



Sir John Talbot's school

Date of last policy review – April 2016

Examination Policy

EXAMINATIONS PROTOCOL FOR RECEPTION

1. Examination Papers arriving in the centre

When examination papers arrive at reception (these are easily identifiable) they must be recorded on the Examination Material Log and the Examination Officer informed.

Parcels must not be opened by anyone other than the Examination Officer or designated member of Leadership Group.

Do not leave these parcels unattended as this may be considered as a breach of security.

2. Start of Examination

Invigilators will sign in at Reception and collect their ID badges before reporting to the Examination Officer to collect trays and question papers.

3. During Examination

Invigilators may contact Reception in an emergency. Reception is to contact immediately the Examinations Officer in the first instance or 'On Take'.

4. After Examination

Invigilators will deliver the exam trays and papers to reception if the Examination Officer is not present. The Examination Officer will collect these as soon as she is available. The papers must not be left unsupervised at any time, if necessary they should be locked in the Facilities Managers' Office.

5. Dispatching Exam Papers

Please ensure that Parcel Force sign the dispatch sheet when collecting the scripts if the Examination Officer is not present.

The number of packages must match the dispatch sheet.

A new dispatch sheet must be completed for each day.

EXAMINATIONS PROTOCOL FOR PE STAFF

The Gym is used during the examination period. Please refer to the timetable for those times during the examination period.

6. Students attending PE lessons

Please brief students before the examination period, so that they are aware of what is expected of them.

Gym

All students who have PE lessons should queue quietly outside the building.

Students should be escorted into the changing rooms by PE staff in silence.

Doors to changing rooms should be shut to avoid disturbing the exam.

No student should leave the room until a member of staff escorts them out.

Noise from activities in adjoining halls is not appropriate during an exam. The choice of activity or use of the sports hall should reflect this.

EXAMINATIONS PROTOCOL FOR EXAMINATIONS OFFICER

The Examinations Officer is the main person responsible throughout the examination period for the running of the exams.

7. Papers arriving into centre

The papers should be checked and locked away in the secure exam safe until required for exam. The Awarding Organisation should be informed immediately of any discrepancies.

8. Before Examination Season

Caretaking staff must be made aware of venues, dates and times and any additional audio equipment requirement.

The examination timetable will be issued to all staff via the bulletin and will be available in the exams folder on the staff shared drive.

Meet with SEN staff to obtain numbers for each exam and decide on the location of those with Access Arrangement exams.

Ensure clash candidates have a suitable venue and supervision for breaks

Ensure all faculties have a copy of candidate notices and that these are displayed.

Ensure exam timetables and notices are displayed on the exams noticeboard (outside the Library).

9. Before Examination

Ensure all signs are up in their respective locations.

Inside, each venue should have on the wall:

- Mobile Phone Notices
- Warning to candidates notice
- Centre Number
- Clock

Outside the venue should be:

- Warning to candidates notice
- Mobile Phone Notices
- NO ENTRY Notice

Prepare an Exam Tray for each venue containing:

- 'ICE' Booklet

- Seating Plan
- Blotack
- Board pens
- Treasury Tags
- Pencil sharpeners
- Spare stationery – pens, pencils, erasers, rulers, scissors
- Supplementary official answer sheets
- Pro-forma for very late arrivals (VLA) and Incident Report Form
- Internal Attendance Register
- Candidate Cards
- Mobile Phone
- Question Papers in sealed bag/envelopes
- Fire Evacuation Instructions
- Spare Warning Notices
- Emergency contact details
- Spare batteries

10. During Examination Session

Be available at 8.30 and 12.30 to hand over materials to invigilating staff.

Ensure each room has the correct number of exam papers and they are in sealed packets.

If question paper packets need to be split (eg: access arrangements) this must be done in front of an invigilator and within 60 minutes of the published start time of the exam. The papers must then be placed in a sealed envelope and taken to the allocated room.

Ensure any coloured copies are provided.

