

# **Handsworth Grange Community Sports College**

## ***Exam Policy***



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Learning Trust

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## **1) INTRODUCTION:**

The purpose of this exam policy is to ensure that all processes and procedures:

- ✓ Conform with all national and local guidance and advice and that all those taking examinations and tests are treated equally and fairly.
- ✓ To ensure all those taking exams and tests are supported within the rules, regulations and requirements of Examination Bodies.
- ✓ To ensure that all those taking examinations receive any allowances permitted as a result of their special needs or circumstances.
- ✓ That everything possible is done to anticipate, prevent, minimise and address unforeseen circumstances that may disrupt the examination process and/or disadvantage pupils.

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

The HGCSG exam policy will be reviewed annually, by the Exams Officer, relevant member(s) of the Leadership Team (LT) and other staff who have a direct responsibility for the management, coordination and implementation of examinations and tests. Where fundamental changes are required within the policy it will be presented to the Leadership team (LT) and the Governing Body for approval.

## **2) LINKS**

This policy is linked to other key policies and procedures such as Assessment, Teaching and Learning, Curriculum, Every Child Matters, the Single Equality Scheme, Disclosure and Barring Service (DBS)

## **3) AIMS and OBJECTIVES**

- a)** To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- b)** To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- c)** To have a specific Bad Weather contingency plan
- d)** To have a contingency plan in case of absent staff
- e)** To have a contingency plan for alternative accommodation if needed for any reason
- f)** To have a contingency plan for a national or local Crisis and to have a process for developing one in the event of need (e.g. major travel disruption, severe weather conditions).

## 4) EXAM RESPONSIBILITIES

### a) Exams Officer:

The Exams Officer requests information from Subject Leaders at specific times to comply with Awarding Body deadlines and should not be held responsible for any late fees/complications arising from non-compliance.

- Manages the administration of public and internal exams:
- Advises the Leadership Team, Subject Leaders and other relevant staff on annual exam timetables and application procedures as set by the various awarding bodies using information given by said staff.
- Oversees the production and distribution to staff and candidates of an annual calendar for each exam series, using information given by staff, 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 any external assessments are completed on time and submitted or despatched (if necessary) in a timely manner by First Class Post and in accordance with JCQ guidelines
- Submits final entries in a timely manner using information collected from Subject Leaders
- Registers other courses such as BTEC in a timely manner using information given by Subject Leaders.
- Receives, checks and stores securely all exam papers, and arranges to send completed scripts by the Parcel Force Service.
- Identifies and manages exam timetable clashes/overnight supervisions together with the Subject Leader of the relevant subject
- Accounts for income and expenditures relating to all exam costs/charges, as far as possible using the information given.
- Line manages the exam invigilators, organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' assessment marks, collected from Subject Leaders in a timely manner, deals with returned coursework (forwarded to the appropriate department to securely store) and any other material required by the appropriate awarding bodies correctly and in a timely manner.
- Arranges for retrieval of exam results, to pass to Data Manager on Results Days, and forwards, in consultation with the Subject Leader, any **Enquiry About Results** (EAR) requests providing they are approved, according to the School Policy on EAR.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Maintains the Exam Contingency File – kept in the Exam Office in case of absence of EO

## **5) SUBJECT LEADERS ARE RESPONSIBLE FOR:**

- Timely submission of estimated entries, intention to enter, , registrations, internal assessment marks, controlled assessment marks and other data required by the Exams Officer
- Withdrawal of entries or registrations before the entry deadline (if possible) of any entries of candidates who have left the school, changed groups, who have indicated they will be absent, to enable Exam Officer to obtain a refund of the entry fee
- Ensuring controlled assessments/non examination assessments are valid for the series in which they are entered
- Timely entries for relevant exam series
- Ensuring candidates are entered for the correct syllabus and tier if applicable and ensuring all necessary entries are made to claim certification (ie cash in codes)
- Giving details of new syllabus to Exam Officer/Line Manager/Business Manager to include in the Exam Forecast Budget
- Giving details of lost or missing coursework to the Exam Officer in order to complete the necessary paperwork to send to the Awarding Body.
- Involvement in post-results procedures, advising candidates about reviews of marking and appeals
- Controlled Assessment/Non exam Assessment within the department
- Claims marks and certification for BTEC
- Ensuring support from the team e.g. to aid the start of exams, clarify any issues.

