

## EXAMINATION POLICY Centre 54431

Responsible Governing Body Committee:	Outcomes
Policy type: (Statutory/Non Statutory)	Non-Statutory
SMT Link:	Stephen Gill
Author:	Cath Bryant
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Review Completed	Amendments Y/N	Reason for Change
	Y	SMT Link to Stephen Gill Author to Cath Bryant
	Y	Point 16 Contingency Planning Add COVID-19 Disruption to Assessments & Examinations



## **CENTRE 54431 EXAMINATION POLICY**

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The purpose of this exam policy is:

- to ensure the planning and management of Examinations 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 examination processes to read, understand and implement this policy.

This exam policy will be reviewed by the Head of Centre, Senior Leadership Team and Examinations Manager on an annual basis.

### **1. Examination Responsibilities**

Head of Centre:- Principal Miss A Frier

Overall responsibility for the college as an Examination Centre

#### **SLT link for the Examination Department:- Vice Principal Mr C Follett**

Oversees all the Examination procedures in conjunction with The Examinations Manager Responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*

#### **Examinations Manager**

Manages the administration of public and internal Examinations reporting to the Vice Principal

- advises the Senior Leadership team, subject and class tutors and other relevant support staff on exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff of an annual calendar for all Examinations 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
- maintains systems and processes to support the timely entry and registration of candidates for their Examinations.
- 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 outgoings relating to all exam costs/charges

- manages the organisation and the recruitment, training and monitoring of a team of Examinations invigilators responsible for the conduct of Examinations to JCQ standard
- 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 SMT, any appeals/re-mark requests

### **Examination Assistants**

- To assist the Examinations Manager in the preparation, execution and administration of all College internal and external examinations
- Liaises with the SENCO on candidate's requirements for access arrangements
- Assists in the recruitment and training of invigilators to JCQ standard

### **Curriculum Managers**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Manager

### **BTEC Centre Quality Nominee (QN)**

- Oversee and support of the registration and delivery of new courses offered by the College and Consortium schools.
- Ensures the provision of high quality teaching and consistency of assessment, recording and reporting throughout the BTEC course.
- Ensure tutors are consistent and in line with the overall College policy on assessment, recording and reporting.
- Focused observations within departments and interviews with student groups which will provide evidence of oral feedback, self and peer observation

### **Teachers**

- Submission of candidate names including entry level to Curriculum Managers / faculty.
- Notification of specific students requiring access arrangements/ modified papers to the SEN Examinations coordinator as soon as possible after the start of the course.
- To inform the SEN Examinations coordinator of any relevant changes throughout the course
- To support the students throughout examinations and to notify the Examinations Office of any student difficulties regarding Examinations

### **Learning Managers**

- Guidance and pastoral oversight of candidates that may require support during examinations.
- Informing the Examinations Manager of any relevant support that a candidate requires
- To support the Examinations Team when required

### **SEN Examinations Administrator:-**

- To liaise with Tutors and Curriculum Managers on examination entries for SEN, EAL and specific students
- Administration of access arrangements and modified papers with the Examination Board
- Administration of TA's required for examination support

### **SENCO**

- Oversee 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 learners achieve their course aims

### **Lead invigilator/invigilators**

- Collection of exam papers and other material from the Examinations office before the start of the examination
- Ensuring the guidelines for conducting examinations is adhered to
- Ensuring candidates are supervised throughout their examinations under the JCQ Rules and Regulations Guide
- Collection of all exam papers in the correct order at the end of the exam and their return securely to the Examinations office

### **Candidates**

- Confirmation of entries and informing the Examination office of any amendments
- Understanding controlled assessment/coursework regulations and signing a declaration that authenticates the work as their own.
- Wear full uniform to College at all times
- Input their legal name and examination number on all examination paperwork
- Responsible for their attendance and adhering to the rules and regulations of JCQ

## **2. Qualifications offered**

The qualifications offered at this Centre are decided by the Head of Centre, Curriculum Managers and the Senior Leadership team. The qualifications offered are GCSE, GCE A levels and the new framework Vocational qualifications