Take register before students enter Gym and take necessary steps to contact any absentees and get them into school.

Be available for emergencies in the venues.

11. After Examination

Receive returned papers and process them according to JCQ instructions.

If necessary, collect all incident forms and attendance registers as well as late arrival forms from the invigilators and process accordingly.

Pack and secure scripts in accordance with JCQ guidance and despatch using the 'Yellow label service'.

Prepare for next examination session.

EXAMINATIONS PROTOCOL FOR TEACHING STAFF

Staff involved in the start and finish of the exams should ensure the correct tone is set. Please familiarise yourself with other people's roles during the exam period to ensure a smooth flowing exam.

12. Subject Leaders/Directors of Faculty – prior to the start of an examination

The exam timetable is available in the Exams folder within the 20152016 folder on staff data. A member of subject staff should be present at the start of each exam. If there is more than one subject starting at the same time, there will be a member of staff for each subject.

Arrive at the venue: For morning sessions this will be 8.45am
For afternoon sessions this will be 12.45pm

Please ensure that relevant cover is requested ie: beginning of P1 or part of P4. There must be a member of staff present to assist the Examinations Officer.

Year 10 and 11 students will congregate in the main Dining Room and Sixth Form in the Social Dining Room for exams regardless of the venue for their sitting.

You must ensure that students area seating quietly ready to listen and not sitting on tables etc.

You will have the opportunity to run through any last minute advice/tips/queries with the students and ensuring they have the correct equipment for your subject area. Please spend some time preparing key reminders for students and a 'pep-talk' for the students.

If students will require any specific equipment for your subject area, please ensure that the Examinations Officer is aware and the equipment taken to the Gym by 8.30am if a morning exam and 12.30pm if an afternoon exam.

STAFF MUST NOT ENTER THE EXAM ROOM OR ASK TO SEE THE EXAM PAPER.

For afternoon sessions, students will be released at the beginning of Period 4 to enable them time to have their lunch before the exam starts, the Examinations Officer will inform the canteen of the number of students involved each day. Where it is a whole year group, the staff who would normally teach them will supervise them in the Dining Room.

Where there are not full groups, a member of staff will be allocated to supervise early lunch in the canteen and the member of staff who is on WFP will also be present if not called away.

It is essential that no student be removed or changed from their allocated venue prior to or during the examination without discussing this first with the Examinations Officer or the member of Leadership Group, who will then make the decision to change a student's venue based on the information provided and inform the invigilators for their accurate record.

13. Candidates entering the venue

It is the responsibility of the member/s of staff present to ensure students are entering the exam venue accordingly in silence.

Staff **MUST NOT** enter the exam unless requested to do so by the Examinations Officer or member of Leadership Group – this would only be in exceptional circumstances.

All bags and coats, mobile phones, music players, non-permitted items must be switched off and placed away from the candidates inside the Gym.

Students will be reminded of exam regulations and once the invigilators are ready, the Examinations Officer will take the register and the students will file into the Gym in exam number order as per seating plan. Correct Uniform should be checked as candidates enter the venue. Invigilators will assist in this process by being situated in key locations.

14. Starting the Examination

Examination Regulations apply from the time candidates **enter** the room until **all** scripts have been collected in. **No exam can begin before the timetabled time.**

The exam papers will be face-up on each desk. Students must not open the papers until instructed to do so.

The invigilators will read out the announcement to candidates and instruct them of any relevant information to start the exam, including Erratum notices.

15. Once an exam has started

Papers may not be removed from the exam room by staff at any time. All spare material will be available to you the following day.

Under no circumstances may a member of staff read the examination paper until it is released to subjects leads 24 hours after the published finish time of the exam.

16. End of examination

Invigilators will collect papers and only once all papers have been collected, can candidates be dismissed in an orderly fashion.

17. After an examination

Students will be required to attend lessons/revision sessions until May half term and after that until they have completed all exams/units for that particular subject. Once an exam has finished students will be expected to go straight to their next lesson without causing any disruption to lessons already in progress.

