TRINITY CATHOLIC SCHOOL
EXAM and APPEALS POLICY

Mission

Trinity is a community of Catholic faith and learning, committed to nurturing educated, informed, fulfilled and socially responsible citizens.

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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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Senior Leadership Team and the Exams Officer.
1. Exam responsibilities

**Head of centre / principal**

Overall responsibility for the school/college as an exam centre:

- advises on appeals and re-marks
- 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 office manager / exams officer**

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

- advises the senior leadership team, subject and class tutors and other relevant support staff on exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to 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
- 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*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the exams clerical assistant and the invigilators, organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved and comparable data for previous years, indicating where future procedural improvements might be made
- 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, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

**Assistant principal – Curriculum and Learning**

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

**Heads of department**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- 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 careers**

- Guidance and careers information.
Teachers

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

SENO

- Application for and administration of access arrangements.
- 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

- Assist the Exams Officer with the 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

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

Administrative staff

- Support for the input of data.
- Posting of exam papers.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre and the heads of department.

The statutory tests and qualifications offered are GCSE, IGCSE, GCE AS and A levels, BTEC, National Awards or Certificates.

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 asap.

At key stage 3

All students have Teacher Assessments in all statutory subjects and RE. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

P-test assessment will be carried out for students not reaching National Curriculum levels by / through the SENCO.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. Decisions on whether candidates should not take an individual subject will be taken in consultation with the SENCO, subject teachers and the head of key stage.
At post-16

It is expected that AS modules will be completed during year 12.

### 3. Exam seasons and timetables

#### 3.1 Exam seasons

Internal exams for year 11 are scheduled in December.

External exams are scheduled in November and June.

All internal exams in year 11 are held under external exam conditions.

Which exam series are used in the centre is decided by the head of centre and the heads of department.

#### 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 sixth form, heads of curriculum and the heads of subject.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre accepts external entries from former candidates and private candidates.

#### 4.2 Late entries

Entry deadlines are circulated to heads of department via the calendar, staff briefings and post.

Late entries are authorised by heads of sixth form, subject teachers and exams officer.

#### 4.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, head of post-16 and the exams officer and according to regulations and availability.

(See also section 5: Exam fees)

### 5. Exam fees

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

AS 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 departments.

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 at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates.

(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(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 SENCO, doctor and the educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO 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 SENCO and the exams officer.

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

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.

7. Estimated grades

Estimated grades

The heads of department will submit estimated grades to the exams officer when requested by the exams officer.

8. Managing invigilators and exam days

8.1 Managing invigilators
External invigilators or TAs will be used for public exam supervision. They will be used for all public exams and y11 final mock exams.

The recruitment of invigilators is the responsibility of the exams officer.

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

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

Invigilators are timetabled and briefed by the exams officer.

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 – Premises Staff are responsible for setting up the allocated rooms.

The Exams Officer or lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions 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/faculty 24 hours after the end of each exam.

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 a member of staff must accompany them.

Heads of Year are responsible for candidates who are late for their exams, or do not turn up at all.

9.2 Clash candidates

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

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 submit an on-line special consideration application to the relevant awarding body within seven days of the exam.

10. Coursework and appeals against internal assessments

10.1 Internal Assessment

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

Heads of department will ensure all coursework is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the heads of department.

10.2 Appeals against internal assessments

The centre is obliged to publish a procedure on this subject:

The appeals process will be managed by a nominated member of the Senior Leadership Team. The internal assessments appeal panel will consist of a member of the Senior Leadership Team and another school manager or governor.

Information about the process will be distributed to candidates by the exam office.

Any appeal must be in writing and submitted to the Principal before 1st May stating the details of the complaint about the assessment process and reasons for the appeal. Acceptable reasons can only be entertained by the Principal when they apply to the process leading to an assessment, not the mark or grade awarded. Complaints must identify where a candidate is being assessed unfairly, inconsistently or not in line with the specification for the subject.

If the appeal is deemed to concern the process of assessment it will be copied to the school teacher assessor for the subject. They will be asked to write a response that will be copied to the candidate. The candidate will be offered a time to present their case in person (accompanied by a friend or a relative) to the internal assessment appeals panel. The panel will give the opportunity to the candidate and teacher to hear each other’s submission.

Findings of the appeals panel will be notified in writing and copied to the exams officer and recorded for awarding body inspection.

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

11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the senior leader.

The provision of staff on results days is the responsibility of the senior leader.

The centre aggregates at the end of year 12 for AS grades.

11.2 EARs (Enquiries about results)
EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre has not already requested an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this they will be charged the EAR fee.

(See section 5: Exam fees)

11.3 ATS (Access to scripts)

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

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.

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

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

12. Certificates

Certificates are collected and signed for.

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

Certificates may be withheld from candidates who owe fees.

A transcript of results may be issued on request.

The centre retains all uncollected certificates.

13. Key holders and Exams Officer absence

If, during a period of external exams the Exams Officer is absent, the Exams Clerical Assistant will make exam papers available to invigilators under the supervision of the Business Manager.

Keys to the Exams Office are held by the Exams Officer, the Exams Clerical Assistant and the Business Manager.

Head of centre
Mr Chris Gabbett

Date
9 December 2013

Exams officer
Joanne Williams

The policy is next due for review in December 2014.