### **At Key Stage 4**

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

### **At post 16**

It is expected that A2 qualifications will be completed at the end of year 13

### **BTEC Qualifications**

These vocational qualifications are offered to both KS4 and KS5 students usually requiring a 2 year completion of the course

## **3. Examination seasons and timetables**

### **3.1 Exam seasons**

#### **Internal Examinations (PPE)**

These are scheduled throughout the year for KS3, KS4 and KS5

All internal Examinations in KS4 and KS5 are held under external examination conditions

#### **External Examinations are scheduled in:-**

November, January, May and June depending on qualification availability. On demand tests will be throughout the year. Which Examination series will be decided by the Curriculum Managers and the Senior Management Team

### **3.2 Timetables**

The Examinations Manager will circulate the examination timetables for both external and internal examinations once these are confirmed.

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

### **4.1 Entries and Registrations**

Candidates are selected for their examination entries by Curriculum Managers, Heads of subject and the Vice Principal.

Candidates, or parents, cannot request a subject entry, change of level or withdrawal without signed authorization from the Curriculum Manager

The Centre does not normally accept entries from external candidates. Requests will be forwarded to the Community Education

### **4.2 Late entries**

Entry deadlines are circulated to Curriculum Managers via meetings, email and internal mail. Late entries are authorised by Head of sixth form, Curriculum Managers, Examinations Manager and Vice Principal

### **4.3 Retakes**

Retake decisions will be made in consultation with the candidates, Curriculum Managers, Head of post-16, and Examinations Manager.

### **5. Examination fees**

GCSE initial registration and entry exam fees are paid by the Centre

A2 initial registration and entry exam fees are paid by the Centre

BTEC Registration fees are paid by the Centre

If a Department fails to meet a deadline or amends an entry after the set deadline, then that Department shall bear the cost. Unusual circumstances of late changes can be discussed with the Examinations Manager who will decide on the appropriate action

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

Reimbursement will be sought from candidates who fail to sit an exam without informing the Examinations office on the day of the exam or without documentation of evidence

Candidates must pay the fee for an enquiry about a result, should the Centre not uphold the enquiry and the candidate insist on pursuing the enquiry

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

#### **6.1 The Disability Discrimination Act 2005 (DDA)**

The DDA 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 SENCO and the educational psychologist / specialist teacher

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam

### **6.3 Access arrangements**

Making special arrangements for candidates to take Examinations is the responsibility of the SENCO

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

Rooming, Invigilation and support for access arrangement candidates will be arranged by the SENCO with The Examinations Manager

### **7. The use of Word Processors, Chrome Books and Bi-lingual Dictionaries**

Word processors

Centres are allowed to provide a word processor (e.g. laptop, computer) with the spelling and grammar check/predictive text disabled to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. This also includes an electronic braille or a tablet.

#### **A word processor:**

- must be used as a type-writer, not as a database, although standard formatting software is acceptable;
- must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;
- must be in good working order at the time of the examination;
- must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;
- must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;
- must be used to produce scripts under secure conditions, otherwise they may be refused;
- must not be used to perform skills which are being assessed;
- must not be connected to an intranet or any other means of communication;
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- must not include graphic packages or computer aided design software unless permission has been given to use these;
- must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech



recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;

- must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Candidates will be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer.

It is the responsibility of the Examinations Manager to ensure that a JCQ cover sheet (form 4) is included with the candidate's typed script before posting

### **Chrome Books**

Chrome Books cannot be used in external examinations as these are internet based and do not meet the specific requirements needed by the Awarding Body for the integrity of the exam

### **The use of a Bi-lingual Dictionary**

Candidates whose first language is not English and use a bi-lingual dictionary as their normal way of working in class, may use a bi-lingual dictionary in their exams. Candidates must inform the Exams Office of their requirements well in advance of any examination entries.