WFP will ensure that students are returned to lessons. If there are any students who are wandering corridors and being disruptive WFP should be called.

If, after half term, students do not have a lesson to go to, they should report to the Library to sign in for each lesson they are on school site. After half term, students may leave school site if:

1. They do not have an exam
2. They do not have a lesson for a subject still to be examined
3. They have not been asked to attend a revision/study session

EXAMINATIONS PROTOCOL FOR ACCESS ARRANGEMENTS

18. Before Examination Season

A designated Teaching Assistant should meet with the Examinations Officer to discuss arrangements.

The Teaching Assistant and Specialist Assessor will process all Access Arrangement applications online and provide the Examinations Officer with the relevant details, copies of evidence and signed data protection notices.

The Examinations Officer will make entries, allocate rooms as necessary and pass the timetable onto the designated Teaching Assistant. The Examinations Officer and Teaching Assistant will work together to provide sufficient readers, scribes etc for each room as required.

19. Before Examination

Meet in Exams Office: For Morning sessions this will be 8.30am
 For afternoon sessions this will be 12.30pm

Please collect the exam tray for your venue together with the required question papers. The question papers become your responsibility and they are to stay under your security until the exam begins.

Refer to the front of the question paper for the precise requirements in respect of authorised materials, particularly dictionaries and calculators.

All students will meet in the Social Dining Room for registration. The Exams Officer will take the internal register and send students to their relevant rooms. If, in the meantime a student does arrive late please ensure that the Exams Officer is told immediately.

For students where a reader/scribe is required the invigilator can act as the reader/scribe.

For students where a Oral Language Modifier is required a separate invigilator is necessary.

EXAMINATIONS PROTOCOL FOR INVIGILATORS

20. Arrival at the Centre

All invigilators must sign in at reception and with their ID badge and then report to the Exams Officer

For Morning sessions this will be 8.30am
For afternoon sessions this will be 12.30pm

21. Collecting your exam material

Make sure you are up-to-date with the invigilation protocol and current procedures as per the 'ICE' booklet.

Please collect the exam tray for your venue together with the required question papers. **The question papers become your responsibility and they are to stay under your security until the exam finishes.**

22. Before the examination

Ensure signs have been displayed both inside and outside the venue:
JCQ Candidate Warning
Mobile phone
Centre Number
NO ENTRY

Display the clock where all students will be able to see it

Ensure any displays/noticeboards are clear or covered up

Set out the Candidate cards according to the seating plan onto the tables. The Candidate Cards will also be in the Attendance Register Order (i.e. Exam Number order).

Place question papers face-up on desks before candidates enter the room.

Complete the exam information on the board; ie: start time, finish time, paper number, paper title.

23. Candidate Possessions

Resources

Candidates are only allowed to take permitted items to their seats, these are:

1. Transparent pencil case or transparent plastic bag.
2. Calculator (only if allowed as stated on front of Question Paper) the lid must be removed and put with candidates other possessions.
3. Candidates must only write in **Black** Ink.
4. Any other specified equipment such as English texts but ensure that it meets the specifications.
5. Water is the only drink permitted, this must be in a clear, label free bottle.

Un-permitted Resources

1. Blotting paper
2. Correction Fluid (Tippex)
3. Pencil cases that are not transparent
4. Food of any kind

Bags

All bags and coats, mobile phones, music players, non-permitted items must be switched off and placed away from the candidates inside the Gym.

24. Candidates entering the venue

There will be at least one member of staff to manage the entrance of candidates into the venue using the attendance register (usually the Exams Officer, Director of Faculty or member of Leadership Group).

All students will meet in the Social Dining Room for registration. The Exams Officer will take the internal register and send students to their relevant rooms. If, in the meantime a student does arrive late please ensure that the Exams Officer is told immediately.

Invigilators need to be situated inside the room to ensure a smooth entrance and help direct students to their seats as per seating plan. Changes to the seating plan must not be made without the agreement of the Exams Officer.