## **6) HEAD OF YEAR IS RESPONSIBLE FOR**

- Registering candidates on exam days, identifying and co-ordinating the chasing up of late candidates.
- Informing the Exams Officer immediately if they are aware of circumstances that might mean there are extenuating circumstances for a candidate which need to be taken into account.
- Distributing timetables/documentation to students adhering to the HGCS3 Prior Weekly Plan

## **7) SENCO IS RESPONSIBLE FOR:**

- Identification and testing of candidates, identifying requirements for access arrangements and passing to the Exams Officer in a timely manner.
- 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.
- Hosting the JCQ Inspector visit as part of the annual inspection or as a stand alone specific visit. Keeping all necessary files and evidence to be produced upon request.

- Providing (in conjunction with the Head of Centre) evidence to support access arrangements for candidates who have specific requirements to facilitate their normal way of working (e.g. readers, laptops, overlays)
- Working with the Specialist Assessor for access arrangements
- Making applications for Access Arrangements via AOL

#### **8) LEAD INVIGILATORS/EXAM INVIGILATORS ARE RESPONSIBLE FOR:**

- Starting and finishing the exam (leads)
- Ensuring the exam base is maintained as set out by the Site Management Team, in accordance with JCQ Requirements acting on the advice and instructions of the Exams Officer.
- Ensuring all regulations as explained by the Exams Officer are adhered to during exams
- Ensuring the collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Attending annual and relevant training
- Fulfilling duties requested of the post

#### **9) PREMISES STAFF ARE RESPONSIBLE FOR:**

- Ensuring rooms are set up as instructed by the Exams Officer and the desks correctly spaced with 1.25m between each desk.
- Setting up Privacy Screens for online exams as directed by the Exams Officer

#### **10) CANDIDATES ARE RESPONSIBLE FOR:**

- Taking receipt of "Notice/Information to Candidates" documentations and abiding by them
- Adhering to the HGCSC Exam Expectations
- Ensuring Names and Dates of Birth are correct on entry statements otherwise all costs to change certificates will be the candidate's responsibility.
- Understanding internal assessment regulations and signing a declaration that authenticates the work as their own.
- Turning up on time for relevant exams and submitting assignments when asked to
- Remembering their Exam Number to use on every exam paper
- Not booking holidays or making other personal arrangements that could possibly clash with exams to which they have been entered
- Arranging collection of GCSE Results – either collecting personally, arranging for a third party to collect or supplying a stamped addressed envelope.
- Ensuring they take with them to every exam any equipment normally required of a candidate e.g. pens, pencils, rulers.
- Making a written request if they do not want their results to be published in the local press.

## **11) HEAD OF CENTRE/HEADTEACHER (OR THEIR NOMINATED COUNTERPART) IS RESPONSIBLE FOR:**

- Verifying evidence of access arrangement for candidates who have specific requirements as part of "their normal way of working" i.e. reader, laptop.
- Agreeing a format of Exam results that is acceptable to Further Education and Training providers in the future, replacing Awarding Body provisional paper results
- Verifying absence of candidates from terminal exams and subsequent special consideration applications; to support medical and personal circumstances (using Form JCQ Form 14) by providing evidence in the form of a statement, as it is expected that the centre will be aware of on-going medical/domestic issues.
- Candidates no longer **need** to bring a medical note from a doctor, however they can if they want or if the doctor is willing to provide one
- Centres **should not** routinely expect candidates to bring a medical note however if the centre is not in a position to substantiate an absence then the candidate will have to approach his/her doctor for evidence. Alternatively the Form JCQ 14 can be utilised.
- Verifying that candidates who are late for exams have not compromised paper security using the *HGCSC Late for Exam Statement Form*, which could be used as evidence.
- Authorising remark applications

## **12) MALPRACTICE**

The Head of Centre or their nominated counterpart/Deputy Head is responsible for investigating suspected malpractice.

## **13) OVERSEAS STUDENTS**

Managing overseas students is the responsibility of the Key Stage Managers. This includes verifying the time of arrival in the UK for Access Arrangement purposes.

## **14) CONTINGENCY PLANNING**

Contingency planning for exams administration is the responsibility of the Business Manager, with the Exams Officer and other staff with a vested interest.

