2 Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 21.3 Review of marking cannot be applied for once an original script has been returned.
- 21.4 The cost of ATS will be paid by the centre or candidate.
- 21.5 Processing of requests for ATS will be the responsibility of Exam Officer.

22.0 CERTIFICATES

- 22.1 Candidates will receive their certificates:
- a) In person at the centre on Presentation Evening or
 - b) Collected and signed for after Presentation Evening
- 22.2 Certificates, and collection of results, can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.
- 22.3 The centre retains certificates indefinitely.
- 22.4 A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

23.0 REVIEW

- 23.1 The Governing Body (or responsible committee) will review this policy in line with the procedure for policy review.
- 23.2 Date for Review
If no other reason for review (see policy review procedure) this policy will be reviewed in Spring 2021.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

APPENDIX A - Exam Contingency Plan

Causes of potential disruption to the exam process

1. Exam Officer extended absence at key points in the exam process (cycle)

<p><u>Criteria for implementation of the plan</u> Key tasks required in the management and administration of the exam cycle not undertaken including:</p> <p>Planning</p> <ul style="list-style-type: none">• annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered• annual exams plan not produced identifying essential key tasks, key dates and deadlines• sufficient invigilators not recruited <p>Entries</p> <ul style="list-style-type: none">• awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff• candidates not being entered with awarding bodies for external exams/assessment• awarding body entry deadlines missed or late or other penalty fees being incurred <p>Pre-exams</p> <ul style="list-style-type: none">• invigilators not trained or updated on changes to instructions for conducting exams• exam timetabling, rooming allocation; and invigilation schedules not prepared• candidates not briefed on exam timetables and awarding body information for candidates• exam/assessment materials and candidates' work not stored under required secure conditions• internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators <p>Exam time</p> <ul style="list-style-type: none">• exams/assessments not taken under the conditions prescribed by awarding bodies• required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration• candidates' scripts not dispatched as required for marking to awarding bodies <p>Results and post-results</p> <ul style="list-style-type: none">• access to examination results affecting the distribution of results to candidates• the facilitation of the post-results services
<p><u>Centre actions</u></p> <ul style="list-style-type: none">• Senior Management Team to contact Exams Assistant to ensure continuity and give support. Senior Invigilators may be called upon to give Administrative assistance.

2. SENCo extended absence at key points in the exam cycle

<p><u>Criteria for implementation of the plan</u> Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:</p> <p>Planning</p> <ul style="list-style-type: none">• candidates not tested/assessed to identify potential access arrangement requirements• centre fails to recognise its duties towards candidates with a disability as defined under the terms of the Equality Act 2010• evidence of need and evidence to support normal way of working not collated <p>Pre-exams</p> <ul style="list-style-type: none">• approval for access arrangements not applied for to the awarding body
--

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- centre-delegated arrangements not put in place
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained

Exam time

- access arrangement candidate support not arranged for exam rooms

Centre actions

- Exams Officer to contact SEN to ensure continuity and give support.

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

Early/estimated entry information not provided to the Exams Officer on time; resulting in pre-release information not being received

Final entry information not provided to the Exams Officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies

Non-examination assessment tasks not set/issued/taken by candidates as scheduled

Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Centre actions

- Head of Department to ensure key tasks and marking is undertaken by other qualified members of staff.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

Failure to recruit and train sufficient invigilators to conduct exams

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

Centre actions

- Cover Supervisors to be allocated to exam rooms to act as Invigilators ensuring a Senior Invigilator is in the room.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning

Insufficient rooms available on peak exam days

Main exam venues unavailable due to an unexpected incident at exam time

Centre actions

- The most appropriate spare classroom(s) would be used.

6. Failure of IT systems

Criteria for implementation of the plan

MIS system failure at final entry deadline

MIS system failure during exams preparation

MIS system failure at results release time

Centre actions

- Final entry deadline – Exam Boards to be contacted and entry lists sent by fax.
- Exam Preparation – Contact IT Dept. for updates and resume exam preparation when MIS system restored.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- Results Release Time – Contact IT Dept. for details of disruption. Go to Exam Boards websites using external server and download results for printing.

7. Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions

Implement the Emergency Evacuation Procedure.

8. Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan

Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

Centre closed interrupting the of normal teaching and learning

Centre actions

Firm contingency plans to facilitate alternative methods of learning, alternative venues or both

- prioritise candidates who will be facing examinations shortly

- advise candidates, where appropriate, to sit examinations in the next available series

Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.

Success criteria Students continue to be taught either through an alternative method of learning or at an alternative venue.

9. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions

- liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations

- offer candidates an opportunity to sit any examinations missed at the next available series

- apply to awarding organisations for special consideration for candidates where they have met the minimum requirements

Please note: candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will not apply

Communicate with relevant awarding organisations at the outset to make them aware of the issue.

Communicate with parents, carers and candidates regarding solutions to the issue.

Success criteria Candidates are able to sit examinations with minimum disruption or additional stress to them.

10. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations (including centre being unavailable for examinations owing to an unforeseen emergency)

Centre actions

- open for examinations and examination candidates only, if possible

- use alternative venues in agreement with relevant awarding organisations (eg share facilities with other centres or use other public buildings if possible)

- apply to awarding organisations for special consideration for candidates where they have met the minimum requirements

- offer candidates an opportunity to sit any examinations missed at the next available series, if possible

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

Inform each awarding organisation with which examinations are due to be taken as soon as is possible

Success criteria Students are able to take examinations in alternative venues in a timely way

11. Disruption in the distribution of examination papers

Criteria for implementation of the plan

Disruption to the distribution of examination papers to the centre in advance of examinations

The centre to communicate with awarding organisations to organise alternative delivery of papers.

Centre actions

Contact awarding bodies to::

- source alternative couriers for delivery of hard copies
- provide centres with electronic access to examination papers via a secure external network
- fax examination papers to centres if electronic transfer is not possible.

Success criteria Students are able to proceed with taking examinations without having to reschedule examinations.

12. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

Delay in normal collection arrangements for completed examination scripts

The centre to communicate with relevant awarding organisations at the outset to resolve the issue.]

Centre actions

- in the first instance, seek advice from awarding organisations and their normal collection agency regarding collection
- do not make their own arrangements for transportation without approval from awarding organisations - ensure secure storage of completed examination scripts until collection

Success criteria Scripts are stored 'securely' in line with JCQ guidance. Scripts are collected and delivered to awarding organisations with the minimum of delay.

13. Assessment evidence is not available to be marked

Criteria for implementation of the plan

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions

Exams Officer to communicate with:

- awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement, as defined by the awarding organisations in consultation with the regulators
- candidates retake the assessment that has been affected at a subsequent assessment window, if possible

It is the responsibility of the Headteacher / Exams Officer to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers

Success criteria Candidate marks are able to be generated (if possible) from existing assessment materials

14. Centre unable to distribute results as normal

Criteria for implementation of the plan

Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions

- make arrangements to access results at an alternative site
- share facilities with other schools and colleges if possible

Contact awarding organisations about alternative options

Success criteria Candidates receive results in a timely way

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

APPENDIX B - Emergency Evacuation Procedure for Examinations

The invigilator **MUST** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect attendance register/seating plan (in order to ensure all candidates are present)
- Evacuation of students and invigilators in exams at the front of the school (eg Main Hall, exams corridor, Languages etc). This will take place via the front door next to Main Reception and assembly should be on the grassed area on the left. All rooms should evacuate to this area using the safest route possible. If the fire meant that this area was not accessible, then students would make their way to the grassed area in front of the Youth Centre. For exams at the back of the school (eg Auditorium), students and invigilators will exit using the nearest fire exits and assemble on the playing field (adjacent to the astro turf).
- Advise candidates to leave all question papers and scripts in the exam room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the exam room to make sure there is no discussion about the exam.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the exam.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

APPENDIX C - Appeals Against Internal Assessment Decisions (Centre Assessed Marks)

Arthur Mellows Village College 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.

Arthur Mellows Village College ensures that all centre staff follow a robust Non-examination assessment policy (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Arthur Mellows Village College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. Arthur Mellows Village College 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.
2. Arthur Mellows Village College will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. This must be requested in writing within 2 calendar days of being informed of marks.
3. Arthur Mellows Village College will, having received a request for copies of materials, promptly make them available to the candidate within 3 calendar days.
4. Requests for reviews of marking **must** be made in writing within 3 calendar days of receiving copies of the requested materials by completing the **internal appeals form**.
5. Arthur Mellows Village College will allow 4 calendar days 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.
6. Arthur Mellows Village College 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.
7. Arthur Mellows Village College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. 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 Arthur Mellows Village College and is not covered by this procedure.

Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results in the Candidates Exam Handbook.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) offers three services.

- Service 1 – clerical re-check
- Service 2 – review of marking
- Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised about a particular examination result the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry supported by the centre. Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the centre, and a request will be made to the awarding body on the candidate's behalf. If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre by completing the **internal appeals form** at least one week prior to the internal deadline for submitting an EAR.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an EAR

Following the EAR outcome, an external appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the Head of Centre is satisfied after receiving the EAR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the EAR. Subject to the Head of Centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

APPENDIX D

Internal Appeals Form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre’s decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre’s marking
If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature: _____ Date of signature: _____

This form must be signed, dated and returned to the exams officer on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure