



THE KIMBERLEY SCHOOL 2018 EXAM POLICY

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The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- 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 by the exams officer and Head Teacher

1. Exam responsibilities

Head of centre / principal

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

- ensures all staff involved understand their roles and undertake any necessary training.
- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualification document *Suspected malpractice in examinations and assessments*.

Exams Officer

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

- advises the senior leadership team, subject teachers, tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- 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 Joint Council Qualification 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 Joint Council for Qualification *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 senior exams invigilator and organises 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, in consultation with the Senior Leadership Team, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- Keeps central records for all required audit purposes JCQ / BCS

Deputy Head

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Ensure candidates understand the published rules for acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices.
- Ensure timely communication of exams information to all relevant stakeholders.
- Provide support at the start and end of exams to ensure discipline and monitor attendance.

Subject Performance Leaders

- 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.
- Inform the Examinations Officer and Deputy Head of any change of syllabus

Careers Advisor

- Guidance and careers information provided on results days.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Subject Performance Leaders .

Special Educational Needs Coordinator

- 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

- Lead invigilator with Examination Officer to confirm exam packages are the correct ones for the session in question before they are opened in preparation for each session.
- Preparation of the examination rooms – spacing, posters, seating plan
- Collection of exam papers and other material from the exams office before the start of the exam. Maintenance of the security of exam materials
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office. Ensure all exam question papers are returned to the exams office in line with JCQ regulations.
- Report all suspicious/actual incidents of malpractice to the Exams Officer
- Enforce established standards of acceptable behaviour

Candidates

- Confirmation and signing of entries.
- Understanding controlled assessment / coursework regulations and signing a declaration that authenticates the coursework as their own.
- Awareness of all the relevant regulations that apply to candidates sitting examinations.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Deputy Headteacher (curriculum).

The statutory tests and qualifications offered are General Certificate for Secondary Education, Entry Level Certificate, A levels and BTEC, Adult Numeracy and Literacy, Diplomas, OCR Nationals, Cambridge Technicals, IGCSEs

The subjects offered for these qualifications in any academic year may be found in the centre's published examination prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed.

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

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

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

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in December under external examination conditions

External exams are scheduled in November, May and June.

Year 11 mock examinations to be held under external exam conditions.

Year 12 and 13 Mock exam to be held under exam conditions

Internal examination papers used in the centre are decided by the Heads of Faculties.

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 subject. Non-entry of a candidate should only arise when there is evidence that the candidate will fail to achieve a successful grade. This must be agreed with the Deputy Headteacher.

A candidate or parent/carer can request a subject entry, change of level or withdrawal, but this will be at the discretion of the school.

The centre does accept entries from external candidates.

4.2 Late entries

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by heads of subject. The Deputy Headteacher must also be informed.

4.3 Retakes

All candidates are allowed 1 retake per exam series free of charge

Retake decisions will be made in consultation with the candidates and the subject teachers.

(See also section 5: Examination fees)

5. Exam fees

General Certificate of Secondary Education 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 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 at the start of General Certificate of Secondary Education and post-16 courses.

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)

6. The Disability Discrimination Act, special needs and access arrangements

6.1 Disability Discrimination Act

The Disability Discrimination Act 2005 extends the application of the Disability Discrimination Act 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 Special Educational Needs Coordinator

The Special Educational Needs Coordinator 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 Special Educational Needs Coordinator 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 Special Educational Needs Coordinator and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Special Educational Needs Coordinator and Exams Officer.

Rooming for access arrangement candidates will be arranged by the ---Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the - Examinations Officer.

The examinations officer will ensure that all invigilators, who undertake duties such as reading and scribing as part of a candidate's access arrangements, receive appropriate training. Records will be kept of the training undertaken.

7. Estimated entries / grades

Subject Performance Leaders will submit estimated grades to the exams officer when requested by the relevant examination boards.

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 exams office.

Securing the necessary Criminal Records Bureau clearance for new invigilators is the responsibility of the school office. Criminal Records Bureau fees for securing such clearance are paid by the centre.