The Exams Office will be responsible for issuing the dictionary to the venue on the day of the paper. JCQ regulations state that bi-lingual dictionaries **MUST NOT** be allowed for examinations in the following subjects due to the assessment of spelling, punctuation and grammar (SPAG):-

GCSE & GCE English Language

GCSE & GCE Modern Foreign Languages testing the language of the dictionary unless stated

GCSE English Literature

GCSE Geography

GCSE History

GCSE Religious Studies

## **8. Conflict of interest & Declarations**

A conflict of interest occurs where any member of staff who has access to privileged information, or responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend, or relative, entered for examinations/assessments at this Centre.

Identified staff, must declare the relevant information and complete the Declaration of Interest Form. As per JCQ regulations, this Centre will inform the Awarding Body and keep all declarations and logs on record for the visiting JCQ Inspector.

The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

### **Centre Staff**

Examination Board regulations state that Centre staff cannot sit at their own Centre for any external examinations, and therefore must sit as a candidate at another Centre.

## **9. Managing invigilators and Examination day**

### **9.1 Managing invigilators**

External invigilators will be used for all external examination supervision and some internal examinations. On occasions when there are insufficient invigilators to cover examinations, cover supervisors and support staff will be requested to help

The recruitment and training of invigilators is the responsibility of the Examinations Office

Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre HR administration. DBS fees for securing such clearance are paid by the Centre

Invigilators are timetabled and briefed by the Examinations office

Invigilators' rates of pay are set by the Centre HR administration

### **9.2 Examination days**

The Examinations Team will ensure the question papers, other exam stationery and materials are available for the invigilator

The Site Manager is responsible for setting up the allocated examination venue

The Examination Team/ invigilator will start all Examinations in accordance with JCQ guidelines. Only the Senior Leadership Team, the Examinations Team and invigilators are allowed into the Examination venue and correspond with candidates

For practical Examinations, these will be externally invigilated and subject teachers may be on hand in case of any technical difficulties but only when called upon by the Examination Manager

Examination papers must not be read before the start of the Examination or be removed from the examination room before the end of a session. Only the Examinations Team and lead invigilator will be allowed to read the front cover of the paper prior to the start, to advise candidates of the necessary information

Papers will be kept locked in the Examinations security store room for 24 hours after the examination session and then distributed to Curriculum Managers

All candidates MUST wear full College uniform at all times within the College. Attendance and identification will take place in the Year 11 or sixth form common rooms, prior to entering the examination venue

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

### **10.1 Candidates**

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

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 an invigilator must accompany them

The Attendance Officer/Learning Manager will attempt to contact any candidate who is not present prior to the start of an exam and deal with them in accordance with JCQ guidelines

### **10.2 Clash candidates**

The Examinations Manager will be responsible as necessary for identifying escorts, identifying a secure venue for supervision between the examination clashes

### **10.3 Special consideration**

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the Centre, or the exam invigilator, to that effect

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.

The Examinations Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the final subject examination

## **11. Non examination and Controlled Assessments**

Non examination assessment and controlled Assessment is a form of internal assessment that has replaced coursework in many GCSEs and also forms part of the assessment of vocational and subject specific knowledge and skills that cannot be tested by timed written papers. These are both Examination Board timetabled and subject teacher controlled.

**Key features:**

Enables a more integrated approach to teaching and learning and assessment

Provides an increased facility to ensure that work is the students own

Is viewed as part of the course, rather than a separate activity. It is an integral part of teaching and learning

Measures subject specific skills,

Features levels of control designed to maximise reliability and authenticity

**Process stages are**

Task Setting

Task Taking

Task Marking

**Task Setting:**

Tasks are set either by the Awarding Body (High Control) or by the Centre (Medium Control) and in both cases, must be developed according to the requirements of the specification.

**Task Taking:**

Three levels of control apply:

Low Control – students can work unsupervised outside the classroom.

Medium Control – students can work under informal supervision.

High Control - students complete their task under direct supervision throughout.

