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Northgate High School

Exams and Controlled Assessment Policy

Updated November 2017

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The 11-16 Exam Policy

The policy purpose

The purpose of this exam policy is:

- to ensure the planning and management of exams and controlled assessments are 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.
- to ensure adherence to JCQ regulations.

The school is an Examination Centre and it is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

The exam policy will be reviewed biannually by the Assistant Head Achievement and the Exams Manager.

Exam responsibilities

Exams Manager

Manages the administration of public and internal exams

- advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff and candidates of exam timetables for 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 publications 'Access arrangements and reasonable adjustments' and 'A guide to the special consideration process'.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- organises the 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 SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Relevant members of SLT:

- Organises teaching and learning.
- Manages external validation of courses followed at Key Stage 4

Teachers are responsible for:

- Notification of potential access arrangements and requirements as they arise.
- Submission of candidates' names to heads of department/SLT link/Exams Manager

The SENCo is responsible for:

- 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 are responsible for:

- Collection of exam papers and other material from the Exams Manager 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 are responsible for:

- Checking accuracy of individual exam timetable and taking any necessary action.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.

Qualifications

Qualifications offered

The qualifications offered at this Centre are decided by the Head of Centre, Deputy Head, Heads of Department and Senior Leadership Team.

The qualifications offered are GCSE, Functional Skills and BTEC.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there is an intended change of exam board/specification from current exam board/specification, the Exams Office must be informed by the end of the spring term.

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

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, SENCo, Subject teachers, Head of Subject and SLT link. The final decisions rest with the Head of Centre or the delegated SLT member.

Exam series and timetables

Exam seasons

Internal exams (mocks) and assessments are scheduled in January (Yr 11) and March (Yr 10).

External exams and assessments are scheduled in May and June.

Internal Year 10/11 mock exams held under external exam conditions.

Assessments are not offered on an on-demand basis.

Timetable

Once confirmed, the Exams Manager will circulate the exam timetable for internal exams and external exams.

Entries, entry details and late entries

Candidates are selected for their exam entries by the Heads of Department and Subject teachers.

The Centre accepts entries from external (private) candidates when capacity allows.

Entry deadlines are circulated to Heads of Department via email and internal post/pigeon hole.

Late entries are authorised by Heads of Department and Head of Centre.

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.

Exam fees are paid by the Centre and Private Candidates.

Late entry or amendment fees are paid by the Centre.

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.

Disability Discrimination Act

All exam centre staff must ensure that 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 give 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 disability provisions under the DDA or the Equality Act 2010 by ensuring that the Exams Centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Senior Leadership Team, Exams Manager and SENCo.

[Please see separate Disabilities in Exams policy.](#)

Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs and 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 and Educational Psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Manager.

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

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

Invigilation and support for access arrangement candidates will be organised by the Exams Manager.

Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre, SLT and Exams Manager.

Private candidates

Managing private candidates is the responsibility of the Exams Manager.

Managing invigilators

External staff are used to invigilate examinations.

These invigilators will be used for internal exams (mocks) and external exams.

Recruitment of invigilators is the responsibility of the Exams Office along with the Business Manager.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Exams Office.

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

Invigilators are timetabled and briefed by the Exams Office.

Invigilators rates of pay are agreed by the Head of Centre.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

Exam days

The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The 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 or sections 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 not be distributed to heads of department at the end of the exam session for a period of 24 hours from the published finishing time unless at the discretion of the Assistant Head for Achievement.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

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.

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 Manager or Lead Invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Manager is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Manager.

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

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The Exams Manager will then make an online application for special consideration to the relevant awarding body within seven days of the last exam in the season. Certain special considerations applications may need to be made on paper.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Manager will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Rationale:

The starting point for our work with controlled assessment must be the schools mission statement that:

“Northgate High School aims to be an excellent school where pupils enjoy learning, achieve highly and enter the adult world with confidence.”

Controlled Assessment is now an integral part of students' learning experiences in Key Stage 4. As a school we recognise the importance of Controlled Assessment and seek to ensure that students have the very best opportunities to complete Controlled Assessment tasks in order to fulfil their potential. At the same time, we recognise the need to keep disruption to the curriculum to a minimum and ensure appropriate access, where possible, to ICT facilities whether through existing ICT suites, learning hub and department based resources and netbooks.