Invigilators should refer to the printed photograph sheets in order to correctly identify a student if they are unsure of who they are.

Gym

1 invigilator is required to stand at the Gym door to monitor candidates and ensure that silence is maintained and no non-specified equipment is brought into the room.

Other invigilators should assist in the seating of candidates.

25. Starting the Examination

Examination Regulations apply from the time candidates **enter** the room until **all** scripts have been collected in.

No exam can begin before the timetabled time.

Invigilators to supervise candidates as they enter the examination room, remind candidates not to touch anything until instructed to do so.

The invigilators will read the announcement to candidates and will instruct them of any relevant information to start the exam including any erratum notices.

Candidates must only fill in the details on the front of the answer booklet once everyone is seated. No exam papers should be read or removed from the exam room by any member of staff or student.

26. Late Arrival of Candidates

If a candidate arrives after the start of the exam, settle the candidate into the nearest available seat making as little disruption as possible. Immediately inform the Exams Officer. The candidate will be allowed the full time for the exam and a new end time for that candidate will need to be posted on the board.

If the candidate arrives more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10am for a morning examination, you will need to complete a Very Late Arrivals form. For examinations that last less than an hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time. Please ensure you enter all the information required on the form and return with the tray at the end of the exam. The student should still be allowed the full amount of allocated time.

27. Supervision of Candidates

Only invigilators should be present for the whole exam. No teachers or other members of staff should be allowed to enter or stay in the venue, other than members of the Leadership Group involved in invigilation.

All invigilators must supervise the candidates throughout the whole time the examination is in progress, giving their full attention to candidates. **Invigilators must not perform any other task whilst in the examination room.** Please keep disruption to a minimum. Invigilators should not talk to each other during the examination unless absolutely necessary.

Do not give any information to candidates about suspected errors in the question paper, unless an erratum notice has been issued. Do not assist with the meanings of words or questions.

28. Emergency Scenarios

A Mobile Phone Rings/Beeps or you discover a mobile phone switched on or off on the candidate's person

Remove the mobile/device from the candidate, allow the candidate to continue with the exam. Inform the Examinations Officer immediately. An incident form must be completed by the invigilator with all relevant details. The Examinations Officer will arrive before the end of the exam to discuss the matter with the student.

Verbal/Written Communication – Student to Student

Stop the communication immediately and inform the Examinations Officer. An incident form must be completed by the invigilator with all relevant details

A Candidate tries to use a Calculator/Dictionary when Prohibited

Remove item from candidate and immediately inform the Examinations Officer. An incident form must be completed by the invigilator with all relevant details

Disruptive Behaviour/Candidates Failing to Abide by Invigilators' Instructions

Remove the disruptive candidate (s) immediately but keep the candidate (s) under supervision until the Examinations Officer arrives. Immediately inform the Examinations Officer. An incident form must be completed by the invigilator with all relevant details.

Fire Alarm Sounds

Evacuate the room in silence and leave all papers and exam material behind. Candidates must walk in silence to the Tennis Courts with all invigilators escorting them, they are then to stand, again in silence, and a register should be taken to ensure that all candidates are accounted for.

Once it is deemed safe to return to the room, the candidates are to return, in silence and continue with the exam, the candidates are then allowed to have additional time to compensate for the time missed. The Examinations Officer will inform you of the amount of time to add onto the exam. The new finish time must be recorded on the board.

Illness

If a candidate is feeling unwell, inform the Examination Officer immediately. Do not remove the candidate from the room without specific permission, unless the student is going to be physically ill. If this is the case, the candidate must be accompanied to the toilet. An incident form must be completed by the invigilator with all relevant details.

No student may leave the exam venues and return unless they have been supervised at all times.

Other Incidents of Malpractice

If you are unsure of any matter – speak to the Examinations Officer immediately, it is always better that we are over-informed than under-informed. An incident form must be completed by the invigilator regarding any incident that may occur during the exam.

29. Candidates Leaving the Examination Room

Any candidate who has to leave the Examination Room temporarily must be accompanied by an invigilator – this must be recorded on the seating plan.

Once a Candidate has completed the work, handed in the paper, and left the room they are not allowed to be re-admitted into the room.

Candidates are not permitted to leave the exam venue early without permission from the Examinations Officer.

30. Access Arrangements

Most candidates who have an added entitlement will sit their exams elsewhere, but if they sit their examinations with the rest of the Year group, their entitlement will be shown on the Attendance Register.

Candidates with Extra Time are entitled to 25% Extra Time on top of the full examination time.

31. Finishing the Examination

At the end of the exam ask students to stop writing and put down their pens.

Remind students that Examination Regulations apply until all candidates have left the venue.

Candidates with Extra Time and candidates who arrived late are permitted to continue until their additional allowances have lapsed.

Remind students that if they have used supplementary pages, these must also have their name, centre number, candidate number and must be signed. Treasury tags must be given to these candidates to ensure all their work is kept together. Only official supplementary pages may be accepted (NOT plain or lined paper), these can be found in the tray.

Scripts **must** be collected in candidate number (lowest number at top, highest number at bottom.) The seating plan must be signed by the invigilators stating the start and finish time of each exam.

Candidates are seated in candidate number order with numbers 'snaking' up and down the rows. (i.e. up one row, down the other). **Do not** collect from the front of each row. It is the responsibility of all invigilators to ensure that the scripts are collected correctly and returned to the Exams Officer in the correct order.

All items which have been lent to candidates must be returned to the tray.

Once all papers/extra items etc have been collected the students can be dismissed in an orderly fashion (usually a row at a time).

Invigilators must regain their locations to allow students to collect their bags and exit in an orderly fashion and efficiently.

Completed exam papers must never be left unattended. Trays must be returned in the same state as collection.

32. Returning Examination Material

Once scripts are collected, along with the question papers, and any other items, including the clock, must be taken to the Exams Officer immediately.

CHECKLIST FOR INVIGILATORS

This checklist summarises the most essential actions for the invigilation of examinations.

A. Before the Examination

1. Collect your exam tray from the Exams Officer and check.
2. Set out candidate cards on tables according to the seating plan.
3. Open sealed question papers and place on desks face-up.
4. Identify rows on attendance register for ease of entering candidates into venue.
5. Take up location for efficient entry of candidates.
6. Check that candidates do not bring any unpermitted materials into the exam room.

B. Start of Exam

1. Read announcement and any erratum notices.
2. If a candidate arrives late – complete appropriate form and inform the exams officer and the pastoral hub.

C. During Exam

1. Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
2. Do not become a distraction yourself – move quietly around the room.
3. Do not give any information to candidates about suspected errors in the question paper, unless an erratum notice has been issued, and do not assist in any question on the paper.
4. When dealing with emergency situations, contact the exams officer and complete an incident form.
5. Ensure that no question papers are removed from the examination room during the examination, whether by a teacher or a candidate.

6. Ensure that an invigilator accompanies any candidate who needs to leave the room temporarily and it is recorded on the seating plan
7. Ensure the correct ratio of invigilators to candidates at all times.

D. End of Examination

1. Collect scripts in subject then exam number order, including supplementary sheets.
2. Collect all borrowed material before candidates leave the room.
3. Collect candidate cards at the end only.
4. Take position to assist in an efficient exit of candidates.
5. Return all scripts and all unused stationery to the exams officer immediately ensuring the tray is kept tidy for future use.
6. Do NOT leave scripts unattended at any time until you have returned them to the exams officer.

D. Use of Calculators and Dictionaries

1. Candidates are permitted to use calculators unless their use is prohibited in the specification for the subject, but covers need to be removed.
2. Candidates are not allowed to use dictionaries in any examination except as specified in the specification.

EXAMINATION ROOM FIRE INSTRUCTION

AN ADULT DISCOVERING A FIRE WILL:

Operate the nearest fire alarm

ON HEARING THE FIRE ALARM:

(a continuous ringing of the school bell system)

- Inform students to stay silent and stop writing
- Evacuate the room in silence, ensuring that one of the invigilators has the register
- Leave all exam papers and exam material behind
- Candidates must walk in silence to the Tennis Courts with all invigilators escorting them
- They must stand in silence nearest the road
- A register must be taken to ensure that all candidates are accounted for
- A member of Leadership Group and Exams Officer will come to support you as soon as possible
- Once it is deemed safe to return to the room, the Exams Officer or member of Leadership will dismiss candidates who must return in silence with all invigilators and continue the exam
- Candidates will be allowed extra time to compensate for time missed. The Exams Officer will inform you of the amount of time to add on and this must be displayed on the board.

Table of offences and range of penalties

Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper Calculators, dictionaries (when prohibited)	used for rough work not used	used for final answers used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes / annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPhone, iPod, MP3/4 player)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
Standard penalties:			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;			6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.

Type of offence	Warning	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Breaches of examination conditions			
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking clash supervision; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
Standard penalties:			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

Type of offence	Warning	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):			
talking	isolated incidents of talking before start of exam or after papers had been collected	talking during exam about matters not related to exam; accepting exam related information	talking about exam related matters during the exam; whispering answers to questions
written communication	passing written communications (notes) which clearly have no bearing on the examination	accepting exam-related information	passing exam related notes to other candidates; helping one another; swapping scripts
social media		accepting exam-related information without reporting it to the awarding body	passing or distributing exam-related information to others
Offences relating to the content of candidates' work			
The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios	isolated words or drawings, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; racist or lewd remarks or drawings
Standard penalties:			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

Type of offence	Warning	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity
Misuse of, or attempted misuse of, examination material and resources	(Penalty 1)		(Penalties 5 – 9) misuse of examination material or exam related information, including: attempting to gain or gaining prior knowledge of examination information; improper disclosure (including electronic means‡); receipt of examination information or removal of secure information from the examination room taking somebody else’s work (project / coursework) to pass it off as one’s own deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
Theft (where the candidate’s work is removed or stolen)			
Personation			
Behaving in a way as to undermine the integrity of the examination/assessment			
Standard penalties: 1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

Type of offence	Warning	Loss of marks	Loss of aggregation or certification opportunity
Collusion: working collaboratively with other candidates beyond what is permitted	(Penalty 1)	(Aggregation Still Permitted) (Penalties 2 – 4)	(Penalties 5 – 9)
	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages, possibly due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from published sources (including the internet); incomplete referencing		plagiarism from published work listed in the bibliography or minor amount of plagiarism from a source not listed in the bibliography	plagiarism from published work not listed in the bibliography or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate (including the misuse of IT)	lending coursework, not knowing it would be copied	permitting examination script / coursework to be copied; showing other candidates the answers	copying from another candidate's script / coursework; borrowing coursework to copy
Undermining the integrity of examinations/assessments		defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work falsification / forgery
The deliberate destruction of work The alteration or falsification of any results document, including certificates			
Standard penalties:	1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;	6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	

Controlled Assessment Quality Assurance Policy

Outlining staff responsibilities - GCSE controlled assessment

Leadership Group

- 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 Directors of Faculty to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the 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.)
- Ensure that all staff involved have a calendar of events.

Directors of Faculty

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

- Consult with the special educational needs coordinator (SENCO) on additional/access arrangements, which might be needed for particular candidates.
- Make contingency arrangements for the event of absences by candidates or teacher – for example a second, alternative date for the controlled assessment.
- Storage of candidates' work securely.
- Provide information as necessary to the exams office (individual unit codes, planned dates of assessment).
- Obtain confidential materials and tasks set by the awarding organisation.
- Arrange supervision of assessments by Faculty staff, applying the specified level of control, and ensuring authentication forms are signed by candidates and the supervising teacher.

Subject staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body 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 students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks via SIMS to the awarding body when required, 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 special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Examinations Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- 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.
- Create marksheets within SIMS for teaching staff to use, and collect and send data to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Leadership Group.
- Store candidates' work securely once this has been marked and moderated and is ready to send for external moderation.

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.

Internal appeals procedure

For Internal appeals procedure, please consult the document of this name.

Sources of further information

JCQ Website – Instructions for conducting controlled assessments.

Controlled assessment

Risk management process

- **Responsible** for the risk/issue
- **Accountable** for the risk/issue
- Who should be **Consulted** about this risk/issue
- Who should be **Informed** should the risk/issue arise.

Staff Codes used:

EO – Examinations Officer
ST – Subject teacher
DF – Director of Faculty
LG – Leadership Group
SM – Site Manager
CS – Cover staff
IT – IT Technician

Risks and issues	Remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	ST, DF, EO, LG,
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates some time between assessments	ST, DF, LG, EO
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	ST, DF, LG, EO, SS
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities	Room changes where needed, planned well in advance and shared with affected staff	DF, LG, EO, SS, CS

Risks and issues	Remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	ST, DF, LG, IT, EO
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	ST, DF, LG, IT, EO
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	ST, DF, LG, EO
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates	Subject Leader to plan and book additional sessions	ST, DF, LG
Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of controlled assessment are limited	ST, DF, EO

Risks and issues	Remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Control levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	ST, DF, LG, EO
Supervision			
Student study diary/plan not provided or completed*	Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	ST, DF
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision		ST, DF
Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising	A suitable supervisor must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification.		ST, DF, LG, EO

* Not all controlled assessment whether for the Diploma or GCSEs will require the completion of a study diary or study plans

Risks and issues	Remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Task setting			
Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification**	Seek guidance from the awarding body	ST, DF, LG, EO
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	ST, DF, LG, EO
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	ST, DF, LG, EO
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	ST, DF, LG, EO
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	ST, DF, LG, EO

** All tasks whether set by the awarding body or the centre/consortium must be developed in line with the requirements of the specification.

Risks and issues	Remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	ST, DF, LG
Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body	ST, DF, LG
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	ST, DF, EO
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	ST, DF, EO

Risks and issues	Remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Marking			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	ST, DF, LG
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	ST, DF, LG

EXAMINATION & COURSEWORK INTERNAL APPEALS PROCEDURE

Definition of an Appeal

'A request for a review of an assessment outcome determined by Sir John Talbot's School.'

School Commitment

Sir John Talbot's School is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

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

The existence of this procedure is made known to students in 'External Examinations Guidance Booklet for Students'.

Internal Procedure

This procedure is available from the Examinations Officer.

1. Appeals will be investigated by the Examinations Officer and Leadership Group. If the Examinations Officer or member of Leadership was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
2. Appeals should be made as soon as possible, in writing, stating the details of the complaint and the reason for the appeal, to the nominated person, who will investigate the appeal. The appeal letter should be signed by both the candidate and parent/guardian. Appeals must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
3. The member of Leadership or appointed member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the DfE. This will be done before the end of the examination series.
4. The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing, a copy of this response will be sent to the candidate.

5. The candidate must state in writing if they are satisfied/not satisfied with the written response they have received from the teacher.
6. If the candidate is not satisfied, the candidate will be invited (with reasonable notice) to a personal hearing, this invitation will be in writing and will include a copy of all relevant documentation (eg given marks, assessments made). The candidate must be accompanied by a parent/guardian. The teacher(s) and candidate will be given the opportunity to hear each other's submission to the panel at the hearing.
7. The panel will comprise of a member of Leadership Group and a governor, both of whom will have had no dealings with the case prior to the hearing.
8. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future. This will be received by the candidate within two weeks of the hearing.
9. The outcome of the appeal will be made known to the Headteacher, and will be logged as a complaint. The school will maintain a written record of all appeals. This record will include the outcome of the appeal and reasons for that outcome. This record will be made available to the Awarding Organisation at their request. Should the appeal bring any significant irregularity to light, the Awarding Organisation will be informed.
10. The school will inform the relevant Awarding Organisation if there is any change to the internal assessment mark as a result of the appeal.