**Task Marking**

Task marking has either a High or Medium Control level. High Control means that the Awarding Body marks the tasks. Medium Control is where work is assessed by the teacher and externally moderated by the Awarding Body in the same way as coursework. In this case staff must follow the College Internal Verification policy to standardise marking.

**Policy, including Review of centre assessed marks prior to being submitted to the Awarding Body**

1. It is the responsibility of each Curriculum Manager to obtain the controlled assessment task details from the Examination Boards. If the task is a non-examination assessment, this will be set securely by the Examination Board
2. All High Control assessment task materials to be held centrally, either by the Examinations Office or relevant Programme Team Leader. All Medium Control task materials to be held by the Curriculum Manager locked in a suitable, secure cabinet.
3. The Curriculum Manager should choose the most appropriate time for the controlled assessment to take place.
4. The Controlled Assessment may take place during timetabled class time. All students will be issued with a JCQ Notice to candidates GCSE and Principal Learning: Controlled Assessments (Appendix 2)

5. The Curriculum Manager in conjunction with their team must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Examinations Officer must be notified in advance of a High Controlled assessment taking place
6. Relevant display materials must be removed or covered up during the Controlled assessment period.
7. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. High Control means that students are under direct supervision at all times. Information on supervision for High and Medium Control tasks to be made available to the Examinations Office and the supervision will be monitored by the relevant Curriculum Manager
8. All assessment materials must be locked in a suitable secure cabinet at the end of each session. All student work related to High Control tasks to be held centrally by the Examinations Officer or Curriculum Manager between sessions and on completion. These will be despatched by the Examinations Team as per Awarding Body regulations
9. Separate user accounts for exam use must be used for High Control level work. There must be no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in 8 above
10. If a student is absent, the teacher must allow that student the chance to make up the time if necessary, provided the assessment can be completed within any externally set deadlines. If the assessment is a set date and time, then provisions will be made for the student to sit in the next available series
11. For long absences, special consideration could be applied for as long as all JCQ requirements have been met.
12. Entries for non-examination assessments and controlled assessment must be made at the appropriate time
13. Attendance records from assessment sessions should be kept by the teacher and Examinations Office
14. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate
15. Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words 16. Where work is assessed by the teacher and externally moderated by the Examination Board, standardisation of marking must take place in College if more than one teacher is involved in the assessing
17. If suspected malpractice occurs, the College Disciplinary procedures must be followed
18. Declaration of Authentication forms must be signed by the teacher and candidates. (Appendix 1)
19. Access arrangements do apply to controlled assessment
20. The assessment marks must be submitted to the Examination Board by the appropriate date.
21. Candidates' work must be securely stored until all results have been verified.

22. After the results are published it may be possible to request a re-moderation of the work.

*The fully updated Policy for the Management of Controlled Assessments and nonexamination assessments is a separate new Policy and can be located on the College Website. This Policy also includes Managing Risk Assessment.*

## **12. Appeals against internal assessments & review of marking**

### STOKE DAMEREL COMMUNITY COLLEGE - POLICY FOR ASSESSMENT DECISIONS AT GCSE, AS AND A LEVEL

Stoke Damerel Community College's policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; WJEC; CCEA and others.

This document covers the College's policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, staff of the College and any other parties involved in awarding matters.

#### **Internal Assessment**

The Awarding Body will moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the College and is not covered by this procedure.

The College will ensure that:

1. work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
2. at the beginning of the course, candidates are given guidance about the Awarding Bodies regulations on the production of coursework and the school's deadlines for submission. Information about the school's appeals procedure will be given at the same time;
3. within each department, candidates are given adequate and appropriate time to produce the coursework;
4. internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
5. the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
6. staff responsible for internal standardization of a subject will attend any training sessions given by the relevant Awarding Body.

## **Internal Assessments Procedure - STOKE DAMEREL COMMUNITY COLLEGE**

- Coursework is defined as any piece of written or practical work which is marked by the College or an external examiner and which contributes to a Qualification.
- Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCSE Coursework Regulations (attached).
- Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
- An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
- Coursework must be handed in by the agreed published departmental deadline.
- All students are given the same and sufficient time to complete the work.
- Students are given clear instructions as to the time and place for handing in the work.
- The work must be handed in by the student to the designated teacher and not given to another student to hand in.
- If the student is absent from College on the deadline day, a parent/carer or friend must bring the work to College to be handed in to meet the deadline.
- If it is impossible to deliver the work to College, the Curriculum Manager must be contacted by phone on the deadline day for advice.
- If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
- Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed.
- If there are any special circumstances e.g. a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Curriculum. A note will be given to the parents to confirm the extension.

### **Centre Assessed Marks**

1. Candidates will be informed of their centre assessed marks so that they may request a review of the Centre's marking before marks are submitted to the Awarding Body
2. If a candidate reaches a decision to request a review of the teachers marking of the assessment, then the Centre will provide sufficient time in order to allow them to review copies of materials. The Centre will ensure that a review of marking is carried out by an appropriate assessor who has had no previous involvement in the assessment of that candidate, provided this is done before the Awarding Body deadline
3. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.

4. The appeal must be made in writing to the College's Examinations Manager before the Awarding Body's deadline. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
5. The Principal will nominate a senior member of staff, normally the SLT linked to Examinations or The Examinations Manager to lead the enquiry. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.
6. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
7. The panel's findings will be formally reported back to the candidate/parent/carer promptly.
8. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by The Examinations Manager and made available to the Awarding Body if required.

#### **What the Curriculum Manager must provide for the Appeal Panel**

1. Departmental minutes from the first meeting of the school year to indicate that the College's procedure for internally assessed coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. The mark scheme or marking criteria for the coursework provided by the Awarding Body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the Awarding Body.
4. Dates when the coursework was set and to be handed in for that student.
5. Evidence that all teaching groups have been given the same length of time.
6. The departmental policy for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
7. Dates when the coursework was marked by the teachers.
8. The name of the teacher in charge of the internal standardization.
9. Dates when the teacher attended the last Awarding Body standardization meeting.
10. Evidence that the information from this meeting was disseminated to the department.
11. Dates(s) for departmental standardization meeting and teacher in attendance.
12. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to the teacher?
13. Copy of coursework marks sent to the Awarding Body.



### **13. Malpractice & Maladministration**

#### **Examinations and Procedures Relating to Examinations**

Examinations policy is decided by the Senior Management Team (SMT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examination Manager is responsible to the Head of Centre for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with The Examinations Manager.

At the time of the Examinations, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted outside of each examinations room and included with every examination timetable given out to students. During examinations, candidates must follow any instructions given to them by The Examinations Manager, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of non-exam assessment and controlled assessment, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The College undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.

#### **Mobile Phones, Smart watches, Electrical devices and Examinations**

The possession of a mobile phone, smart watches or any other electronic devices in an examination room, whether switched on or not, is an offence under JCQ regulation I.C.E. part 11.1.

College policy is that mobile phones, IPADS, smart watches or other electrical gadgets that can pick up a signal or WIFI must not be brought into any of the examination venues. These must be left at home or handed into the invigilator on entering the venue and can be collected from the Examinations Office after the examination. All other watches must be removed and placed on the candidates table during examinations allowing the invigilators to be able to observe. Failure to observe these regulations will result in the Examinations Officer informing the Awarding Body who will decide on appropriate action, usually in the disqualification of all results for the exam.

Suspected malpractice is defined as any attempt by students to gain an unfair advantage in assessments and may include though not be limited to:

- Plagiarism - Plagiarism is using others' ideas and words without clearly acknowledging the source of that information

- Falsifying or fabricating data - Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results
- Collusion - Collusion involves two or more students working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work
- Copying - Copying is when one student copies work from another student, with or without the knowledge of the first student
- Bribery or attempted bribery - Bribery is the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment
- Personation - Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.
- Any other wilful deception in any element of an assessment.