The training of invigilators is the responsibility of the Examinations Officer. All invigilators will be trained for all relevant aspects of their jobs including BCS online tests (ECDL). A record will be kept of their training.

The work of Invigilators will be quality assured by the Exams officer and SLT. All invigilators will be observed to ensure they are following the correct procedures. Invigilators conducting BCS online examinations will also be observed on the first occasion they invigilate an online exam and once an academic year thereafter.

Invigilators are timetabled and briefed by the exams office.

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

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 invigilators in accordance with JCQ regulations as per the most recent JCQ publications.

Site staff are responsible for setting up the allocated rooms. The Exams officer will check rooms have been set out in line with JCQ regulations and as required by BCS for online tests (1 metre between computers / workstation space between candidates)

Invigilators will start all exams in accordance with Joint Council Qualification guidelines / BCS regulations.

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 or provide

any other coaching.

In practical exams subject teachers may be on hand in case of any technical difficulties. ICT technical support will be made available for any online testing (BCS) to be organised by the Exams officer.

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 Subject Performance Leaders in line with JCQ recommendations. Centre staff will not offer any advice or coaching at the start of exams.

Members of SLT may be present to assist in maintaining exam discipline and identifying students and monitoring absence.

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 Joint Council Qualification guidelines.

Candidates will not be allowed to leave the exam room until the examination end time.

The Exams Officer will notify Student Services to contact any candidate who is not present at the start of an exam and deal with them in accordance with Joint Council Qualification guidelines.

9.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and ensuring all relevant overnight supervision arrangements are conducted in line with awarding body requirements (including the administration of the relevant paperwork)

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 (or the

responsibility of their parents/carers) 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 / Controlled Assessment and appeals against internal assessments.

10.1 Coursework and Controlled Assessment

Subject Performance Leaders are responsible for ensuring that all staff (including TAs and student teachers) involved with the completion of coursework or controlled assessment tasks are fully briefed on the regulations surrounding the conduct of the controlled assessment. This includes directing them to the relevant sections of the subject exam specifications and any other specific documentation regarding the conduct of controlled assessment.

All teachers involved in conducting controlled assessment are responsible for ensuring that they undertake tasks as required by the regulations paying particular attention to the control and storage of controlled assessment work between sessions. SPLs need to ensure that the relevant moderation and quality assurance of marks has been undertaken.

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 / controlled assessment 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. All paperwork should be presented a minimum of three days before the exam board deadlines. SPLs need to ensure that students have been given their internally assessed marks and are aware of the appeals procedure should they wish to challenge the marks being submitted.

10.2 Appeals against internally assessed marks (GCSE controlled assessments and GCE coursework units)

The Kimberley School is committed to ensuring that whenever its staff mark candidate's controlled assessment/coursework this is done fairly, consistently and in

accordance with the awarding body's specification and subject specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Kimberley School is committed to ensuring the 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
2. Appeals **must** be made in writing by the candidate's parent/carer to the examinations officer.
3. The head of centre will appoint a senior member of staff, i.e. an Assistant Head Teacher or a Deputy Head Teacher to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to the internal assessment procedures.
6. The outcome of the appeal will be made known to the Head Teacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

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 The Kimberley School and is not covered by this procedure.

11. Results, enquiries about results and access to scripts

11.1 Results

Candidates will receive individual results slips on results days in person at the centre. Confidentiality of data will be maintained. It is the responsibility of the exams

officer and data team to process exam results ready for the results day. All staff involved in this process are responsible for maintaining confidentiality until the official results day (usually the next day after results are available to school).

Arrangements for the school to be open on results days are made by the Deputy Head (curriculum).

The provision of staff on results days is the responsibility of the Head of centre.

11.2 Enquiries about Results

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

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 uphold an Enquiry About Result, 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.

(See section 5: Examination fees)

In all cases signed permission from the candidate must be obtained on the relevant JCQ form and retained throughout the appeal process.

11.3 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.

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

General Certificate of Secondary Education re-marks cannot be applied for once a script has been returned.