## **15) CRITICAL INCIDENTS:**

### **a) Specific Bad Weather Contingency Plan**

The Head of Centre has recruited a group of volunteers (*from within school staff and external invigilators*) who have guaranteed that they will be able to attend school on bad weather days in order to operate timetabled examinations as per the timetable. Staff will be contacted by text when necessary. This has not been needed or used yet and may change after the first use to reflect the needs of the school

### **b) Absence of Exam Officer**

The Business Manager is to ensure that trained, knowledgeable staff are available to keep the exam office basically running without accruing late fees and disadvantaging students, when the need arises. A succession plan is to be finalised and appropriate people named subsequently.

### **c) Alternative Accommodation (if we cannot run exam here i.e. if hall and gym are out of action for any reason or if building work is going on)**

The Business Manager to advise the Exams Officer in a timely manner of the full postal address of any alternative accommodation which affects the full cohort. This will enable Exams Officer to submit the information to all the relevant Awarding Bodies.

### **d) National Incident (such as recent volcanic ash 2010)**

Centres will take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed. Candidates should check with the Centre and check their website for up to date statements.

### **e) Disruption of Teaching Time where centres are closed for an extended time.**

The planning and implementation should be decided at school level. Candidates could be advised to sit modular papers at a later series if available and possible.

### **f) Disruption in the Distribution of Examination Papers:**

If a crisis disrupts the distribution of examination papers then Awarding Bodies would provide access to a secure website where papers could be downloaded. The Exams Officer would make copies and keep in secure conditions.

Alternatively copies could be faxed to centres if electronic transfer is not possible.

The Awarding Bodies could source alternative couriers to deliver exam papers.

### **g) Candidates Unable to take Examinations because of Crisis, where centre can remain open**

The Centre will apply for special consideration where candidates have met the requirements.

Candidates could be advised to sit modular papers at a later series if available and possible.

### **h) If the Centre has to close for the Exam Period**

- Discuss the possibility of staying open with the relevant agencies.
- Apply for special consideration where candidates have met the requirements.
- Candidates could be advised to sit modular papers at a later series if available and possible.
- The Awarding Bodies would be flexible and supportive if another venue has to be used. Advice from other agencies would need to be taken i.e. Health Protection, Environment Agencies)
- Investigate sharing the facilities of another Centre.

### **i) Disruption to Collection of Completed Examination Scripts**

Centres to:

- Seek advice from normal collection agency
- Ensure secure storage of completed scripts whilst awaiting collection
- Investigate other methods of collection and obtain proof of postage.

### **j) Difficulty in Meeting Results Schedule**

The Awarding Bodies to consider changing results schedule.

The Centre will use an appropriate method to advise candidates of any changes.

### **k) Centre Closed on Results Day**

- The Centre to make alternative arrangements and inform candidates by an appropriate method.
- The Centre to share facilities with another centre if possible.

## **16) EXAM DAYS: PLANNING**

The Exams Officer will book exam rooms excepting the Access Arrangement Rooms which is the responsibility of the SENCO and make the question papers, other exam stationery



and materials available for the exams. The Site management is responsible for setting up the allocated rooms, to the conditions specified, using information provided by the Exam Officer.

The Exams Officer or the Lead Invigilator will start and finish all exams

Subject Leaders should ensure that they, or an appropriate team member, are present at the start of the exam to assist with identification, settling of candidates and to provide any clarification within the rules and regulations of the Awarding Bodies. They must not advise on which questions or sections are to be attempted.

In practical exams subject teachers must 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, unless it is to check a possible error. Question papers will be passed to Subject Leaders at the end of the exam session which may be the following day.

With the exception of Art and Science, staff who have taught a group are not allowed to be the sole invigilator, although it is good practice to utilise a separate invigilator.

If required, Senior members of staff, who are specifically approved by the Headteacher may be available to start the exam,.

The Exams Officer must make candidates aware of the actions to take during any Emergency Procedures (*i.e. closing all papers face up and making their way out of the room without talking, escorted by invigilators*) at the start of each exam and the penalties of not adhering to the procedures.

The Business Manager is to ensure that no fire alarms/drills (other than for real emergencies) are scheduled during the examination periods.

## **17) Qualifications offered**

The qualifications offered at this centre are decided by the Senior Leadership Team.

The qualifications currently offered are GCSE, Entry Level, BTEC, ECDL. There is also offsite provision.

The subjects offered for these qualifications in any academic year may be found in the centre's Options Booklet for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 01/07 of the current year

Informing the Exams Officer of changes to a syllabus is the responsibility of the Subject Leader, as is an application to a new board.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, SENCo and Subject Leaders.

## **18) Exam seasons**

External exams are scheduled in, January, May and June. Subject Leaders must advise of any deviation from this.

On-screen tests are scheduled all through the year.

Timings for Science ISA, and BTEC units are comprehensively detailed in the School Calendar.

Staff have timetabled when Controlled Assessment will happen and this is comprehensively detailed in the School Calendar.

Internal exams at HGCSG will be held under external exam conditions.

The Subject Leader determines which exam series candidates will be entered for and must ensure that the Exam Officer is told of any changes to ensure the timetable is correct.

## **19) Timetables**

Once confirmed, the Exams Officer will circulate the exam timetable for External Exams.

The Exam Officer will plan the KS3/KS4 Internal Timetable for approval by LT adhering to the HGCSG 3 week prior plan. The dates for Internal Exam Weeks can be found in the School Calendar.

## **20) Entries, Registrations, Entry Details and Late Entries**

Candidates are selected for their exam entries or registrations by the Subject Leaders.

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal, without signed consent from the Subject Leader and approval for withdrawal from LT.

The Centre does not accept entries from external candidates.

The Centre does not act as an exam centre for other organisations. Speaking Tests however, may be accommodated. Transferred candidates are accepted and managed.

Entry deadlines are circulated to Subject Leaders via Email and Internal Post or Pigeon hole.

Late entries/withdrawals/changes are authorised by Subject Leaders.

Entry lists are given to Subject Leaders to check and authorise before a submission to the awarding body is made.

GCSE retakes are not allowed.

Retake decisions will be made in consultation with Subject Leaders.

## **21) Exam fees**

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

GCSE entry exam fees are paid by the Centre.

Late entry or amendment fees could be charged to the Department concerned.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Some re-sit fees are currently paid by the Centre. It is possible that in the future candidates could be asked to pay for re-sits.

## **22) Disability Discrimination Act**

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (*DDA*), extended in 2005, and the Disability Equality Duty (*DED*), introduced in 2006.

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

*'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities'*

The Centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Business Manager.

## **23) Access Arrangements , Incorporating Appointment of Specialist Assessors**

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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo, who will provide evidence of need

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and the Senior Teaching Assistant.

Rooming for access arrangement candidates will be arranged by the Senior Teaching Assistant.

Invigilation and support for access arrangement candidates will be organised by the Senior Teaching Assistant and the Exams Officer. Teaching Assistants support and invigilate exams for candidates with access arrangements.

Candidates who request to be taken out of the main exam room, for other reasons such as illness, stress, will be dealt with on an individual basis.

### **Appointment of Specialist Assessors of Candidates with learning difficulties**

The head of centre is responsible for:

- the quality of the access arrangements process within his or her centre; and
- the appointment of specialist assessors, checking the qualifications of those assessing candidates (e.g. photocopy of certificate or printout).

**Heads of centre will apply the following criteria in satisfying themselves whether a professional has the required level of competence and appropriate qualifications.**

This includes confirmation of the suitability of the awarding institution of any qualification, for example by checking whether it has been recognised by the qualifications regulators of England, Wales and Northern Ireland or a recognised institution of higher education.

**A specialist assessor is:**

- a specialist teacher with a **current** SpLD Assessment Practising Certificate; **or**
- an appropriately qualified psychologist registered with the Health & Care Professions Council.