A student who aids and abets a fellow student to commit suspected malpractice shall be deemed to have committed suspected malpractice and will be dealt with accordingly

When a case of suspected malpractice has been identified the College will immediately conduct an investigation as per JCQ procedures and inform the Awarding Body of the outcome of that investigation. The Awarding Body will then decide on the appropriate action and will inform the Examinations Manager of the outcome who will in turn relay this to the learner.

### Ownership of Coursework

- The ownership and copyright of coursework assignments are retained by the teacher and the college
- On completion, the coursework submitted by students becomes examination material and the relevant department holds it securely until it has no further value as examination material. Ownership of this original coursework is passed to the college on submission by the student
- Any sample of coursework sent to an Examination Board becomes the property of the Board and they may decide to use the material for training purposes
- Students should retain a copy of their work, as the original work will not be returned
- Where the coursework results in a product, either a physical product or a software package, the College assumes ownership of the product, as it will have been developed using materials and/or facilities provided by the college and with assistance and/or guidance provided by the teaching staff

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

### **43.1 Results**

Candidates will receive individual results slips on results days in person at the Centre. Candidates who do not collect their results on that day will have them posted first class home. Arrangements for the school to be open on results days are made by the Head of Centre. The provision of staff on results days is the responsibility of The Examinations Manager.

### **14.2 Enquiries about Results**

EARs may be requested by Centre staff if there are reasonable grounds for believing there has been an error in marking by the Awarding Body.

When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out.

If a candidate requires this against the advice of subject staff, they will be charged and be required to sign the candidate consent form and understand that the original marks could remain the same, be lowered or raised.

The EAR appeal will be final regarding the outcome.

### **14.3 Access to Scripts**

After the release of results, candidates may ask subject staff to request the return of papers within the required deadline of the results. Candidates will be charged and must sign the consent form before the Examination Office actions. The Edexcel Exam Board offer free return of copy scripts from August 2017.

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

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

The Centre retains examination results for ten years.

## **15. Certificates**

Certificates are collected and signed for from the Examinations Office. Candidates will be advised to when they will be available.

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

The Centre retains certificates for three years.

Candidates who have lost their certificates can apply directly to the Awarding Body's web site for a replacement. The cost must be paid by the candidate

### **16. Examination Contingency Plan for SDCC**

The purpose of the Contingency plan is to ensure that there is a consistent and effective response in the event of major disruption to the Examination system within the College.

The overall outcome of the plan is to ensure that the interests of candidates are safeguarded while maintaining the integrity of the examination system and qualification standards.

There are three specific outcomes the plan seeks to achieve:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards
- This plan would be triggered in the case of severe weather, widespread illness, fires, logistical problems or system failures

### **Disruption of teaching time – SDCC is closed for an extended period**

This Centre would:-

- communicate with parents, carers and students about the potential for disruption to teaching time and would share the plans to address this.
- have contingency plans in place to facilitate alternative methods of learning, alternative venues or both
- priority to be given to candidates who will be facing examinations shortly
- advise candidates, where appropriate, to sit examinations in the next available series

This would enable students to continue to be taught either through an alternative method of learning or at alternative site and enable examination candidates to be able to sit their qualification

### **Disruption of Examinations in the event of a fire at the Centre**

This Centre would:-

- communicate with relevant awarding organisations to make them aware of the issue
- Liaise with parents, carers and candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
- Offer candidates an opportunity to sit any missed examinations at the next available series
- Apply for special consideration for candidates where they have met the minimum requirements

This would enable candidates to take their examinations in an alternative venue.

If a fire destroys or damages completed examination papers or assessment evidence, this Centre would apply to the awarding organisations for a grade based on prior assessments and appropriate evidence candidates achievements.

### **Disruption of Examinations due to widespread illness**

In the event that a large number of candidates are unable to take examinations due to a sickness bug this Centre would:-

- Communicate with relevant awarding organisations to make them aware of the issue
- Liaise with parents, carers and candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
- Offer candidates an opportunity to sit any missed examinations at the next available series
- Apply for special consideration for candidates where they have met the minimum requirements

This would enable candidates to be able to sit examinations with minimum disruption or additional stress

### **COVID-19**

For the disruption of exams or assessments during COVID-19, the College would follow the up-to-date guidance from the Department for Education in England. Information will then be communicated to staff, parents and students.

