



EXAMINATIONS POLICY FOR PUBLIC EXAMINATION ENTRY AND ASSESSMENT DECISIONS

(GCE, NATIONALS, GCSE, DiDA, DIPLOMA AND ANY OTHER QUALIFICATIONS AVAILABLE FROM AWARDING EXAMINATION BODIES)

School policy is designed to promote equality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding bodies: ASDAN; AQA; OCR; Edexcel; WJEC and others.

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

EXAMINATION PROCEDURES RELATING TO EXAMINATIONS

Examinations policy is decided by the Senior Leadership Team (SLT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer 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 school Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to the Deputy Head (Standards).

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted outside of each examination room. During examinations, candidates must follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding controlled assessment and the submission of coursework, 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 school 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.

ELECTRONIC DEVICES AND EXAMINATIONS - MOBILE PHONES, MP3/MP4 PLAYERS, IPODS, SMARTWATCHES, POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION

The possession of an electronic device in an examination room, whether switched on or not, is an offence under JCQ regulations. School policy is that electronic devices must not be brought into the examination room this includes Smartwatches. Standard watches must be removed and placed on the desk in front of them. Failure to observe this regulation will result in the loss of all results for the exam.

ENTRY TO PUBLIC EXAMINATIONS

Notre Dame RC School will enter a student for a public examination where the following conditions have been met:

- The candidate has attended an appropriate number of lessons.
- The required coursework/NEA component of the syllabus has been completed and handed in on time.
- Where applicable the candidate has attended the appropriate number of controlled assessments or module examinations.

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- The candidate has demonstrated during the course a commitment to achieving a pass grade.

If a Head of Department, as a result of records kept, considers a student at risk of failing to meet the examination entry conditions, parents will be informed and asked to support the fulfilment of these conditions within a specified time limit.

A statement of entry for all candidates will be issued at the appropriate time before the examination season.

It is the parents' responsibility to ensure that a candidate attends an examination. The failure of a candidate to attend an examination will result in the cost of entry being charged to that candidate. If the absence is due to illness, then a doctor's note is required. Other extenuating circumstances will be considered on an individual basis.

A request to re-sit a public examination must be supported by the subject Head of Department. Such requests must be made in writing to the Examinations Office. Students are expected to pay for each re-sit. Exact costs can be obtained from the Examinations Office. Re-sit entries must be paid for by the specified date, unless there are exceptional circumstances. Entry will not be processed without payment.

We do not except external candidates.

WITHDRAWAL FROM PUBLIC EXAMINATIONS

- If a Head of Department considers that a student should not be entered for an examination or needs to change the level of entry, then both the student and the parents will be informed in writing immediately.

Where a parent wishes their son/daughter to be entered against the advice of the Head of Department, they have the option of paying for a private entry. Such requests should be made in writing to the Examinations Office. Private candidates will be invoiced for the cost of entry, plus an administration charge.

- Dropped subject – Dropped Subject Form must be completed, signed and returned to the Sixth Form Office immediately. If delay results in the cost of entry not being refunded to the school then the candidate will be charged for the cost of entry. This is also applicable for courses that require early registration with the Examination Boards.
- Leaving the Sixth Form – Leavers Form must be completed and returned to the Sixth Form Office immediately. If delay results in the cost of entry not being refunded to the school then the candidate will be charged for the cost of entry. This is also applicable for courses that require early registration with the Examination Boards.
- Candidate Decision to Withdraw from an Examination – The Examinations Officer must be notified in writing as soon as possible. If delay results in the cost of entry not being refunded to the school then the candidate will be charged for the cost of entry. In the case of re-sits, the candidate will be refunded if the cost of entry is refunded to the school.

THE Equality ACT 2010, SPECIAL NEEDS AND ACCESS ARRANGEMENTS

- The Equality Act 2010 applies to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

- A candidate's special needs requirements are determined by the SENDCO, doctor, pastoral teacher and educational psychologist / specialist teacher.
- The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam.

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- The SENDCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Access arrangements

- Making special arrangements for candidates to take exams is the responsibility of the SENDCO and the exams officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO.
- Rooming for access arrangement candidates will be arranged by the exams officer.
- Invigilation and support for access arrangement candidates will be organised by the SEND Department with the exams officer.

INTERNAL ASSESSMENT

Under section 2, paragraph 19, subsection IX of the Joint Council Code of Practice, the Awarding Bodies require school centres offering examinations to:

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

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

The school 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 written guidance about the Awarding Bodies regulations on the production of internal assessment.;
3. within each department, candidates are given adequate and appropriate time to produce the internal assessment;
4. internal assessments are conducted by staff who have the 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 standardisation, as necessary;
6. the staff responsible for internal standardisation of a subject will attend any training sessions given by the relevant Awarding Body.

See also review of marking policy

INTERNAL APPEALS PROCEDURE

1. 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.
2. The appeal must be made in writing to the school's Examinations Officer by 31st May in the year that the work was assessed. The grounds for appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The Headteacher will nominate a senior member of staff, normally the Examinations Officer (EO) to lead the enquiry, provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.
4. 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.
5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

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CONTROLLED ASSESSMENT AND COURSEWORK PROCEDURE

1. Controlled Assessment / Coursework is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a qualification award.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Controlled Assessment and Coursework Regulations.
3. Irregularities in controlled assessment / 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.
4. In irregularity in controlled assessment / coursework discovered after the signing of the declaration of authentication form by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Coursework must be handed in by the agreed departmental deadline. Each department will be different.
6. All students are given the same and sufficient time to complete the work.
7. Students are given clear instructions as to the time and the place for handing in the work.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
10. If it is impossible to deliver the work to the school, the Head of Department for that subject must be contacted by phone on the deadline day for advice.
11. If the controlled assessment / 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.
12. Normally there will be no extension of a controlled assessment / coursework deadline if a student is absent for a day or two during the period that the work is being completed.
13. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Department for the subject.

CONTROLLED ASSESSMENT / COURSEWORK APPEALS PROCEDURE

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at the internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing by 31st May of the year that the work was assessed.

By order of the Governing Body of Notre Dame School

Policy first adopted by Governors Curriculum Committee: 2nd October 2007

Review Term: Biennial by Standards Committee

Review Date: 29th April 2015..... Signed Chair of Standards.....

Review Date: 10th May 2017 Signed Chair of Standards.....

Review Date: 17th January 2018..... Signed Chair of Standards.....

Next Review: January 2020