12. Certificates

Certificates are presented in person – students will need to sign for their receipt.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for over six years.



: KIMBERLEY SCHOOL EXAM POLICY

Private Candidate Agreement

<u>Exam Series</u>	
<u>Exam Board</u>	
<u>Subject and Entry Code</u>	

As a private candidate sitting external exams at Kimberley School I agree to the following terms and conditions:

- I understand it is my responsibility to obtain the correct exam entry information and pass this on to the exam officer
- I understand that it is my responsibility to ensure I arrive on time on the scheduled exam days (in accordance with the exam timetable issued by the exams officer)
- To provide evidence of identification (i.e. passport/driving licence) before sitting any exam
- I agree that no exam entries will be made until the cost of such entries is paid in full to Kimberley School (this will include a £40administration charge)
- **I agree to cover the cost of any separate invigilation required to enable me to take external exams**
- I agree to bring all necessary equipment with me in a clear plastic pencil case
- No reimbursement of exam fees will be payable by Kimberley School if I do not turn up for a timetabled exam
- I have read the school's exam policy (located on the school's website www.kimberleyschool.co.uk)
- I agree to provide emergency contact details.

Name.....

Address.....

DOB.....

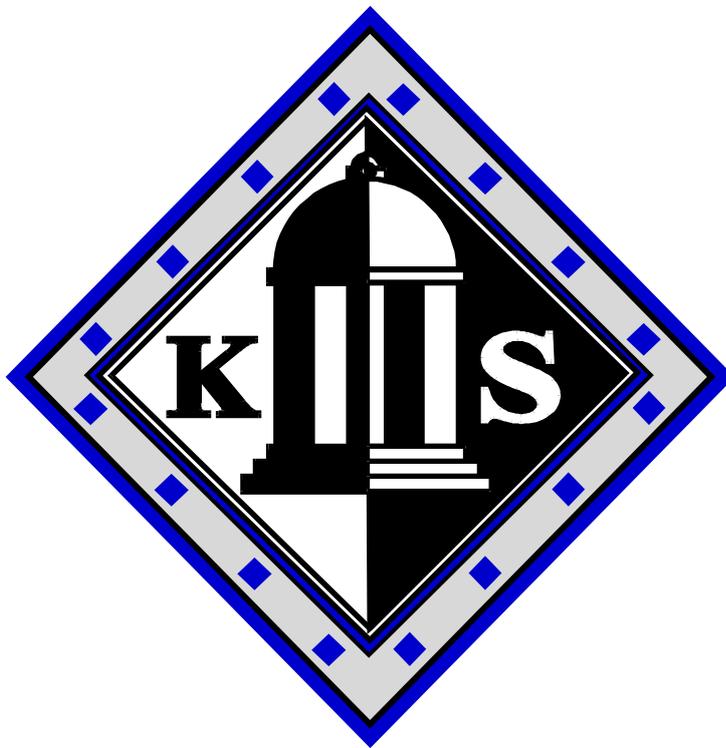
Signed.....

Date.....

Emergency Contact Details

Identification Supplied

The Kimberley School



Controlled Assessment Policy

GCSE CONTROLLED ASSESSMENTS POLICY

Controlled Assessment is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification, which may not be tested by external examination.

There are three levels of control that apply to the process of supervising controlled assessment – high, medium and low.

Responsibilities

Head of Centre and SLT designated with exams responsibility:

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment.
- Responsible to relevant GCSE awarding bodies to ensure that all controlled assessments are conducted according to qualification specifications.
- To monitor the application of this policy with each subject area.
- To review the process of controlled assessments on a regular basis to ensure the smooth operation of these assessments and resolve any issues around rooming, resourcing, timetabling etc.