### **SDCC is closed for an extended period and are unable to distribute results as normal**

This Centre would:-

- contact awarding organisations about alternative options
- make arrangements to access results at an alternative site using our remote server □ share facilities with other Centres
- communicate with parents, carers and students about the potential change of venue to issue results

This would enable candidates to be able to receive their results in a timely way

## **17. SDCC Emergency Evacuation Procedures**

### **Emergency Evacuation procedure for Examinations**

The invigilator MUST take the following action in an emergency such as a fire alarm or evacuation. This will be a continuous bell.

- As soon as the alarm sounds, turn on the walkie-talkie channel 6
- Stop the candidates from writing and instruct to remain silent
- Collect the attendance register (in order to ensure all candidates are present)

- Evacuate the examination room in line with the instructions given by the appropriate authority
- Advise candidates to leave all question papers and scripts in the examination room
- If there are a few candidates, consider the possibility of taking the candidates (with question papers and scripts). The Examination Team will decide if there is another venue to continue the paper.
- Candidates should leave the room in silence and escorted to the quarantine area (MUGA)
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to ensure there is no discussion about the examination. Additional staff will be directed to the MUGA to support these conditions.
- Make a note of the time of the interruption and how long it lasted. If safe to return into the building, direct students to their seats in silence
- Allow the candidates the full remaining working time
- Make a full report of the incident and of the action taken, and send to the relevant awarding body

#### Invacuation Procedures

- The College alarm bell will ring three times to alert staff of a possible lock down
- The invigilator MUST tell candidates to remain seated and carry on as per normal. A member of the Examinations Team will arrive and give any necessary instructions □  
The alarm bell will ring three times to announce 'all is safe'

## APPENDIX 1

### Declaration of Authentication – Controlled Assessments

Each candidate is required to sign a declaration, before submitting their work to their subject teachers/assessors, stating that the work is their own and that any assistance given and/or sources used have been acknowledged. Ensuring that they do so is the responsibility of centres.

Awarding bodies may issue Declaration of Authentication forms to centres, which will replicate some or all of the wording detailed below. Alternatively, the following text may be used as guidance by those centres who wish to create their own documentation.

*The work you submit for assessment must be your own.*

*If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.*

#### *Declaration by candidate*

*I have read and understood the Notice to Candidates (GCSE and Principal Learning: Controlled Assessments). I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.*

*Candidate's name:.....*

*Candidate's signature:.....Date:.....*

#### *Declaration by teacher*

*I confirm that:*

1. *the candidate's work was conducted under the conditions laid out by the specification;*
2. *I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.*

*Teacher's name:.....*

*Teacher's signature.....Date:.....*



## APPENDIX 2

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Information for candidates

GCSE and Principal Learning: Controlled Assessments

This document tells you about some things that you must and must not do when you are completing your work.

Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher or lecturer.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

“the work which you submit for assessment must be your own”;

“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, downloaded 12 February 2011.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications which you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

## **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism. Markers can spot changes in the style of writing and use of language.

Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied: the piece of work will be awarded zero marks; you will be disqualified from that unit for the examination series in question; you will be disqualified from the whole subject for that examination series; you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

**APPENDIX 3**

Executive Principal	Miss A Frier
Vice Principal	Mr C Follett
Assistant Vice Principal (linked to Examinations)	Mr S Gill
Examinations Manager	Ms C Bryant
Examinations Assistants	Mrs K Pote & Mrs S Johns
BTEC Co-ordinator (QN)	Mr A Beacham
SENCO	Mrs T Skinner
SEN Administrator	Mrs S Bishop

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**Miss A Frier**  
**Head of Centre**

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**Mr S Gill**  
**Assistant Vice Principal**

Date .....

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