

## Public Examinations Policy (including Non-Exam Assessment Policy)

**Adopted:** October 2017  
**Next Review:** October 2019  
**Committee:** Teaching & Learning

### This policy should be read in conjunction with:

1. *JCoSS Examination Access Arrangements and Reasonable Adjustments Policy.*
2. Joint Council for Qualifications (JCQ) *General Regulations for Approved Centres and Instructions for Conducting Examinations* (updated annually) which can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

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## 1. Introduction and Rationale

The school recognises its duty to ensure students are prepared and entered for appropriate public examinations, so that they can demonstrate their achievement and attainment in line with the expectations of universities and other educational institutions, employers and the wider community.

JCoSS is fully compliant with the requirements and regulations of the Joint Council for Qualifications (JCQ). This body, together with Awarding Bodies (i.e. Exam Boards), supervises and determines the nature of all public examinations. Their regulations and specifications are typically updated annually and the school revises its procedures in line with them.

This policy sets out the ways in which this duty and compliance is enacted. In particular it sets out:

- The key personnel involved in the administration of public examination
- Key aspects of the procedure for examination entry
- Key aspects of the administration and operation of examinations
- The School's policy in relation to internally assessed elements of public examinations

## 2. Key Personnel:

- **The Head of Centre**
  - The Headteacher, who is the officially named person overall responsible for the integrity, security, conduct and management of public examinations at the school.
- **The Examinations Officer**
  - The named contact for the JCQ and Awarding Bodies, responsible for the operational implementation of this policy and for ensuring compliance with the regulations.
- **The SENCo**
  - The postholder formally responsible for overseeing Special Access Arrangements, even though these have no necessary connection to Special Educational Needs. In practice this role is shared with other staff including the Exams Access Coordinator.
- **Lead Practitioner for Vocational Education**
  - The postholder responsible for overseeing the teaching and assessment of vocational qualifications.
- **Heads of Subject**
  - Leaders of individual subjects who lead those in their departments in preparing students for examinations, including where relevant supervising, assessing and moderating controlled assessments.
- **Exam Invigilators**
  - Personnel employed specifically during exam seasons to supervise students sitting exams. These include some Lead Invigilators with additional responsibilities.

## 3. Examination Entry

- In line with choices of specification agreed by Heads of Subject with the Senior Leadership Team and/or the Lead Practitioner for Vocational Qualifications, the Exams Officer will ensure that the school is registered as necessary with relevant Awarding Bodies.
- Examination entries must be confirmed by January in the year of examination. The Exams Officer supervises the system for checking entry requirements with Heads of Subject, who formally sign off the final lists. Late changes are costly and in general will be charged to the faculty making the change.
- To be entered for public examinations a student should, in most circumstances, have:
  - a) 85% attendance for the duration of the course;
  - b) attended relevant trial examinations;
  - c) submitted any controlled assessment (where applicable) by the date required;

d) attended any necessary oral/practical parts of the examinations.

- The criteria above may be waived on medical grounds or in the light of other extenuating circumstances. If any part of a public examination is missed due to illness, the school must be informed on the day and medical evidence may be required. Once entered, students may be withdrawn from an examination only with the consent of an Assistant Headteacher and/or the Lead Practitioner for Vocational Education.
- The Examinations Officer publishes the Examinations Timetables: a general timetable is circulated to staff and parents early in the summer term (and by December for Technical and National students), and individual timetables are issued to students, including details of any clashes and the arrangements for supervision to manage these.

#### **4. Charges**

- The School meets the cost of all examinations sat as part of the normal curriculum of the school.
- In line with the School's Charging Policy, parents will be asked to meet the cost of examinations that are taken at JCoSS but not part of the curriculum. This will include any fees such as invigilation costs, entry costs and invigilation fees.
- There are also charges relating to appeals and access to scripts.

#### **5. Examination Access Arrangements**

- The Equality Act 2010 applies to all public examinations, and requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.
- All JCoSS staff will ensure that any access arrangements and special consideration regulations and guidance are consistent with the law.
- Formal responsibility for assessment and application to the JCQ for Exam Access Arrangements lies with the SENCo. Agreed arrangements are implemented operationally by the Examinations Officer.
- Details of this system can be found in the separate *JCoSS Examination Access Arrangements and Reasonable Adjustments Policy*.

#### **6. Conduct of Examinations**

- Students are required to comply with all JCQ regulations as updated from time to time and published on the JCQ website. They will be provided with a copy of these regulations with their exam timetable.
- The school will provide secure paper storage and invigilation/supervision in line with JCQ Guidance.
- It is the responsibility of students to arrive on time for examinations; those who arrive late (including where the delay is due to public or school transport) may not be able to sit the paper; referrals to the Exam Board and/or JCQ may be necessary
- Procedures in the case of fire, evacuation or invacuation will be in line with school practice and JCQ guidance.
- Procedures in cases of malpractice or alleged malpractice by students or members of staff are as set out in JCQ Guidance. Investigations will be conducted by the Headteacher or other senior staff.

#### **7. "Special Consideration" Applications**

- Where students consider that their performance in a public examination has been adversely affected in a significant way by factors beyond their control (e.g. bereavement, serious illness, serious disruption to the examination) the Exams Officer may apply to the Awarding Body for special consideration to be given to their paper
- Students or parents wishing to discuss a Special Consideration application should contact the Exams Officer. Medical or other documentary evidence may be required or helpful

## **8. Results and Certificates**

- Public exam results will be published on the official results days.
- Results may be issued to:
  - ✓ The student, in person
  - ✓ Someone else, in person, who has been formally nominated by the student (this is required even for parents)
  - ✓ The student or other person via pre-arranged email
- Results will not be given out over the telephone. Any results not collected by the end of the day will be posted to the address held by the school.
- Certificates will be issued to students either in person or by post.

## **9. Enquiries About Results (EARs)**

- There is an externally set deadline for EARs set by awarding bodies for each season. This will be publicised to the candidates before each season. The target for completion is within 20 calendar days of the awarding body receiving the request.
- Any student who wants to have their mark or grade reviewed by an Awarding Body, or to request a copy or return of their original script, should complete the relevant form provided by the Exams Officer and return it to school with the appropriate fee by the published deadline which is currently 20 September in the year of examination.
- Returned scripts and outcomes following EARs will be forwarded by the Examinations Officer to the student and relevant members of staff as soon as they have been received from Awarding Bodies.
- Further details of these procedures can be found in JCQ documentation. It should be noted that once candidates have gained access to original scripts, EARs are no longer available to them.

## **APPENDIX A: Non-Exam Assessment (NEA) Policy**

It is the responsibility of each Subject Leader to obtain the NEA details, including guidance and rules as to how the work may be completed, from the Awarding Body. The Subject Leader should choose the most appropriate time for the NEA to be completed, and inform the Examinations Officer of the time they wish to carry this out. The Assessment will usually take place during timetabled class time.

Subject teams must plan when and how the assessment will take place, taking into account the accommodation and resources required. