



## EXAM POLICY IN A PAGE

All staff with responsibility for teaching an accredited course need to be familiar with the Exam policy. Key points are

1. Teachers make sure you know what specification you are teaching, the forecast grade deadlines, coursework mark deadlines, moderation procedures, the format of the exam and the date and time of exams associated with your course.
2. Curriculum leaders in addition you must make sure that you fully understand specifications codes and check any data submitted by your teaching staff. You are required to sign to confirm you have checked entries, forecast grades etc.. Remember, changing entries, changing tiers, withdrawing candidates and entering candidates late is very EXPENSIVE.
3. The exam officer must have regular meetings with the Head of centre and curriculum leaders to ensure that communication is effective and to support colleagues in the navigation of numerous complex rules, regulations and deadlines.
4. The school ethos should support and encourage students in the active engagement of courses leading to accredited qualifications. All staff must bare this in mind when considering withdrawing students from a course. It is better to search for mechanism to support students before withdrawing them from a course.
5. The school will support all students irrespective of any special needs they might have to access accredited course pathways.
6. There are strict rules involved with the delivery of examinations. Make sure you are familiar with them, especially if you are responsible for any part of the provision of exams.



# WHS Exam Policy

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The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

This document is not intended to reiterate the numerous regulations pertaining to the actual running and implementation of examinations as laid down by the JCQ. Queries relating to examination regulations can be found in the documents listed in section 14. Staff involved with this aspect of



examinations should be fully conversant with these regulations and are recommended to consult the documents listed. Any reference to mandatory procedures are therefore only for clarification or to explain why our policy may differ from the mandatory instructions issued by JCQ.

This exam policy will be reviewed annually by the senior leadership team.

## 1. Exam responsibilities

Head of centre – Mrs J Pruchniewicz (Responsibility delegated to Mr P Monfort)

Overall responsibility for the school as an exam centre:

- Advises on appeals, re-marks and late entries.
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officer – Mr Tim Fulford

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

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges



- Line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams.

#### Designated Member of Leadership to Subject Area

- Provide critical support to ensure that appropriate course pathways and qualifications are developed.
- Oversee the provision of entries on time.
- Assist with the start and end of examinations.

#### HOSPs

- Oversee the orderly conduct of students prior to the start of an exam and entry into the exam hall as well as exit for large exams (>30).

#### Curriculum Leaders

- Choose exam specifications for delivery as part of the curriculum and ensure all deadlines are met and required paperwork/data submitted.
- Procure digital or hard copies of specifications for dissemination to teaching staff.
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Ensure data submitted for entries, coursework and exam administration is accurate and within specified deadlines.
- Sign off data input checking processes prior to deadlines.
- Involvement in post-results procedures.

#### Teachers

- Read specification and deadlines for course being taught.
- Notification of access arrangements (as soon as possible after the start of the course) to Curriculum Leader and Assistant Head (Director of Additional Needs).
- Submission of candidates' names for entries to Curriculum Leaders.



- Ensure dates of exams and coursework deadlines are shared with students.

Assistant Head (Director of Additional Needs).

- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Oversee staffing arrangements for reader/scribes.

Lead invigilator/invigilators

- Oversee and set up the examination rooms and ensure that exam guidance is strictly adhered to.
- Maintain the security of the paper throughout.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

FPA's

- Assist in the administration associated with entering data for entries, forecast grades etc. This responsibility does NOT include accountability for checking data or signing off data input prior to deadlines.

Candidates

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

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the curriculum leaders and the designated member of leadership team.

The statutory tests and qualifications offered are GCSE, Entry Level, ALAN, BTEC, ECDL, EIDA, CIDA, DIDA, Functional skills, ASDAN, diplomas and GNVQ.

The subjects offered for these qualifications in any academic year may be

found in the centre's published prospectus for that year. If there has been a change of syllabus/specification from the previous year, the exams office must be informed immediately by curriculum leaders.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, subject teachers, curriculum leaders and the designated member of leadership team. However, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### **3. Exam seasons and timetables**

#### 3.1 Exam seasons

Internal exams are scheduled in November and March. The timing of internal exams will be reviewed annually in consultation with and by agreement with the Curriculum Leaders. All internal exams are normally held under external examination conditions. Where internal exams are timetabled in classrooms, teachers should observe exam conditions as closely as possible.

External exams are scheduled in November, January, March, June and Monthly. Which exam series are used in the centre is decided by the Curriculum Leader and their designated member of leadership team.

#### 3.2 Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams to candidates and teaching staff. Copies of external exam timetables will also be shared online via the school website and VLE. An examination notice board will also display relevant examination information.

### **4. Entries, entry details and late entries**

#### 4.1 Entries

Candidates are selected for their exam entries by the Curriculum Leaders in consultation with subject teachers.

Parents/carers, can request a subject entry, change of level or withdrawal by writing to the Head teacher. Requests will be discussed with the designated member of Leadership Team and Curriculum Leaders.

The centre does accept entries from external candidates for courses we currently run.

Where a student is registered as commencing an accredited course an entry in that subject is an expectation. If for any reason an entry is deemed inappropriate this must be discussed and agreed with the Curriculum Leader and the designated member of Leadership. Withdrawing an entry should be regarded as exceptional.

Where entries are changed this must be communicated in writing to both the student and parent/carer by the Curriculum Leader.

Curriculum leaders must oversee the administration of entries within their departments. They should check all entries, digitally sign mark sheets where appropriate and sign an entries confirmation slip in the exams office witnessed by the exam officer prior to the deadline for completion.

#### 4.2 Late entries

Entry deadlines are circulated to Curriculum Leaders via the examination notice board and internal memo/email.

Requests for Late entries or changes to entries after the deadline must be made in writing on a late entry /change request form. This must be given to the head of centre Mrs J Pruchniewicz having been signed by the Curriculum Leader and designated member of leadership team.

## 5. Exam fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by the centre but may be charged to the Subject Area.

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 or where designated members of leadership have approved the alterations.

Staff are asked to bear in mind the very large sums of money that are involved with late entries and amendments. The head of centre reserves the right to challenge excessive spending as a result of a failure to comply with entry dates and such concerns will be discussed directly with the Curriculum leader and Head Teacher.

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

### 6.1 DDA

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

## 6.2 Special needs

A candidate's special needs requirements are determined by the Assistant Head (DofAN). Subject staff and Curriculum leaders should communicate any concerns they have with regard to the access of their students to the exams where the Assistant Head (DofAN) has failed to identify that student as requiring special considerations.

The Assistant Head (DofAN) will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The Assistant Head (DofAN) can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

## 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the Assistant Head (DofAN) and the exams officer.

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

Rooming for access arrangement candidates will be arranged by the Assistant Head (DofAN) with the exams officer and Cover Administrator.

Invigilation and support for access arrangement candidates will be organised by the Assistant Head (DofAN) with the exams officer.

A reader cannot act as an invigilator. Where a reader is required whether for one or more students, an invigilator must also be present.

## 6.4 Students with Emotional and Behavioural Issues

Where provision for students to sit away from the main body of students is required, staff must ensure that permission to accommodate students has been sought and approved by the exams officer. Applications for students to sit away from the main exam hall should be made to the exams officer at least six weeks prior to the examination. It is essential that staff adhere to this rule to avoid the exams officer being forced to make last minute arrangements. The scope for mistakes being made in relation to the issuance of correctly tiered papers and also in relation to the implementation of examination protocol is clearly increased in such instances.

Where unavoidable last minute arrangements have been made it is especially important that the exams officer is consulted where students are given alternative accommodation for exams. This is because there are certain requirements relating to notices to candidates and the preparation of the examination room that must be strictly adhered to.

The same is also true for the off site provision of examinations to accommodate students on alternative pathways, phobic students, M.E sufferers etc. In such cases invigilation/examination rules must be strictly adhered to. Note that special applications for off site provision must be made in writing via the exams officer at the start of the academic year.

#### 6.5 Specific Instructions relating to the Provision of Exam Papers to Students sitting exams away from the main body of students.

Where students will be sitting examinations in rooms other than the main exam hall staff responsible for those students should collect students from the designated muster points prior to the exam. Papers will be delivered to rooms by invigilation staff.

Students: All students who have been seated in alternate rooms will be informed of this by the exams officer prior to the exam. Those students should still assemble with all the other students to be escorted to their examination venue.

Examination materials: No materials including papers should be removed from the main exam hall. Papers and equipment will be provided to satellite exam venues by the invigilators. The exam papers will have been extracted from the sealed exam packets and the exams officer/lead invigilator will have entered the students' names onto the front of each paper to ensure that there are no mistakes made in relation to the distribution of papers.

Starting the exam in alternate rooms: Staff supervising exams in alternate rooms should start the exam as close as possible to the agreed start time. Staff should confirm that the relevant warning notices are displayed and that an exam clock is visible. Warning notices normally comprise:

- Warning about use of mobile phones.
- Silence exam in progress.
- No entry – exam in progress
- Instructions to candidates
- Clock

Students should not be allowed to leave the exam room before 09.40hrs for a morning exam and 14.10hrs for afternoon exams unless directed otherwise by the exam officer. Where students dismiss themselves this must be reported and is classed as malpractice.

Return of papers: papers should be returned immediately the exam ends to the exams officer in the exam office along with all other materials provided for the examination. Papers will normally be returned to Curriculum Leaders 24hrs after the exam.

Late arrivals: Exam start times are published in advance with morning exams normally starting at 09.00hrs and afternoon exams starting at 13.00hrs. Students will not be allowed to enter the exam room after 09.30hrs and 13.30hrs respectively, in accordance with JCQ regulations.

## 7. Forecast grades

Forecast grades

The Curriculum Leader will request teaching staff submit forecast grades and the Curriculum Leader is required to check the grades entered by those teaching staff and print off and sign each list before submitting to the exam officer.

## 8. Managing invigilators and exam days

### 8.1 Managing invigilators

External invigilators and occasionally internal staff will be used for exams.

The recruitment of invigilators is the responsibility of the head of centre and exams officer. All invigilators will normally be expected to attend a full training session provided by the Exams Officer before performing any duties relating to examinations.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Head's PA.

Invigilators are timetabled by the Exam Officer.

Any requests for the booking of rooms other than the Sports Hall must be made through the Cover Administrator.

Invigilators' rates of pay are set by the LA.

## 8.2 Exam days

The cover administrator will notify staff of room closures and the exam officer will make the question papers, other exam stationery and materials available to the invigilators.

Site management is responsible for setting up the allocated rooms.

The HOSP, members of leadership and exam officer will assist with 'crowd control' at the start of all exams. Once the movement of candidates into their exam rooms has been overseen the members of teaching staff must allow the invigilators to start the exam in accordance with the strict regulations laid down by JCQ. Subject staff for a given subject are not permitted to enter the examination rooms. The subject leader should however be available to respond to any last minute queries that may arise. Briefings to students must not be given to students in the exam room unless delivered by the invigilation team. If Curriculum leaders/subject teachers wish to provide any instructions to candidates they must do so prior to their movement into the exam rooms.

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 the session (morning or afternoon). Spare papers will be distributed to curriculum leaders the day after the examination.

Where invigilators are concerned at potential malpractice, the matter must be reported immediately to the exams officer and a written report will be required.

All staff are reminded that their mobile phones should be switched off and not to silent. This is especially important when tape recordings or CD are being used in the exam room since mobile phones can interfere with the amplifier circuitry.

## 8.2 Emergency Evacuation

In the event of a fire alarm staff are to follow the requirements stated on warning notices in each room. All staff should be familiar with the relevant escape routes and procedures for reporting fires. This policy does not seek to replace that outlined in current health and safety policy guidelines; however the following points will be adhered to in the event of a fire during an examination.

- Papers will be left face down on the desks.



- Students will be removed from the building in an orderly manner and will be monitored by invigilation staff and excluded from other students for the duration of the removal from the examination room. This means students must be assembled away from the main body of the school directly opposite where the year groups line up. Invigilators must remain with students and as best as possible secure silence.
- Invigilation staff will note the time of exit and allow candidates the full period of time available to them to sit the exam on return to the examination room. The exam officer will notify the relevant authorities of the interruption.
- It will be the responsibility of the invigilation staff to confirm with the exams officer whether or not they consider the security of the paper to have been seriously compromised by the interruption.
- Invigilation staff will oversee the orderly return of students to the exam room once the all clear has been received. Exam students will be the first to leave the assembly point to maintain security of the paper.

## **9. Candidates, clash candidates and special consideration**

### 9.1 Candidates

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

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### 9.2 Clashes

The exams officer will be responsible as necessary for supervising, arranging escorts, identifying a secure venue and arranging overnight stays if necessary. This eventuality is very rare.



### 9.3 Special consideration

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 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, for example a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body.

## **10. Coursework and appeals against internal assessments**

### 10.1 Coursework

Candidates who have to prepare coursework should do so within the deadline set by the subject teacher.

Curriculum leaders will ensure all coursework is ready for despatch at the correct time. Coursework must be passed to the Exams Officer who will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers and the subject team leaders.

### 10.2 Appeals against internal assessments

Often a candidate does not agree with the coursework marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the exams officer, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.

The exams officer is in overall charge of managing appeals relating to internal assessments. If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:

1. The appeal should be made in writing to the exams officer stating the details of the complaint and the reasons for the appeal
2. The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken

3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the exams officer; a copy will be given to the candidate.
4. If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
5. The appeals panel will consist of the exams officer and two of the following – any member of leadership group or a school governor.
6. The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
7. The candidate will be given at least two days notice of the hearing date.
8. A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
9. The candidate may bring a parent/guardian to the hearing.
10. The teacher(s) involved will be present at the hearing.
11. The exams officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
12. The school will maintain a written record of all appeals.
13. The school will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal.

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

### 11.1 Results

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses. Candidates must provide a stamped addressed envelope prior to leaving in order to secure postage of results. A designated person can collect results on behalf of the student only where the exams officer has been notified by the student in person and results will only be provided to a third party where they can produce identification (e.g. passport, driver licence, bank card).

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

exams officer in conjunction with the site management.

The provision of staff on results days is the responsibility of the exams officer in conjunction with the leadership team.

### 11.2 EARs

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

Curriculum leaders can apply for remarks of examinations and must seek the written permission of the candidate prior to notifying the examinations officer of the request for a remark.

Candidates may also request remarks of examinations and should make their request to the examination officer. Candidates should be aware that whilst remarks can indeed result in an improvement in their mark they may also result in no change to the result or even a lower grade or mark. Candidates should first request a remark via the subject area. Where remarks are endorsed by the subject area, any fee levied will be honoured by the school. If candidates who request a remark fail to obtain the endorsement of the subject area the fee will be charged up front to the candidate.

### 11.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers.

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 an original script has been returned.

## 12. Certificates

Formal Exam Certificates are presented at Y11 Presentation Evening or can be collected and signed for in person after this event.

## 13. Controlled Assessments

### 13.1 Definition



Controlled assessment is:

Work assigned to and completed by a student during a course of study. It makes up a proportion of the students final grade at the end of the course. It is designed to measure skills that are not effectively assessed by external assessment. Controlled assessments replaced coursework in GCSE subjects from September 2009.

### 13.2 External Dependencies

Controlled assessment forms an element of the assessment procedures of both the internal and external examination systems of students and as such is subject to regulation by the relevant examining body and JCQ.

### 13.3 Scheduling

It will not be possible to ensure that students are not undertaking more than one piece of controlled assessment at once. And therefore students may be under considerable pressure at certain points during their courses. We will:

1. Notify students of the dates of controlled assessments every year.
2. Support students and help them to pace themselves throughout the period of controlled assessment.
3. Support students via the VLE, email, tutor time, assembly and during lessons to manage deadlines and preparation.
4. Provide catch up sessions for students who miss a controlled assessment.

### 13.4 School responsibilities

We will

1. Ensure all students have equal access to all that they need to complete the assessment.
2. Ensure that parents are informed about their child's programme of controlled assessments. The exams officer will compile a list of controlled assessment dates and write to parents.
3. Ensure that each department develops and maintains its own internal assessment procedures in line with requirements of the school exam policy and assessment policy.

4. Endeavour to put in place the support of an invigilator for all controlled assessments with level of control set as high. We will also display relevant notification posters in the rooms in which the assessment is being conducted. (This is surplus to the requirements of the exam board but the school feels that the importance of the assessments should be marked by the presence of an invigilator and relevant notices)

### 13.5 Curriculum leader responsibilities

1. Ensure that controlled assessments are carried out with due regard for departmental, school and exam policy requirements.
2. Notify the exam officer to arrange for invigilators to help oversee the controlled assessment.
3. Ensure deadlines are clear and realistic.
4. Ensure that students, teaching staff, the exams officer and parents have been notified of the deadlines.
5. Ensure that all staff conducting controlled assessments have been given copies of the school exam policy, assessment policy and exam board regulations.
6. Ensure that all teacher feedback refers to published mark schemes and guidelines.
7. Keep a dated record of controlled assessment preparation, attendance and tasks set.
8. Regularly review procedures to ensure all staff are following the same protocol.

### 13.6 Individual teacher responsibility

Each individual teacher is responsible under the guidance of the Curriculum leader, for the implementation of external and internal assessment of classes allocated to them each year. Teachers are required

1. To understand the schedule of controlled assessments in their department.



2. To ensure students are fully briefed on the preparation, deadlines, timings and regulations relating to controlled assessments. They should also explain the process of marking, internal standardisation and external moderation.
3. To understand the application of task setting, task taking, task marking as relevant to the examining body of the course being delivered.
4. To ensure students are fully aware of controlled assessment requirements by giving them the task requirements, course specification and marking criteria in advance of the task being taken.

### 13.7 Disciplinary procedures for academic misconduct

Academic misconduct is defined:

Any attempt by a student to gain an unfair advantage in either internal or external assessments. It is recognised but not limited to

- Copying: imitation or reproduction of another student's work.
- Plagiarism: the reproduction of another person's work, which may have been copied from a book or downloaded from the internet and not duly acknowledged.
- Collusion: a secret agreement between students to gain advantage during the controlled assessment.
- Bribery/attempting to bribe: attempting to bribe a teacher for the answers to a controlled assessment or for their assistance during the assessment.
- Impersonation: one student taking a controlled assessment on behalf of another in order to gain advantage.
- Falsifying/fabricating data: students making up data on which a controlled is based which they are supposed to have collected.
- Any other attempt to deceive the school and examination body in order to gain a mark where they would not have achieved it without the deception.

On the case of suspected academic misconduct the case will be dealt with in line with schools' policy. See section 9.

### 13.8 Ownership of Controlled Assessment

Any piece of controlled assessment created by a student remains under the ownership of the school and once submitted will be securely stored by the school until it has no further value as examination material.

The exam board will request samples of students work to assess the internal marking, in these circumstances any work sent to the board under this process may be retained by the examination board and used by them for training.

Students may request a copy of their controlled assessment to keep for their own records and this should be implemented for all work submitted to the exam board.

### 13.9 Appeals Procedure

There may be circumstances when a student feels that their work has not been treated fairly and therefore all students may submit an internal appeal to examine whether the work was treated in accordance with the policies and procedures laid down by the school and the exam body. The procedure is outlined below.

1. The appeal must be submitted to the Head teacher in writing at least 4 weeks before the last exam in the series in which the controlled assessment was submitted.
2. The Head teacher will investigate any breaches to the school's controlled assessment, internal assessment or marking policies. This will include consideration of the examination body's procedures.
3. The investigation will take place before the final examination in the series has been completed.
4. The outcome of the investigation will determine whether the appeal will be successful and require escalation or is rejected.

## 14. Other Important Documents

Staff should familiarise themselves with the following documents where the regulation pertain to their duties. Copies are available from the Exams Officer and on S drive.

- JCQ Access Arrangements and Special Considerations – Regulations and Guidance.
- JCQ Instructions for conducting examinations.
- JCQ People present in the exam room.



- JCQ Key Dates.
- JCQ Advice regarding examinations which last less than one hour.
- JCQ Instructions for Conducting Coursework.
- Internal Appeals Against Coursework marks Procedure.

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**Head of centre**

**Mrs J Pruchniewicz**  
Signed

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**Exams officer**

**Mr T Fulford**  
Signed

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**Date**

The policy is next due for review on 01/09/2012.