The priorities for our Controlled Assessment Policy are:

1. To ensure that where possible, all Controlled Assessment within subject areas are negotiated across school/departments to avoid 'logjam'. This will enable departments to plan their delivery of Controlled Assessment with consideration for the learning experience of students
2. To use the online Room Booking System and sharing of netbook resources across departments to meet the ICT needs of Controlled Assessment as defined by awarding bodies.
3. To support departments in the delivery of Controlled Assessment during curriculum time to avoid disruption to other subject areas in the delivery of their curriculum.
4. Heads of Department will liaise closely with Heads of Year regarding pupils to be congratulated for their efforts and achievement, and for those who are failing to meet deadlines or achieve desired target minimum standards in order to seek parental support and to refer pupils to monthly catch-up sessions.
5. To use assembly time to highlight:
 - a. forthcoming Controlled Assessments across the curriculum
 - b. share best practice in tackling Controlled Assessment including research strategies

APPENDIX 1 – Risk Assessment Controlled Assessment (amended JCQ template)

Outlining staff responsibilities - GCSE controlled assessments

Senior leadership team departmental link

- Accountable for the safe and secure conduct of Controlled Assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule Controlled Assessments. (It is advisable that Controlled Assessments are spread throughout the academic years of Key Stage 4.)
- Map overall resource management requirements for the academic year. As part of this resolve:
 - clashes/problems over the timing or operation of Controlled Assessments;

- issues arising from the need for particular facilities (rooms, IT networks, time out of school etc);
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for Controlled Assessments.

Heads of department/faculty

- Decide on the awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes **and** any other subject specific instructions.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

Teaching staff

- Understand and comply with the general guidelines detailed within the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the Exams Office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.
- Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.

Exams office staff

- Where confidential materials are directly received by the Exams Office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use.

- **In exceptional circumstances** where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the senior leadership team.

Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Marks and appeals

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

Appeals against internal assessments must now follow the JCQ regulations of 2017, as can be seen in the separate policy booklet [Internal Appeals Procedures 2017-2018](#).

Results

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

Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses or by email.

Arrangements for the Centre to be open on results days are made by the Head of Centre.

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

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 candidate's consent is required before any EAR is requested.

If a result is queried, the Exams Manager, 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 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 charged.

Enquiry about examination result

If a query is raised over a grade reported from an Examination Board after results are issued, the candidate should:

- Submit in writing the reason why they are dissatisfied with the results awarded and why they consider an Enquiry About Results should be submitted to the Examinations Board. This

written request should be brought in person, with the relevant fee, to the Exams Manager by the date advised on results day. The Head of Department will establish if the mark awarded is in line with predictions. Where appropriate, the candidate should be given access to the marks awarded and any comments recorded by the person assessing the work.

- The Head of Department should inform the candidate of the outcome of their investigations, and liaise with the member of SLT managing appeals and together they will decide if an Enquiry About Results should be submitted. If this is the case the School will pay for the service, and return fees already paid to the candidate.
- The candidate needs to sign a form to give consent.
- If the candidate is not satisfied with the outcome, they have the right to go ahead with the Enquiry About Results, and pay for the service. In this case, fees already paid will be kept.
- It is important to realise that marks and grades are not always raised and can also be confirmed as correct or lowered.
- The JCQ Post-Results Services booklet is available on the school website or on JCQ's website.

Details of the fees can be obtained from the Exams Manager.

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 scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

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

Certificates

Certificates are presented in person or collected and signed for.

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

Other Exams Policies

Other policies that have been written in accordance with JCQ regulations 2017-2018 are as follows:

- **Internal Appeals Procedure** - explaining the procedures that were to take place should a student want to question their internally assessed marks.
- **Exam Contingency Plan** - to explain the process should the Exams Manager be off work either short term or long term.
- **Controlled Assessment Policy** - explaining how Controlled Assessments are run at Northgate in compliance with JCQ Regulations.
- **Disability Policy (Exams)** - explaining how the centre facilities access to exams and assessments for disabled candidates.
- **Emergency Evacuation Policy** – confirming the procedure if there were to be a need to evacuate during an exam.
- **Non-Examination Assessment Policy** – explaining how non-examination assessments within Northgate comply to the JCQ regulations.
- **Word Processor Policy** – to clarify how the centre manages and administers word processors for examinations.