Moderation

After work has been assessed internally it is moderated by the Awarding Organisation (Examinations Board) to ensure consistency between Schools. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant Examinations Board.

EXAMINATION & COURSEWORK INTERNAL APPEALS PROCEDURE

*Please complete and return to Examinations Officer,
Sir John Talbot's School, Tilstock Road, Whitchurch, Shropshire. SY13 2BY*

Candidate's Full Name: _____

Subject: _____

Subject Teacher: _____

Details of Complaint:

Reason for Appeal:

If needed, please continue on additional page and attach to this sheet.

Signed: _____ Date: _____

For Centre Use Only

Name of Investigator: _____

Date Procedure received: _____

Did assessment conform to QCA/Exam Board requirements?

Date response requested to subject teacher: _____

Date response received: _____

Copy of subject teacher's response sent to candidate:

Date of reply from candidate: _____

Date reply received from candidate & outcome: _____

Date of appeal: _____

Date invitation sent to candidate: _____

Members of the Panel:

Outcome of Appeal:

Date information sent to candidate: _____

Signed: _____ Date: _____

The Disability Discrimination Act (DDA), special needs and access arrangements

1. DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

2. Special needs

A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs via SIMS, staff briefings/bulletins etc who are embarking on a course leading to an exam. The SENCO/Designated Teaching Assistant can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

3. Access arrangements

All students with a physical disability have their individual needs assessed in advance and arrangements are put into place and shared with the student to ensure they have full access to all examinations.

Making special arrangements for candidates to take exams is the responsibility of the SENCO/Designated Teaching Assistant and the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of Designated Teaching Assistant and/or SENCO.

Rooming for access arrangement candidates will be arranged by the Designated Teaching Assistant in liaison with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the Designated Teaching Assistant in liaison with the Exams Officer.

DISABILITY	SOLUTION
Wheelchair User	Administer exam in a room with wheelchair accessibility, eg door width, ramp.
Broken Arm/Wrist/Finger	Provide a scribe.
Visual Impairment	Order a modified paper; provide a reader and/or scribe if necessary. Administer exam in a suitably lit room.
Hearing Impairment	For languages/music/media exams, order a transcript in advance. Provide a live reader if necessary. Place the student in the front rows of the room in order to hear the instructions at the beginning and end of the exam.

Policy on External Assessments for External Qualifications

[Enquiries about Results - EARs]

* Deadline set by awarding bodies for EARs for summer season is 20th September and the target for completion is within 20 calendar days of the awarding body receiving the request

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

1. Contact the Examinations Officer by email or post as soon as possible [but at least 5 working days before the published deadline for EARs*]. The Examinations Officer will forward the query to the subject teacher and advise on the options available to query the mark/grade and the costs involved.
2. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form (Appendix A) to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
3. The subject teacher will review the student's marks/grades and discuss with the Faculty Director to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.
 - a) If the Faculty agrees to support the EAR; the request, together with the students consent form, should be made to the Examinations Officer before the published deadline for EARs*.
 - b) If the Faculty does not agree to support the EAR; a student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least 5 working days before the published deadline for EARs*. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Leadership Group, the outcome of the appeal will be communicated by 1st class letter post. This decision is final.
 - c) If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs*. If the enquiry is successful the fee will be refunded to the student.
4. Outcomes following EARs will be forwarded by the Examinations Officer to the student, subject teacher and Faculty Director as soon as they have been received from the Awarding Bodies.



AQA City & Guilds CCEA Edexcel OCR AQA WJEC

ENQUIRIES ABOUT RESULTS

Candidate Consent Form

Information for candidates

The following information explains what may happen following an enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your centre that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

.....

.....

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: Date: