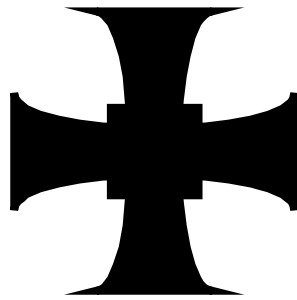


# TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

## EXAM POLICY

**Curriculum Policy**

**Reviewed:** October 2023

**Approved by the Curriculum & Staffing Committee:** October 2023

**Ratified by the full Governing Body:** December 2023

**Next review:** September 2024



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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 interests 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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Head of Centre and the Exams Officer.



## 1. Exam responsibilities

### Head of Centre

Overall responsibility for the school as an exam centre:

- advises on appeals and review of marking
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### Exams Officer

Manages the administration of public and internal exams and provides information for the analysis of exam results:

- advises the Senior Leadership Team, Heads of Department, subject teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff and candidates of a timetable for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ '*Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations*' booklet
- identifies and manages exam timetable clashes
- accounts for income and outgoings relating to all exam costs/charges
- organises, in conjunction with the Business Manager, the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards any appeals/review of marking requests
- maintains systems and processes to support the timely entry of candidates for their exams.

### Deputy Headteacher

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Overall responsibility for all exams, both internal and external.
- The analysis of all examination results.

### Heads of Department

- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

### Head of Sixth Form / Sixth Form Student Managers

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Support at the beginning and end of exams.

### Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Heads of Department.

### SENDCO

- Administration of access arrangements in conjunction with the Exams Officer.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

### Senior Invigilator/Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Distribution of exam papers in exam venues, following registers and seating plans provided by the exams office.
- Distribution and maintenance of basic equipment packs.
- Invigilating and the supervision of candidates as laid out in the JCQ '*Instructions for conducting examinations*' booklet.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

### Candidates

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

### Administrative Staff

- Support for the input of data.
- Support at the beginning and end of exams.

## 2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Headteacher and the Curriculum Leaders.

The statutory tests and qualifications offered are GCSE, A and AS levels, BTEC Nationals, BTEC Firsts, Level 3 Cambridge Technical, Level 1/2 Cambridge National, Vocational L1/2, Functional Skills, Level 1/2 TLM, and NCFE CACHE Childcare exams.

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 as soon as possible after the decision has been made.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

It is expected that all linear courses will be completed during Year 13.

### **3. Exam seasons and timetables**

#### 3.1 Exam seasons

'Mock' Internal exams are scheduled in November/December, February/March and June.

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

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Senior Leadership Team and Curriculum Leaders.

#### 3.2 Timetables

The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

### **4. Entries, entry details, late entries and retakes**

#### 4.1 Entries

Candidates are selected for their exam entries by the Heads of Department and subject teachers. A candidate or parent/carer can request a subject entry, change of level or withdrawal which must be authorised by the Head of Department.

The centre accepts external entries from former candidates only.

#### 4.2 Late entries

Entry deadlines are circulated to Heads of Department via email.

Late entries are authorised by Heads of Department and then the Headteacher

#### 4.3 Re-sits

Candidates are allowed to re-sit English and Maths GCSE.

Candidates are allowed re-sits on payment of the appropriate fee for GCE.

Re-sit decisions will be made in consultation with the candidates, subject teachers, Heads of Department and Headteacher.

(See also section 5: Exam fees)

### **5. Exam fees**

GCSE initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

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 will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers.

Candidates must pay the fee for an enquiry about a result.

(See also section 11.2: Enquiries about results [EARs])

### **6. The Disability Discrimination Act (DDA), special needs and access arrangements**

#### 6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general 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 SENDCO.

The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENDCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

## 6.3 Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENDCO and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO and the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Administration Manager with the SENDCO and the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the Administration Manager and the Exams Officer.

## 7. Estimated Entries

The Heads of Department and the Heads of Subject will submit estimated entries to the Exams Officer when requested.

## 8. Managing invigilators and exam days

### 8.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for all exams.

The recruitment of invigilators is the responsibility of the centre administration.

Securing the necessary The Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled and briefed by the centre administration.

Invigilators' rates of pay are set by the centre administration.

### 8.2 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 Senior Leadership Team members and the Head of Sixth Form will start exams in accordance with JCQ guidelines.

Members of SLT, approved by the Head of Centre and who have not had overall responsibility for the subject department and/or preparing the candidates for the exam(s), may be present at the start of the examination.



Members of SLT must not provide advice and guidance with regard to the completion of the exam. They must not comment on the question paper or advise on which sections of the paper and which particular questions should be attempted.

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

Exam papers must not be read by Senior Leaders or 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 when all candidates have sat the relevant exam and have been accounted for on the relevant exam board attendance list.

## **9. Candidates, clash candidates 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 JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator must accompany them.

The Pastoral Teams will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### 9.2 Clash candidates

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

### 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'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 Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **10. Coursework and appeals against internal assessments**

### 10.1 Coursework / Non-Examination Assessments

In accordance with the Code of Practice, Trinity 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.

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

Candidates are informed of their raw mark/s by their class teacher verbally and a deadline to request a review of the centre's marking. A review of the centre's marking must be communicated in writing by the candidate to the Headteacher on the relevant form. See Appendix 1-3.

Heads of Department will ensure all coursework is ready for despatch at the correct time; the Exams Officer will despatch the coursework keeping a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Exams Officer by the Heads of Subject and the Heads of Department.

## 10.2 Appeals against internal assessments

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- students or parents wishing to appeal should contact the Headteacher as soon as possible to discuss the appeal, then 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 Headteacher. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.
- the enquiry's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

## 11. Results and appeals

### 11.1 Results

Candidates will receive individual results slips on results days in person at the centre. In the event of a candidate not being able to attend in person, a nominated person can collect the results on production of a signed authorisation. Alternatively, the results can be sent by post to the candidate's home addresses (candidates to provide sae) or by e-mail (candidate's to provide an e-mail address).

Arrangements for the school libraries to be open on results days are made by the Exams Officer to the Site Manager.

The provision of staff on results days is the responsibility of the Deputy Head and the Exams Officer.

### 11.2 Enquiries About Results

Candidates can enquire about their results with a member of SLT or by completing a Stage one - Centre review to begin an appeal process.

## 12. Certificates

Certificates are collected and signed for from the Sixth Form Office.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for five years.

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Head of Centre

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Exams officer

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Date

.....  
Date

## Appendix 1

### Reviews of marking – centre assessed marks: Procedure for centre staff

This applies to all GCSE controlled assessment, GCE coursework, GCE and GCSE non-examination assessments.

A published procedure will outline the process for candidates wishing to request a review of the centre's marking. This will be available via the Trinity website. The following procedure is for school staff:

1. Each subject will publish written confirmation of the following dates:
  - a. The deadline for final hand in of centre assessed work.
  - b. The deadline for all internal marking. (for staff)
  - c. The deadline for internal moderation of marking. (for staff)
  - d. The deadline for marks to be given to students.
  - e. The deadline for requests for reviews if marking.
2. All students **must** be given their raw mark/s for their centre assessed work, **but not any suggested grade**, by their class teacher **verbally**. Students will be instructed that they are not allowed to ask for a suggested grade.
3. The deadline for candidates to request, in writing to the Headteacher, 'materials' to assist them in considering whether to request a review of the marking in a subject, is the same date as the deadline for the request for reviews (although it should be done as soon after marks are given as possible).
4. Upon receipt of such a request, the respective Subject Leader will provide (within 24 hours) the candidate with 'materials' that may include:
  - A copy of the marked work (not the original)
  - A copy of the relevant specification, or direction as to where to find it electronically
  - A copy of associated subject-specific documents (e.g. review assessment grids, candidate assessment forms)
5. The deadline for requesting a review of the centre's marking is **as communicated in writing by the subject**. This must be done in writing, using the attached form, to the Headteacher, and must specify:
  - In which subject/unit the candidate would like the marking to be reviewed
  - The reason/s why they wish to request a review, including any evidence to support their view that the centre's mark is incorrect
6. Any request received after the above deadline will not be considered.
7. A "Third Party" reviewer will be assigned either from within school or from another school. They will not have had any previous involvement in the marking of the unit. These personnel will have the necessary educational expertise with regards to assessment procedures within secondary education. The reviewer will be tasked with ensuring that the candidates mark is consistent with the standard set in the subject concerned.
8. The reviewer will be tasked with ensuring that the candidate's mark is consistent with the standard set in the department concerned. The decision of the reviewer will be final. The candidate will be informed of the outcome of the review in writing, signed by the Headteacher.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher:

Further information can be found on the JCQ website: <https://www.jcq.org.uk/exams-office/non-examination-assessments>

## Appendix 2

### Reviews of marking - centre assessed marks: Procedure for candidates

In accordance with the Joint Council for Qualifications (JCQ) directives, this procedure outlines the process candidates must follow should they wish to consider requesting a review of marking with regards to GCSE controlled assessment, GCE coursework, or GCE and GCSE non-examination assessments.

1. Candidates will be informed of their centre assessed marks by their class teacher, verbally. The teacher **will not** be able to tell a candidate the grade that the mark converts into, and a candidate **must not** ask for any indication of such a grade.
2. Candidates may request copies of 'materials' to assist them in considering whether to request a review of the centre's marking of a specified assessment. This **must** be made in writing, to the Headteacher as soon as possible after receiving the marks. The 'materials' may include:
  - A copy of the marked work (not the original)
  - A copy of the relevant specification, or direction as to where to find it electronically
  - A copy of associated subject-specific documents (e.g. assessment grids, candidate assessment forms)

Trinity School will make these 'materials' available promptly upon receipt of any such request.

3. Having reviewed the 'materials', a candidate may make a request for a review of marking for a specified assessment. This **must** be made in writing to the Headteacher, to arrive no later than ***the deadline date for review of marking requests communicated by the subject.***
4. The request for a marking review **must** also specify:
  - In which subject the candidate would like the marking to be reviewed
  - The reason/s as to why they wish to request a review, including any evidence to support their view that the centre's mark is incorrect
5. Any request received that does not explain the reason for requesting a review of marking **will not** be considered. Any request received after the deadline **will not** be considered due to the external submission deadline.
6. A "Third Party" reviewer will be assigned either from within school or from another school. They will not have had any previous involvement in the marking of the unit. These personnel will have the necessary educational expertise with regards to assessment procedures within secondary education. The reviewer will be tasked with ensuring that the candidates mark is consistent with the standard set in the subject concerned.
7. The decision of the reviewer will be final. The Headteacher will inform the candidate of the outcome of the review in writing.

After each candidate's work has been internally assessed and moderated, it is then externally moderated by the awarding body to ensure consistency in marking between centres. The external moderation process may lead to mark changes, which are outside the control of Trinity School and are not covered by this procedure.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher:

Further information can be found on the JCQ website: <https://www.jcq.org.uk/exams-office/non-examination-assessments>