

# BULLERS WOOD SCHOOL

## Examinations Policy



*Quod Potes Tenta*  
*Strive to your Utmost*

<b>Date Adopted:</b> October 2021	<b>To be reviewed:</b> October 2022	<b>To be reviewed annually by:</b> MAT Trustees
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# BULLERS WOOD SCHOOL POLICY DOCUMENTS

## Examinations

### STATEMENT

The purpose of this policy is to ensure the planning and management of examinations is conducted effectively and in compliance with the published JCQ regulations and awarding body requirements, thus maintaining the integrity and security of the examination/assessment system at all times. It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy, which is available on the School's website, along with other policies mentioned in this policy. This policy intends to ensure all staff are aware of their roles and responsibilities in planning and managing controlled assessment alongside other colleagues. It shows how responsibilities are allocated to colleagues such as teachers, assessors and the senior leadership team. This policy also intends to enable students to understand the examinations process.

### CONFLICTS OF INTEREST

Staff are asked annually to declare whether they or members of their family or anybody with a personal connection to them are sitting examinations or assessments at Bullers Wood School, or whether they are teaching and preparing members of their family or anybody with a personal connection to them for examinations and assessments at Bullers Wood School. The Exams Office staff are also asked to declare whether they have a personal connection to a student being entered for exams at Bullers Wood School or at another school. Records are kept to confirm the protocols in place to maintain the integrity and confidentiality of the examination materials.

### CENTRE INSPECTIONS

The JCQ Centre Inspection Service, an Awarding Body or a regulatory authority will conduct an inspection to ensure that the School is fully compliant with as an Examination Centre. The visit is unannounced, but will take place between 8.30am and 3.30pm during term time. The Examinations Officer or a Senior Leader will accompany the Inspector throughout a visit. SENCO will also meet with the Inspector when requested to provide documentary evidence regarding Access Arrangements and will insure that the student files are available for inspection.

### RESPONSIBILITIES

#### ***Headteacher / Head of centre***

- Is accountable to the Awarding Bodies for ensuring that the school is always compliant with JCQ regulations and Awarding Body requirements and has overall responsibility for the school as an examination centre.
- Understands the contents, refers to and directs relevant staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - Instructions for Conducting Examinations
  - Access Arrangements and Reasonable Adjustments
  - Suspected Malpractice - Policies and Procedures
  - Instructions for conducting non-examination assessments
  - A guide to the special consideration process
- Completes, on an annual basis, the Head of Centre declaration, managed as part of the National Centre Number Register (NCNR) annual update. Failure to complete the declaration will result in the suspension of the school's centre status.

- Retains a workforce able to undertake the delivery of the qualifications offered, and qualified staff to mark non-examination assessments, and/or qualified assessors for the verification of centre-assessed components.
- Ensures staff do not forward emails/letters from Awarding Bodies/JCQ without prior consent to third parties or upload onto social media sites, nor provide parents/candidates with addresses/email addresses of Awarding Body/JCQ personnel
- Ensures the school has appropriate accommodation for exams, assessments and exams administration
- Ensures the relevant senior leaders, the examinations officer and the SENCO receive appropriate training, and ensures appropriate support is in place until staff are fully trained in their responsibilities.
- Ensures the school has documented processes in place relating to access arrangements and reasonable adjustments and appoints a SENCO who can determine appropriate arrangements for students with learning difficulties and disabilities.
- Ensures there is a process in place to check the qualification(s) of the appointed assessor
- Has in place an escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination administration, be absent.
- Has in place a written examination contingency plan to ensure appropriate risk management processes are in place in the event of an emergency or staff absence. Ensures irregularities are investigated and any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a student or a member of staff, are reported to the awarding body immediately.
- Ensures the school's Equality policy demonstrates compliance in respect of ensuring qualifications are made fully available to all students capable of taking them, and identifying the need for, requesting and implementing access arrangements
- Ensures a complaints and appeals procedures is in place and drawn to the attention of candidates and parents/carers.
- Ensures the school has a Safeguarding policy, including Disclosure and Barring Service (DBS) clearance, that complies with current legislation
- Ensures the school has a data protection policy that complies with current legislation
- Complies with local health and safety rules which are in place and ensures that the centre is adequately covered for public liability
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- Ensures the relevant awarding bodies are informed of any Conflict of Interest.
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection and co-operates with the JCQ Centre Inspection Service.

### ***Examinations Officer***

- Understands and implements the contents of annually updated JCQ publications:
  - General Regulations for Approved Centres
  - Instructions for Conducting Examinations
  - Suspected Malpractice - Policies and Procedures
  - Post-results services
  - A Guide to the Special Consideration Process
- Completes/submits the NCNR annual update by the end of October each year.
- Manages the administration of public examinations and is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks/dates and deadlines, ensuring key tasks are undertaken and deadlines are met to ensure the examinations are run in accordance with JCQ requirements
- Obtains written approval from the relevant Awarding Body before permitting a third party to deliver any part of a qualification including assessments
- Ensures access to the exams office is restricted to the authorised keyholders only
- Undertakes an annual information gathering exercise to ensure data about all qualifications being delivered is up to date and correct, and submit estimated entries to the Awarding Bodies where required