Examinations Officer:

- To be familiar with JCQ instructions for conducting controlled assessment and other related JCQ documents.
- To be familiar with general instructions relating to controlled assessment from each relevant GCSE awarding body.
- In collaboration with Subject Leaders / Teachers in Charge of Subject, to submit controlled assessment marks to the relevant awarding body.
- In collaboration with Subject Leaders / Teachers in Charge of Subject, dispatch students' assessments for moderation.
- In collaboration with Subject Leaders / Teachers in Charge of Subject, make appropriate arrangements for the security of controlled assessment materials

Subject Leader / Teacher in Charge:

- To be familiar with JCQ instructions for conducting controlled assessment
- To understand and comply with specific instructions relating to controlled assessment for the relevant GCSE awarding body.
- To undertake appropriate departmental standardisation of controlled assessments
- In collaboration with the Examinations Officer, to submit controlled assessment marks to the relevant awarding body.
- In collaboration with the Examinations Officer dispatch students' assessments for moderation.
- In collaboration with the Examinations Officer, make appropriate arrangements for the security of controlled assessment materials

SENCO

- To be familiar with JCQ instructions for conducting controlled assessment with reference to special access arrangements
- Co-ordinate requests for special access arrangements in collaboration with the Examinations Officer.

Subject Teachers

- To undertake controlled assessments in accordance with specific instructions from the relevant GCSE awarding body.
- To take part in appropriate departmental standardisation of controlled assessments.

Task Setting

In accordance with specific GCSE awarding body guidelines, Subject Leaders / Teacher in Charge of Subject will be responsible for the selection of controlled assessment tasks from an approved list or for setting appropriate centre specific tasks. Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

Task Taking

Controlled Assessment tasks will be undertaken with three levels of supervision:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Subject Leaders / Teachers in Charge of Subject will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task. Levels of supervision are clearly outlined in each subject specification.

Formal supervision means:

- Candidates will be under direct supervision at all times – in most cases, supervision will be undertaken by the class teacher
- Use of resources and interaction with others will be limited to what has been specified by the GCSE awarding body
- Tasks will be undertaken during normal timetabled lessons in the usual teaching base
- Use of mobile phones and internet / email access will be prohibited
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible.
- Subject specific display material with direct relevance to an assessment task will be covered.

- A record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all students present for the assessment session(s)
- A separate record of any incidents which occur during assessments will also be kept

Informal supervision means:

- Interaction with others, including group work is permitted
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final / formal assessment is the candidates own work
- Sources use by candidate are clearly recorded

Limited supervision means:

- Some aspects of work may be undertaken completely without supervision / outside the classroom – this may include research and data collection
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

Task Authentication and Marking

Each year, before the first controlled assessment is conducted in school, all students in Year 10 will be issued with a copy of the JCQ Notice to Candidates GCSE and Principal Learning: Controlled Assessments. Candidates will be reminded of the key points from this document before completing each assessment task.

Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given / sources used have been acknowledged.

Class teachers responsible for supervising and marking controlled assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate.

The school will use the JCQ declaration of authentication for controlled assessments or a similar document provided by the relevant GCSE awarding body.

If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task.

If candidate malpractice is suspected, this will be referred to the relevant Subject Leader and Examinations Officer who will follow the guidance set out in the JCQ instructions for controlled assessment and undertake an investigation of the circumstances.

Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements.

Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard.

If a controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

Arrangements for individual issues with candidates

If a candidate misses part of a controlled assessment task through absence, an alternative supervised session will be organised.

The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school.

Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements. This will be co-ordinated by the SENCO.

The school will consider requests to repeat controlled assessment tasks if they are made before marks have been submitted to the relevant awarding body. Decisions will be made on an individual basis, by SLT in consultation with Subject Leaders.

If a controlled assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

Schedule for Controlled Assessment

Each subject will advise students of the controlled assessment schedule showing periods of controlled assessment in their subject area.

Appeals against internally assessed marks

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series(e.g. the last GCSE written paper in the June GCSE examination series).
2. Appeals **must** be made in writing by the candidate's parent/carer to the examinations officer.
3. The head of centre will appoint a senior member of staff, i.e. an Assistant Headteacher or a Deputy Headteacher to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to the internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

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 The Kimberley School and is not covered by this procedure.