**In addition to these two categories, other educational professionals may conduct access arrangements assessments if they meet the following criteria.**

**They must:**

**hold a post-graduate qualification in individual specialist assessment at or equivalent to Level 7 which must include training in all of the following:**

**(Evidence of the specialist assessor's qualification(s) in individual specialist assessment at or equivalent to Level 7 must be held on file for inspection purposes. The documentation must be presented to the JCQ Centre Inspector by the SENCo).**

- the theoretical basis underlying psychometric tests, such as the concepts of validity and reliability; standard deviations and the normal curve; raw scores, standard scores, quotients, percentiles and age equivalent scores; the concept of statistically significant discrepancies between scores; standard error of measurement and confidence intervals;

- the appropriate use of nationally standardised tests for the age group being tested;
- the objective administration of attainment tests which can be administered individually. This must include tests of reading accuracy, reading speed, reading comprehension and spelling. Appropriate methods of assessing writing skills, including speed, must also be covered;
- the appropriate selection and objective use of cognitive tests including tests of verbal and non-verbal ability and wider cognitive processing skills;
- the ethical administration of testing including the ability to understand the limitation of their own skills and experience, and to define when it is necessary to refer the candidate to an alternative professional.

**In rare and exceptional circumstances the centre** may need to refer a candidate to an alternative professional, such as a clinical psychologist or a neuropsychologist, where further investigation is warranted. The initial assessment may have indicated specific/global learning needs, mental health or developmental concerns.

#### **All specialist assessors must:**

- **have a thorough understanding of the current edition** of the JCQ publication Access Arrangements and Reasonable Adjustments and the principles, procedures and accountabilities involved;
- be familiar with the Equality Act 2010 (although it is not their role to determine what is a “reasonable adjustment”, but rather to help identify access arrangements that might assist the candidate);
- hold an appropriate qualification to teach and make recommendations for secondary aged or adult learners who have learning difficulties.

**The specialist assessor should ideally be employed within the centre. Alternatively, the specialist assessor will be:**

- employed at another centre, e.g. within an Academy chain; **or**
- employed by the Local Authority; **or**
- an external specialist assessor **who has an established relationship with the centre or, before an assessment, establishes a relationship with the centre.**

The SENCo and/or a member of the senior leadership team **must** provide a detailed statement supporting the decision to accept a privately commissioned assessment (Section C of Form 8) from a specialist assessor external to the centre. **This statement must be available for inspection purposes, appended to a fully completed Form 8 (Sections A, B and C).**

Where a privately commissioned report, or a report from an external professional, is rejected by a centre, the head of centre or a member of the senior leadership team should provide a written rationale supporting their decision to the parent/carer.

## **Reporting the appointment of Specialist Assessors**

**Centres must hold on file for inspection purposes evidence that all their specialist assessors meet the criteria in qualifications and competence**

In the case of **appropriately qualified psychologists** (registered with the Health & Care Professions Council), or **specialist assessors holding a current SpLD Assessment Practising Certificate, who are directly employed within the centre**, there is no need to record the names of these individuals within Access Arrangements Online.

The names of all other educational professionals, who are assessing GCSE and GCE candidates, **must** be entered into Access Arrangements Online to confirm their status. **This will include all other professionals working outside the centre.**

**For all other qualifications (i.e. excluding GCSE and GCE) the centre must list all assessors on Form 8A as contracted to work for the centre.** Form 8A **must** be retained on file within the centre for inspection purposes.

### **Guidelines for the assessment of the candidate's learning difficulties by a Specialist Assessor**

- The centre must arrange for the candidate to be assessed by a specialist assessor.
- Before the candidate's assessment, the SENCo must provide the assessor with background information, i.e. a picture of need has been painted as per Section A of Form 8. The SENCo and the specialist assessor must work together to ensure a joined-up and consistent process.
- An independent assessor must contact the centre and ask for evidence of the candidate's normal way of working and relevant background information. This must take place before the candidate is assessed.
- The candidate must be assessed in light of the picture of need and the background information as detailed within Section A of Form 8.
- An independent assessor must discuss access arrangements with the SENCo. The responsibility to request access arrangements specifically lies with the SENCo.
- The specialist assessor is required to establish if the results of tests in literacy and/or cognitive abilities present evidence that the candidate has an impairment which substantially affects their performance
- **Specialist assessors must personally conduct the assessments. They must not sign off assessments carried out by another professional.**

- The specialist must carry out tests which are relevant to support the application. For instance, if the candidate requires a reader but does not have writing difficulties, there is no requirement to carry out tests of writing skills
- Recent editions of nationally standardised tests which produce standardised scores must be used, where published.
- **The candidate's chronological age must be less than the 'ceiling' of the test,** unless no test is published for the candidate's age.
- Results must be given as standardised scores which use a mean of 100 and a standard deviation of 15. (These are standard scores.)
- Standardised scores of 85-89 are described as 'low average'.
- Standardised scores of 84 or less are described as 'below average'.
- Test results for Section C of Form 8 must not be reported as percentiles, scaled scores, T-scores or age-equivalent scores. Such scores must be converted into standard scores.

### **Completing Form 8 – Specialist Assessors**

Applications for access arrangements for GCSE and GCE qualifications **must** be processed using Access arrangements online. Where approved, most arrangements will cover controlled assessment/coursework and timetabled examination papers during the two-year course.

**Form 8 – JCQ/AA/LD must be used to record information about a candidate's access arrangements and be presented for inspection.** The candidate's name **must** be recorded **on every page of Form 8** and the form **must** be stapled together.

**A fully completed Form 8 – JCQ/AA/LD** acts as a passport to access arrangements if the candidate progresses from GCSE to GCE qualifications.

**A Form 8, with Section C produced no earlier than the start of Year 9** for GCSE qualifications, may roll forward to GCE qualifications where a candidate requires: 25% extra time; a computer reader; a reader; and/or a scribe.

**Section A of Form 8 must be completed by the SENCo or the Specialist Assessor working within the centre detailing the candidate's background and history of support, prior to the specialist assessment.** The three questions within Section A of Form 8 **must** be addressed.

**Section B of Form 8 must be completed by the SENCo** once the specialist assessor has completed their testing **and** confirmed that **the candidate has an impairment which substantially affects their performance.** **Section B of Form 8 must make**

**recommendations for access arrangements** taking into account: the information from the specialist assessment; the requirements of the specifications; **and** the candidate's normal way of working in the centre

The completion of Form 8, Sections A, B and C will enable the JCQ Centre Inspector to see clearly and concisely the candidate's normal way of working within the centre and the results of an assessment.

All specialist assessors must use Form 8, Section C, to record the results of their assessment.

Specialist assessors employed within the centre should enter the results of their assessments directly on to Access arrangements online for GCSE and GCSE qualifications. They must keep within the centre for inspection purposes a fully completed Form 8 (Sections A, B and C).

Specialist assessors employed outside the centre must complete Section C of Form 8 to enable the SENCo to process the application electronically.

The specialist assessor must: sign by hand Form 8, Section C; have carried out the particular assessment(s).

The specialist assessor must not sign off assessments carried out by a teacher or another professional.

Unsigned and undated assessments cannot be accepted as appropriate evidence. The signature acts as confirmation that the specialist has completed the assessments and supports the recommendation made.

An electronic signature is not permissible

## **24) Intention to Enter**

Subject Leaders are responsible for submitting Intention to Enter, to the exams officer when requested by the Exams Officer.

They are aware that non- submission may affect pre-release material.

## **25) Managing invigilators**

External staff are used to invigilate external and internal examinations.

Recruitment and monitoring of invigilators is the responsibility of the Exams Office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Human Resource Officer

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

Invigilators are timetabled and briefed by the Exams officer, excepting requests for other tasks such a Data Input which are dealt with by the LT Link for the area requesting assistance.



Invigilators rates of pay are set by the local education authority pay scale.

## **26) Candidates**

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. This includes mobile phones which are not handed in throughout the service provided.

Candidates should not book any holidays or make any arrangements that could affect attendance to exams for which they are entered. No other arrangements can be made if candidates will miss exams due to any circumstances outlined in the ICE book.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or Subject Leader.

For exams longer than one hour candidates may leave the exam early (*on the authorisation of the Subject Leader only*), but no sooner than one hour after the published starting time. They will not be allowed to return.

The Key Stage Managers, Heads of Year and Subject Leader are responsible for registering and contacting and if appropriate, collecting absent candidates on exam days.

For clash candidates, (this is when two timetabled examinations are scheduled for exactly the same time) the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer together with the Head of Centre, provided the relevant forms are completed and signed by parents beforehand

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

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, by completing Form 14 or providing a note from a doctor.

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

## **27) INTERNAL ASSESSMENT (REPLACES THE LARGELY DISCONTINUED TERM COURSEWORK)**

It is the duty of Subject Leaders to ensure that all internal assessment (marks or physical sample) is ready for despatch at the correct time, together with all the required documentation for exam boards/moderators.

## 28) MARKS AND APPEALS

- a) Marks for all internally assessed work are provided to the exams office by the Subject Leaders.
- b) Appeals against internal assessments must be made by the **05/06 of the current year**

### c) Appeals against Internal Assessments

*The school policy for managing appeals against all internal assessments is detailed below:*

Handsworth Grange Community Sports College is committed to ensuring that:

- Staff that have the appropriate knowledge, understanding and skills conduct internal assessments for **all** qualifications offered by the school
- 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.

### d) Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

The Awarding Body may make appeals to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderations.

If a student has any concerns about procedures used in assessing internally marked work for public exams (*e.g. assessments/portfolio/projects*) they should see the Exams Officer. A pupil or parent wishing to appeal against the procedure used in internal assessments should contact the Exams Officer, as soon as possible to discuss the appeal, and the school must receive a written appeal **at least two weeks before the date of the last external exam in the subject.**

On receipt of a written appeal, the Exams Officer and Headteacher will conduct an enquiry into the internal assessment. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

There are specific policies relating to BTEC qualifications.

## **29) RESULTS ENQUIRIES ABOUT RESULTS AND ACCESS TO SCRIPTS**

Candidates will receive individual result slips on results days, in person at the centre. They can also make alternative arrangements, ie provide a written request for posting (together with a stamped addressed envelope) or another person can collect, provided they bring a written request from the candidate together with some ID. Results are not automatically posted out.

Arrangements for the centre to be open on results days are made by the Head of Centre and the Exams Officer

The invigilation team will man the desks and issue the results envelopes to students

Candidates who do not want their results published in the local press must make a written request and hand it to the Exam Officer before they leave school in Year 11.

## **30) ENQUIRIES ABOUT RESULTS (EARS)**

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

If a result is queried, the Subject Leader will investigate the feasibility of asking for a review of marking at the centre's expense. This must fulfil certain criteria and be supported by the school.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be asked to pay the charge in advance. No application will be made without prior payment.

## **31) HGCSC ENQUIRIES ABOUT THE RESULTS POLICY:**

*The school policy for managing appeals relating to EARs is detailed below:*

- a)** After the release of examination results, a candidate has the right to apply to the Awarding Body through the centre for a review of their result, if they consider the grade to be too low. This can take the form of a clerical check or a full review of an examination paper or papers. This is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the candidate.
- b)** Candidates should be aware that this process may result in a lowering of the grade awarded. This procedure has a short deadline (*September 20th for the main series*) and therefore any requests must be carried out quickly.
- c)** HGCSC advises any candidate who has concerns about a grade awarded for a subject to go and discuss their concern with the Subject Leader of the relevant subject(s)

- d)** Following this discussion, the Centre will immediately apply for a school funded review, if this is considered appropriate. However if the centre does not consider a school funded review appropriate, the candidate will be informed immediately.
- e)** If the candidate still wishes to proceed with a request for a review, the following procedure will apply:
  - The candidate should appeal against the decision within 2 days.
  - The centre will then arrange a meeting within 3 days with the candidate, their parent/carer, the Subject Leader, the Exams Officer and the Head of Centre or their representative.
  - The candidate and their parent/carer will be able to present their reasons for asking for the school-funded review at this meeting.
  - The Head of Centre or their representative will make a final decision on whether the school-funded appeal should go ahead, and will inform the candidate and their parent/carer verbally and then confirm in writing.
  - If the final decision is to proceed with the school-funded request, the Exams Officer will carry this out to meet the appropriate deadline.

If the candidate and their parent/carer still wish to apply for a review against the advice of the school, this can be done, provided full payment is made up front. No independent EAR will be made without prior payment. This will be refunded, only if the outcome is a higher mark.

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

- a)** After the release of results, candidates may ask Subject Leaders to request the return of papers within three days' scrutiny of the results.
- b)** Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- c)** GCSE reviews cannot be applied for once a script has been returned.

### **33) Certificates**

- a)** Certificates are collected and signed for personally. Any not collected on the evening are available for collection during normal school hours.
- b)** Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so and provide identification
- c)** The Centre retains certificates for one year. The Centre may be able to help with a printout of results in certain circumstances providing identification is provided by the candidate. Candidates should not rely on the Centre to give information of results or be expected to keep unclaimed certificates after the year mark.



**Approved by**

**Governor:** ..... **Date:** .....

**Signature:** .....