- Assesses risks to the exam process and put in place an appropriate contingency plan
- Updates internal appeals procedures where appropriate
- Informs the relevant awarding bodies of any Conflict of Interest and records are maintained detailing measures taken to mitigate any potential risk
- As the centre administrator, approves relevant access rights for staff to access Awarding Body secure sites
- Organises the recruitment, training, deployment and monitoring of a team of invigilators responsible for the conduct of examinations and keeps a record of the content of training provided, and ensures that neither a tutor nor a member of centre staff invigilates an exam in a subject they teach/line manage
- Collects information on new invigilators to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Works with SENCO to ensure invigilators supervising access arrangement students are briefed and fully understand the role and regulations. Students with access arrangements are highlighted on the seating plan of each exam, with the type of access arrangement(s) indicated.
- Briefs relevant staff involved in the receipt and dispatch of confidential exam materials and ensures appropriate arrangements are in place to ensure receipt, checks, storage and security of all examination papers and completed scripts meet JCQ requirements. Internal tests and mock examinations are not kept in the secure storage, but may be kept in the exams office.
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process.
- Stores question paper packets in date order in the secure storage facility and ensures an additional check is conducted and recorded before any question paper packets are removed and opened
- Advises the Deputy Headteachers, Directors and Heads/Co-ordinators of Departments on annual examination timetables, entry and registration deadlines and application procedures as set by the various examinations boards and ensures entry processes minimise the risk of late entry or amendment fees
- Maintains computer systems and processes to support the timely and valid entry of students for their examinations
- Manages entry amendments and late entries and forwards costs to departments/parents where appropriate
- Distributes timetables, examination information, JCQ notices and pre-release materials/instructions to staff and students to ensure that staff and students are notified of and understand those aspects of the examination process that will affect them
- Informs students of any contingency day identified by the Awarding Bodies in the event of national or significant local disruption to exams
- Identifies and manages examination timetable clashes. Overnight supervision may be organised as a last resort only and must meet JCQ regulations.
- Manages the administration of internal examinations and ensures that internal exams, teacher-led revision or coaching are not conducted in the exam room and that internal exams are not sat at the same time as public exams in the same room
- Ensures only authorised centre staff are present in exam rooms
- Ensures, when necessary, alternative site arrangements are applied for, approved and carried out under JCQ regulations
- Ensures, when necessary, centre consortium arrangements are applied for, approved and carried out under JCQ regulations
- Co-operates with the JCQ Centre Inspection Service
- Advises on and processes post results applications
- Reports all suspicions or actual incidents of malpractice or maladministration with reference to the JCQ document *Suspected malpractice in examinations and assessments*
- Arrange for dissemination of examination results and certificates to students and process, in consultation with the SLT and Heads/Co-ordinators of Departments any appeals or re-mark requests
- Accounts for income and expenditures relating to all examination costs/charges

### ***Deputy Headteachers***

- Are familiar with the contents and direct relevant staff to annually updated JCQ publications:
  - General Regulations for Approved Centres
  - Instructions for Conducting Examinations
  - Access Arrangements and Reasonable Adjustments
  - Suspected Malpractice - Policies and Procedures
  - Instructions for conducting non-examination assessments and Instructions for conducting coursework
  - A guide to the special consideration process
- Provides and annually reviews a policy on the use of word processors in exams and assessments
- Analyse and discuss results at SLT meetings and otherwise as required.

### ***SENCO***

- Understands the contents, refers to and directs relevant staff to the annually updated JCQ publications:
  - Access Arrangements and Reasonable Adjustments
- Identifies requirements and leads on the applications for access arrangements and reasonable adjustments to ensure the school has processes in place compliant with JCQ regulations.
- Ensures the correct procedures are followed as per Chapter 7 of the above JCQ publication
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- Liaises with staff and works with the Access Arrangements Co-ordinator to gather evidence of normal way of working and evidence to support an application for access arrangements.
- Determines student eligibility for arrangements or adjustments that are centre-delegated
- Works with the Access Arrangements assessor to ensure the correct procedures are followed, and provides to the Examinations Officer evidence of the assessor's qualification for JCQ Inspection.
- Gathers signed Personal Data Consent, Privacy Notice and Data Protection confirmation forms and maintains a file of evidence for each student receiving access arrangements applications ensuring availability for JCQ inspection
- Ensures criteria for students granted separate invigilation within the Centre is clear and meets JCQ regulations.
- Works with the Access Arrangements Co-ordinator to apply for approval through Access Arrangements Online via the Centre Admin Portal
- Ensures criteria for students granted separate invigilation within the centre is clear and meets JCQ regulations
- Liaises with the Examinations Officer to organise rooming, invigilation and support for students with access or special arrangements
- Works with the Examinations Officer to ensure Invigilators fully understand their respective role in the examinations room when supervising a student with Access Arrangements
- Co-operates with the JCQ Centre Inspection Service
- Provides additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help students achieve their course aims
- In consultation with the Deputy Headteacher annually reviews a policy of the use of word processors in exams and assessments

### ***Heads/Co-ordinators of Departments***

- Decide on the awarding body and specification for a particular qualification.
- Ensure teaching staff are updated with Awarding Body subject and teacher-specific information
- Ensure teaching staff attend relevant Awarding Body training/events to confirm effective delivery of qualifications

- Ensure teaching staff undertake key tasks as detailed in this policy
- Accurately complete for the Examinations officer the pre-entry form giving full details of courses to be run in the following academic year.
- Accurately complete entry and all other mark sheets and adhere to deadlines as set by the Examinations Officer
- Check entry/registration lists provided by the Examinations Officer and ensure amendments are requested by the deadlines to avoid late entry and amendment fees. Withdrawals must be agreed by the deadline date to avoid unnecessary entry fees. Entries/amendments received after the internal deadline may attract fees which will be paid out of the appropriate departmental budgets.
- Analyse examination results and provide feedback to SLT
- Provide guidance and have pastoral oversight of students who are unsure about examination entries or amendments to entries
- Complete appropriate forms for departmental post-results applications
- Accurately complete and return to the examinations boards by the published deadline subject coursework mark sheets and declaration sheets
- Inform SLT of proposed dates of all centre-timetabled examinations in their subject to avoid clashes.

### ***Teaching Staff***

- Keep updated with Awarding Body subject and teacher-specific information to confirm effective delivery of qualifications
- Undertake key tasks as detailed in this policy within the exams process and meet internal deadlines set by the Examinations Officer, SENCO and Head of Department
- Attend/undertake relevant Awarding Body training/events

### ***Invigilators***

- Attend annual Invigilator training, Safeguarding training and review session as required
- Provide information on availability to invigilate, and arrive promptly for all scheduled sessions. If unable to attend once scheduled, to organise cover and inform the Examinations Officer.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Ensure that the conduct of the students during public and internal examinations is in accordance with the rules and regulations of the examinations boards and/or school procedures
- Assist the Examinations Officer in the preparation of the examinations room
- Report all absences immediately to the office so that steps can be taken to bring in the student
- Attend to students as soon as they put up their hands (they may not leave their places) and provide additional paper etc. immediately
- DO NOT permit students to leave the examination room before the end of the paper, except for illness/access arrangement. Any student leaving the examination room must be supervised.
- Ensure no question paper leaves the examination room before the end of the examination
- Remain vigilant and report any “abnormalities” or “cases of malpractice” to the Examinations Officer
- Complete accurately the attendance sheets according to the instructions on the sheet
- Ensure an incident is logged on the Invigilator Sheet and reported to the Examinations Officer where appropriate
- Complete a seating plan
- Collect the students’ answer sheets; each student is responsible for actually handing her/his own script to the invigilator
- Arrange the papers in order according to attendance register.
- Collect and sort out unused paper and return to the examinations office.
- Return all confidential examination material to the examinations office.
- Follow the rules and guidelines as detailed in the JCQ Instructions for Conducting Examinations and Bullers Wood School’s Guide for Invigilators.

### **Administrative Staff**

- Provide support for examinations results days
- Support the Examinations Officer in the receipt, secure movement and dispatch of confidential exam materials, ensuring receipt of such materials is logged and the materials are transferred immediately to the Exams Office.
- Act as invigilator if required

### **Site Staff**

- Support the Examinations Officer in matters relating to exam rooms and resources

### **Students**

- Check and confirm entries and personal details on statements of entry and report any errors, problems or clashes immediately to the Examinations Officer
- Understand coursework/non-examination assessment regulations and sign a declaration that authenticates the work as their own
- Observe JCQ regulations for their conduct during all examinations, non-examination assessments, coursework and any other examination processes
- Be punctual for all examinations and arrive in full uniform with the correct equipment. Students who arrive very late for an exam are reported to the Awarding Body and their script may not be accepted by the Awarding Body.

## **QUALIFICATIONS OFFERED**

The tests and qualifications offered at this centre are decided by the Heads/Co-ordinators of Department and the Senior Leadership Team.

The subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed as soon as the decision is made or at the latest by the beginning of the academic year. Failure to notify the Examinations Officer in time may result in pre-release papers not being available to students. In addition the course may not receive the appropriate funding through the Autumn School Census.

### *At Key Stage 4*

All students will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. Students will complete their courses by the end of Year 11.

### *At Key Stage 5*

2 Year Linear GCE qualifications are completed by the end of Year 13 . BTEC courses are started in Year 12 and completed at the end of Year 13.

## **ENTRIES AND EXAMINATION FEES**

Students are selected for their examination entries and tiers, where appropriate, by the Heads/Co-ordinators of Departments who must be satisfied that the student is prepared and ready. Poor attendance may be considered when determining a student's readiness. Parents/carers may be asked to pay for entries of students where a centre entry is not appropriate. These entries may be processed as private entries.

Initial registration and entry examination fees are paid by the centre. Subject entry lists are sent to Heads of Departments to check and report amendments by the Examinations Officer's deadline. Statements of entry are sent to exam candidates to check and report amendments by the Examinations Officer's deadline. Failure to meet the Examinations Officer's deadline, which is

advised on the entry lists and statement of entry, may result in late/amendment fees and these will be charged to Departments or parents/carers of exam candidates as appropriate.

Students, or parents/carers, should discuss a subject entry, change of level or withdrawal with the Head/Co-ordinator of Department, who will in turn discuss the request with the Deputy Headteacher. Re-sit decisions will be made in consultation with the students, subject teachers, Examinations Officer, Deputy Headteachers and the Heads/Co-ordinators of Departments. All re-sit fees are paid by the students.

Late amendment fees and late entry fees will be charged to students when changes to entries are made at the student/parent's request after the exam board deadline date. Students 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 examination boards.

If a student is considering withdrawal from an A Level course, an application must be made to the Head of Year before February half term for entries in the summer. Applications for registering or withdrawing from BTEC courses must be made by October half term in the first year of their course.

For 2021/2022, students will be charged £130 for each GCE subject withdrawal, and £50 for each GCSE subject withdrawal made after the school deadline date. Students will be charged £160 for each BTEC/Finance registration/withdrawal made after the school deadline date.

Students must pay the fee for post results enquiries, e.g. re-marks, script return.

The Centre may consider external entries from former students in exceptional circumstances only.

### **ALTERNATIVE SITE ARRANGEMENTS**

The Examinations Officer will notify the JCQ Centre Inspection Service in advance if the School will be conducting examinations away from its registered address. Question papers can be taken to the alternative site only when the JCQ criteria for this arrangement has been met.

### **CENTRE CONSORTIUM ARRANGEMENTS**

A consortium co-ordinator (an Examinations Officer nominated by one of the schools) will inform the relevant Awarding Body where students from different centres are taught/assessed together for a unit/subject, but are entered by the school at which the students are on roll.

### **TRANSFERRED CANDIDATE ARRANGEMENTS**

The Examinations Officer will apply in advance to the relevant Awarding Body where a host centre is required to accommodate students for one or more examination components, for example A Level language speaking tests. The Examinations Officer will liaise with the host centre and ensure that any approved access arrangements are facilitated.

### **INTERNALLY ASSESSED UNITS AND NON EXAMINATION ASSESSMENTS**

Bullers Wood School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for



the qualification concerned. The school believes wholeheartedly in equal opportunities for all regardless of colour, religion, race, age, gender, sexual orientation or disability.

Non-examination assessment is any type of assessment that is not 'externally set and taken by students at the same time under controlled conditions'. NEA therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times are classified as NEA.. Non-examination assessment applies control over internal assessment at three points: Task setting, task taking and task marking.

Students will complete coursework/controlled assessment that is authenticated as original work according to the JCQ document issued in September to appropriate examination students. All students are given advice about the production of their work and the deadlines to be met. Within departments, all students are given adequate and appropriate time to complete the work.

Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills and who have been trained in this activity. The consistency of the internal assessments is secured through the departmental mark scheme or marking criteria and internal moderation and standardisation as necessary. Each examination board specifies detailed criteria for internal assessments and appropriate staff attend training sessions given by the examination boards. Heads/Co-ordinators of Departments will input marks for internally marked assessments onto the appropriate exam board secure site and send off samples of coursework to moderators when requested.

The examination board must moderate the internally assessed work and the final mark awarded is that of the examination board. This may result in a mark change, either upwards or downwards, even after an internal review. This mark is outside the control of the school and is not covered by this procedure. The internal review process is in place to ensure consistency of marking within the School, whereas moderation by the Awarding Body ensures that the School marking is in line with national standards. The mark submitted to the Awarding Body is subject to change and should therefore be considered provisional.

***Head of Centre will:***

- Has in place written internal assessment appeals procedure. This is detailed in this examinations policy.
- Ensure arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that centre-assessed work is authenticated, marked, assessed and quality assured in accordance with Awarding Body instructions
- Ensure any irregularities relating to the production of work by students are investigated and reported to the Awarding Body if a student has signed the authentication statement
- Where a conflict of interest is declared, ensure the marked work of the student is not submitted for moderation
- Complete the Head of Centre declaration confirming that students have undertaken, where required, the practical skills activities (e.g. A Level Sciences, GCSE English, Geography)

***Senior Leadership Team will:***

- Be familiar with the JCQ general guidelines and instructions and be responsible to relevant awarding bodies to ensure that internally marked assessments and NEAs are conducted according to qualification specifications.
- Be accountable for the safe and secure conduct of controlled assessments and ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject leaders to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Ensure teaching staff have the necessary and appropriate knowledge and ensure appropriate moderation, standardization and verification processes are in place
- 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 etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

***SENCO will:***

- Liaise with teaching staff to implement appropriate Access Arrangements for students undertaking internal assessments and practical endorsements.

***Heads of Department/Subject Leaders will:***

- Understand and comply with the general guidelines and instructions contained in the JCQ and exam board publications.
- For subject endorsements, confirm to Head of Centre that the JCQ/Awarding Body instructions are followed
- Be responsible for the selection of internally marked assessments or NEAs from an approved list or for setting appropriate centre specific tasks.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component and keep students' work in secure storage until after the closing date for enquiries about results.
- Ensure that individual teachers understand their responsibilities with regard to internally assessed work and NEAs.
- 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 that appropriate forms and templates for NEA (including endorsements) are used by teachers and students.
- Ensure appropriate procedures are in place to internally standardize/verify the marks awarded by subject teachers and retains evidence that internal standardization has been carried out.
- Ensure the required arrangements for practical endorsements are in place and students are assessed using the necessary criteria (e.g. Common Practical Assessment Criteria for A Level Sciences)
- Ensure audio-visual recordings of GCSE English Spoken Language endorsement are provided for monitoring purposes.
- Provide required information to the visiting Moderator for A Level practical endorsements
- 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.
- Ensure that subject teachers use the correct task for the year of submission.
- 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.
- Collaborate with the Examinations Officer to make appropriate arrangements for the security of assessment materials.
- Submit marks for internally marked assessments and NEAs to the appropriate exam board secure site and send off samples of work to moderators when requested, keeping a record of whose work was included in the moderation sample.
- Check the final moderated marks and moderator reports and ensure any remedial action, if necessary, is undertaken before the next series.

***Subject Teachers will:***

- Understand and comply with the general guidelines and instructions contained in the JCQ and exam board publications .
- Understand and comply with the NEA and relevant awarding body specification, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.

- Obtain consent from parents/carers if videos or photographs/images of students will be included as evidence of participation or contribution.
- 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.
- Provide the attendance register to the Visiting Examiner where applicable to any externally assessed component
- Ensure that students understand the assessment criteria for any given assessment task and the need to reference work, giving guidance on how to do this and making sure that they are aware that they must not plagiarise other material.
- Annotate work to facilitate internal standardisation and enable external moderation. Teachers can provide students with general feedback and allow students to revise and re-draft work but must not provide model answers or writing frames specific to the task nor assess the work and then allow the student to revise it. Any assistance given must be recorded and taken into account when marking the work. Explicitly prohibited assistance must not be given and no assistance should be given if there is no means to record it and take account of it in the marking. Failure to follow this procedure constitutes malpractice.
- Be aware of the awarding body's restrictions with regard to access to resources. In formally supervised sessions students can only usually take in preparatory notes, they must not access the internet nor bring in their own computers or electronic devices. They must not introduce new resources between formally supervised sessions. Materials must be collected and stored securely at the end of each session and not be accessible to students.
- Be responsible for marking work in accordance with the marking criteria. Annotation should be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the centre. Teachers may disclose marks to students provided that it is made clear that the moderation process may result in changes to marks. Centres should not attempt to convert marks to grades in advance of the publication of results.
- Ensure there is sufficient supervision (in accordance with awarding body requirements) to ensure that work can be authenticated as the student's own work.
- Ensure that they keep a record of each student's contribution in group work, where applicable.
- Ensure that students and supervising teacher(s) sign authentication forms on completion of an assessment. Student authentication declarations must be kept on file until the deadline for enquiry about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Provide students with their mark for any internally mark work/non-examination assessment at least 3 weeks before the mark is due to be submitted to the Exam Board.
- Advise students that they may request copies of materials to assist them in considering whether to request a review of the School's marking of the assessment.
- Promptly make available, as soon as they are received, copies of materials to students;
- Via the subject leader, submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded. (Where assessments are marked internally teachers may disclose marks to students provided that it is made clear that the moderation process may result in changes to marks. They should NOT attempt to convert marks to grades in advance of the publication of results.)
- Take part in appropriate departmental standardisation of internally marked assessments and NEAs.
- Retain students' work securely between assessment sessions (if more than one). Post-completion, retain students' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain students' 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) and the Examinations Officer for any assistance required for the administration and management of access arrangements.

**IT Manager will:**

- Ensure appropriate arrangements are in place to restrict access between sessions to students' work where work is stored electronically.
- Utilises appropriate security safeguards such as firewall protection and virus scanning software.
- Employs an effective back-up strategy so that an up to date archive of candidates' evidence is maintained.

**Examinations Officer will:**

- Be familiar with the general guidelines and instructions contained in the JCQ and exam board publications.
- Oversee the submission of students' marks for internally assessed work and NEAs, track despatch and distribute returned work and any other material required by the appropriate examinations boards correctly and on schedule
- Collaborate with Heads of Departments/Subject Leaders to ensure timely submission of marks for internally assessed work and NEAs to the relevant awarding body. Collaborate with Heads of Departments/Subject Leaders to dispatch students' work.
- Collaborate with Subject Leaders/Heads of Departments to make appropriate arrangements for the security of assessment materials.
- Where confidential materials are directly received by the exams office, be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- 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 senior leadership team.
- Access and forward moderator reports to relevant staff.

**SENCO will:**

- Be familiar with the general guidelines and instructions contained in the JCQ and exam board publications with reference to special access arrangements.
- Collaborate with the Access Arrangements Co-ordinator to co-ordinate requests for special access arrangements.
- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

**APPEALS PROCEDURE FOR NEA AND INTERNALLY ASSESSED WORK**

- 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 judgements themselves.
- Students will be given their centre assessed mark for internally assessed work/NEA at least 3 weeks before the mark is due to be submitted to the Exam Board. This provides students with sufficient time for any review to be completed before the Awarding Body's deadline.
- Students are informed that they may request copies of materials to assist them in considering whether to request a review. The School will promptly make these materials available to the student.
- Students/parents/carers should notify the Examinations Officer in writing within 1 week of the mark being received if they wish to appeal their mark. There will be an administration charge of £20 for each assignment which is reviewed. This will be refunded if the review leads to an improvement in the mark. Students should be aware that reviews could lead to marks being decreased as well as increased;
- The Head of Department will nominate an appropriate member of staff to lead the review to ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that student and has no personal interest in the outcome of the review;

- The teacher(s) concerned in making the assessment, which is the subject of the appeal, will be given a copy of the appeal and the opportunity to respond in writing, with a copy sent to the student.
- The reviewer will ensure that the student's mark is consistent with the standard set by the School;
- The reviewer will inform the student promptly in writing of the final outcome of the review of the School's marking; The reviewer will pass to the Examinations Officer records of the review, evidence and deliberations to be made available to the examination boards if required. The Examinations Officer will make the outcome of the review made known to the Head of Centre.
- The review process will be completed before the Exam Board's deadline.

## **THE EQUALITY ACT, SPECIAL NEEDS AND ACCESS ARRANGEMENTS**

**The schools refers to the following guidance stated in the JCQ handbook**

### ***The Equality Act 2010 definition of disability***

*Generally, impairments have to meet the statutory requirements set out in section 6 and Schedule 1 to the Equality Act 2010 and associated regulations.*

*The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:*

- *identifying a physical or mental impairment;*
- *looking into adverse effects and assessing which are substantial;*
- *considering if substantial adverse effects are long term;*
- *judging the impact of long term adverse effects on normal day to day activities.*

*Statutory guidance on the Equality Act 2010 definition of disability has been produced by the Office for Disability Issues (within the Department for Work and Pensions) to help better understand and apply this definition - [www.gov.uk](http://www.gov.uk)*

***The clear starting point in the statutory guidance is that disability means 'limitations going beyond the normal differences in ability which may exist among people'.***

*'Substantial' means 'more than minor or trivial'. Substantial adverse effects can be determined by looking at the effects on a person with the impairment, comparing those to a person without the impairment, to judge if the difference between the two is more than minor or trivial.*

*'Long term' means the impairment has existed for at least 12 months, or is likely to do so.*

The School is committed to ensuring that all students have the same opportunity to achieve a qualification, so that no student is disadvantaged on the basis of any attribute or circumstance (e.g. language, disability).

Information on students is gathered prior to entry to the School, and testing/monitoring is carried out to determine individual needs. All internal assessments processes are carried out in a fair and non-discriminatory way.

Access arrangements are modifications made in public examinations and controlled conditions for students with evidence of a defined need to allow them to fully display their skills, knowledge and understanding. There are various access arrangements are students can be granted one or more of these depending on their needs with evidence in accordance with JCQ requirements.

Independent reports cannot be considered in isolation nor used as evidence to support an application for access arrangements but will be looked at and may be used to show a history of need, and primary school reports cannot be used to support an application for access arrangements in a secondary school environment.

Students have the opportunity to practise using their access arrangements, and are responsible for using them correctly in accordance with JCQ regulations during public examinations and controlled

assessments.

The SENCO will inform subject teachers of students with access arrangements or being monitored for access arrangements who are embarking on a course leading to an examination. The SENCO can then inform individual staff of any access arrangements that individual students may be granted during the course and in the examination.

### **Key Stage 3**

All students on entering Year 7 are tested on spelling, reading and cognitive ability. The results are used to identify students who may need additional support. Throughout KS3, staff may raise further concerns regarding any student, providing evidence where possible. If required, support or intervention will then be put in place and monitored. This history will be recorded and noted as the student's normal way of working.

### **Key Stage 4**

If new concerns are raised, the same process will be followed as for KS3. The school will then make a decision if testing for access arrangements is required. Any new student to the school in KS4 must follow the same procedures as for KS3. Evidence required to support an application for access arrangements is gathered during KS3 and during the first term of Year 10. If an extensive history of need has been established by the end of the first term of Year 10 (the beginning of the course), then the student will be formally assessed for access arrangements. Following the JCQ best practice guidelines, the assessor will be employed within the centre. The school does not accept private assessment reports as evidence for access arrangements.

Students may not require access arrangements for each subject. As subjects and the methods of assessment vary, so the demands on the students will vary.

Provided JCQ regulations are met, and in consultation with the Examinations Officer, Form 8s are completed by the school's designated assessor and applications for access arrangements are completed online by SENCO/Access Arrangements Co-ordinator. All necessary paperwork is compiled and filed in the Examinations Office for the annual JCQ inspection.

The SENCO, Access Arrangements Co-ordinator and Examinations Officer are responsible for making special arrangements for students entitled to access arrangements, and the Examinations Officer will organise rooming arrangements, invigilation, support and modified papers.

### **Key Stage 5**

Existing students joining the sixth form will have evidence of history of need and normal way of working.

New students joining the sixth form from another centre who have previously been given access arrangements must make themselves known to the SENCO at the beginning of Year 12 and present a copy of Access Arrangements online 'Application Approved' (Form 8). It is the responsibility of the student to obtain these documents on transfer and to present them to the SENCO, no later than the end of September on entry to the school.

If new concerns are raised, the same process will be followed as for KS3 and KS4.

The JCQ conduct annual spot checks to ensure the school's Access Arrangements are in line with the JCQ regulations. The school takes the inspection process very seriously.

## **WORD PROCESSORS**

Bullers Wood School complies with the JCQ Access Arrangements and Reasonable Adjustments and the JCQ Instructions for conducting examinations which are updated annually. Students with access to word processors are allowed to do so in order to remove barriers which prevent them

from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The use of a word processor is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled student. The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question. As subjects and methods of assessments vary, students may not require the use of a word processor in each specification, and the need for the use of a word processor is therefore considered on a subject-by-subject basis. The use of a word processor is considered and agreed at the start of the course providing the School has firmly established a picture of need and normal way of working for a student. The use of a word processor is only granted if it reflects the support given to the student as her/his 'normal way of working' at school, for example in the classroom, in small groups, in support lessons, in mock examinations. The only exception would be a temporary injury arising after the start of the course or a diagnosis of a disability relating to an existing disability after the start of the course. The use of a word processor is not permitted simply because a student prefers to type.

Word processors for public and mock examinations are provided by the School with the internet, the School intranet, spelling and grammar check facility/predictive text disabled. Students type into Notepad or similar, i.e. there is no access to applications such as calculator, spreadsheet, graphics etc. Word processors are used as a type-writer, not as a database. Students are provided with a memory stick, which is cleared of any previously stored data. All laptops are provided with a charger to ensure the battery is sufficiently charged for the duration of the examination. Students must save their work regularly and saved onto two memory sticks by the end of the examination. Students will be asked to type the Centre Number, their Candidate Number and the Unit/Component Code in their answer document before the exam begins.

All students using word processors will be seated in the same room and apart from the main cohort. Once the student has completed her/his examination, she/he will be escorted to the Examinations Office where the script will be printed off for the student to check and sign. The Examinations Officer will ensure the document is in 12pt font, double spaced and has the student/examination details in the header before it is printed. Word processed scripts are inserted in/attached to any answer booklet that the student may have also used, and dispatched with the scripts of the rest of the students. A cover sheet will be completed where required by an Awarding Body.

## **STUDENTS, CLASHES AND SPECIAL CONSIDERATION**

Students must follow the instructions of the Examinations Officer, Invigilators and staff in the exam room at all times. Any incidents of malpractice or disruption are dealt with in accordance with JCQ guidelines.

Student identification in the exam room is confirmed with a photograph on their candidate card. This card must be visible to the Examinations Officer, Invigilators and the JCQ Inspector at all times. Students must not write on their candidate card.

The School's published rules on equipment, acceptable dress, behaviour and students' use of mobile phones and all electronic devices apply at all times. Students' personal belongings remain their own responsibility and the School accepts no liability for their loss or damage. In the examination room, students must not have access to unauthorised items. These include mobile phones, smart or non-smart watches, fit bits or any technology with internet access; cases must be see-through; no notes or writing on hands.

Students may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them. Any such absence will be recorded and reported to the Examinations Officer.

The Invigilators will inform the Examinations Officer/School Office of any student who is not present at the start of an examination. The School will attempt to contact any absent student. Parents will be charged the relevant entry fee for unauthorised absence.

All students are expected to be punctual for their examinations. Late arrival can cause additional stress to the student, and may cause a disturbance to other students in the examination room. A student arriving after the start of the examination may be allowed to enter the room, at the School's discretion. If a late student is permitted to sit the examination, the student will be allowed the full time. Late arrivals are reported to the Examinations Officer, who in turn reports to the relevant Awarding Body where required. Students are required to remain in the examination room for the full duration of the examination.

Students are permitted to drink water during their exam, but the water must be in a clear bottle with no writing on it, and any label removed. No food is permitted. Medication must be checked by the Exams Officer/Invigilator prior to the start of the exam.

The Examinations Officer will be responsible for identifying escorts, identifying a secure venue and arranging overnight supervision in the event of an examination clash.

Should a student be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the student's responsibility to alert the School, or the invigilator, to that effect. Staff receiving such information should inform the Examinations Officer immediately. Special consideration is a post-examination minor adjustment to a student's mark. This is to reflect temporary illness, temporary injury or some other event outside of the student's control at the time of the exam, where a student has been fully prepared and has covered the whole course, but performance has been affected. Any special consideration claim must be supported by appropriate current evidence within five days of the exam, for example a letter from the student's doctor. The Examinations Officer will then complete an application for special consideration to the relevant examination boards by the deadline.

Fire alarm testing does not take place during exam sessions. When the alarm sounds during an examination, the Invigilators have been trained to follow the School's emergency evacuation procedures which are displayed in the examination room and students should follow the instructions of the Invigilators. An emergency evacuation may also be instigated where there is severe disruption, serious illness or other serious events. In the event of a centre lockdown, staff will instruct the students as per the School's lockdown procedures. The Examinations Officer will contact the relevant Awarding Body. All Awarding Bodies have procedures in place to ensure that the students will not be disadvantaged.

## **MANAGING INVIGILATORS AND EXAMINATION DAYS**

External invigilators will be used for supervision of external examinations and some internal examinations. The recruitment of invigilators is the responsibility of the Examinations Officer. The Human Resources Department will secure the necessary pre-employment checks, including DBS clearance for new invigilators and organise payment for invigilators.

The Examinations Officer will book all examination rooms and make the question papers, other examination stationery and materials available for the invigilators. The Site Team will set up the allocated rooms in advance. The Examinations Officer /Access Arrangements Co-ordinator/invigilators will run all examinations in accordance with JCQ guidelines, **or where appropriate guidelines specific to an Awarding Body**. New invigilators are scheduled with experienced invigilators. Subject staff will report to the Examinations Officer before students are invited into the examination room and will be available before the start of the examination to assist with identification of students but must not communicate with the students in the examination room. In practical examinations, subject teachers may be on hand in case of any technical difficulties. Examination papers must not be read by staff before or during the examination. Examination papers must not be removed from the examination room before the end of a session. Papers will be distributed to Heads/Co-ordinators of Departments once all students have completed the examination.



## **RESULTS AND POST RESULTS**

The Head of Centre is responsible for ensuring results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to students. Missing or incomplete results are resolved by the Examinations Officer. The Data Manager will provide summaries of results to staff on results days and will email statements of results to students. Students may also be able to collect their statement of results in school.

Students requiring post results enquiries should discuss the matter in the first instance with their subject teacher or Head of Department for advice. Applications for Post Results Enquiries must be made by completing the Post Results Enquiries form made available on the website. Deadlines are published on the Post Results Enquiries form and applications with payment should be made to the Examinations Officer before the deadline date. Only if a department has serious concerns about one of the exams, then requests for reviews of marking may be supported by the department for the students believed to be affected.

Departments wishing to support an application for post results enquiries and pay out of the departmental budget must complete the appropriate form with the budget holder's authorisation before passing to the Examinations Officer to process. Students must give written permission in the case of all applications for access to scripts, reviews of results and appeals.

Students may appeal the school's decision not to support an application for a post result enquiry (not applicable for Priority Reviews) in writing at least 10 working days prior to the school's internal deadline by writing to the appropriate Head of Department. The student will be informed of the outcome prior to the Awarding Body deadlines to enable an application to be processed if required. The Examinations Officer will process all post results applications by the deadline date and inform the relevant parties of the results.

Once marks for internally assessed work and non examined assessments have been submitted to the exam board, these cannot be reviewed individually. A review of moderation of the work of the cohort may be made by the centre.

Certificates are printed by Awarding Bodies after post results enquiries have been completed. Students may collect their certificates from the Exam Office. Certificates of Year 13 leavers are posted by recorded delivery to the home address recorded in the student's file unless otherwise notified. Persons collecting certificates on behalf of a student must have the student's written permission and provide ID.

Certificates are retained in school for a minimum of 12 months. Records of certificate collections are retained for 4 years. After this time, certificates and records are securely destroyed.

## **SCHOOL EXAMINATIONS**

Examinations schedules are agreed at the Leadership Team meeting. Details of length and timings of examinations, rooming, staffing and deadlines for marking and reporting are agreed by Directors and published to staff following consultation.

Examinations are conducted formally from Year 7 onwards to ensure students become accustomed to the procedures well before they encounter them in a public examination. Any cheating, suspicion of cheating or communication must be reported to the student's Director of Studies. Students are not permitted to receive a mark for a paper in which they are found to have cheated. Students are warned of the grave consequences of cheating particularly in a public examination. They are also reminded that cheating involves deliberate deception and lying. Students who also communicate with peers may also receive no marks, at the discretion of the Headteacher.

KS4 and KS5 internal examinations are held under external examination conditions. Dates for school internal examinations are published annually in the Assessment and Reporting Calendar.

Parents are discouraged from taking their children on holiday in this period. Students who miss

examinations for this reason are not permitted to take the papers on their return to school. Students who are away for reasons of ill health may be permitted to at the HOYs' discretion.

Examination marks are returned to students in a manner which encourages them to compare their own performance with their past and target performance.

## **MALPRACTICE**

Bullers Wood School will take all reasonable steps to prevent the occurrence of any malpractice and maladministration before, during and after the determination of grades process. The School will investigate and will inform the Awarding Body of any alleged, suspected or actual incidents involving a student or a member of staff.

### **Staff**

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications and/or examinations. This list is not exhaustive:

- Tampering with students work prior to external moderation/verification
- Assisting students with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements
- Failing to take reasonable steps to authenticate student work
- Assisting students with exam questions outside of the awarding body guidance
- Allowing students to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.
- Staff intentionally submitting inflated grades
- Creating exam entries and grades for students who have not studied the course or been taught sufficient content
- Failing to retain evidence used in the determination of grades
- Failing to follow the School's policy in relation to the application of Access Arrangements or Special Consideration
- Failing to manage Conflicts of Interest within the School
- Failing to submit the Head of Centre declaration when submitting grades
- Releasing grades to students before the issue of results
- Failing to cooperate with an Awarding Body's quality assurance, appeal or investigation processes

Investigations into allegations will be conducted by appropriate senior staff who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper. The member of staff will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the GTC

- If work is submitted for moderation/verification or for marking which is not the student's own work, the awarding body may not be able to give that student a result.

Where a member of staff is found guilty of malpractice, the following sanctions may be imposed:

1. Written warning: Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
2. Training: Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
3. Special conditions: Impose special conditions on the future involvement in assessments by the member of staff
4. Suspension: Bar the member of staff in all involvement in the administration of assessments for a set period of time
5. Dismissal: Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the Appeals Procedure.

### **Student**

Students must follow the instructions of the Examinations Officer, Invigilators or Centre Staff at all times to ensure appropriate behaviour and conduct during all assessments and examinations.

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by students with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing of as the student's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the student's own
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the student have be specifically told not to use
- The alteration of any results document
- Any attempt by a student, or their parent/carer, to influence a grade decision by applying pressure to staff

If a teacher suspects a student of malpractice, the student will be informed and the allegations will be explained. The student will have the opportunity to give their side of the story before any final decision is made. If the student accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by students with regards to examinations. This list is not exhaustive:

- Communicating with another student during an examination
- Causing a disturbance in an examination room
- Having on one's person a mobile phone in an examination room
- A mobile phone sounding in an examination room
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes to, or accepting notes or papers from another student

If an Invigilator suspects a student of malpractice during an examination, the Invigilator will report the incident to the Examinations Officer and write a statement. The student will be informed and

the allegations will be explained. The student will have the opportunity to give their side of the story and the Awarding Body will be informed.

In the event that a malpractice decision is made, which the student feels is unfair, the student has the right to appeal in line the Appeals procedure.

### **COMPLAINTS AND APPEALS**

If a student/parent/carer has a general concern or complaint about the school's delivery or administration of a qualification the student is following, the student/parent/carer should refer to the school's complaints procedure.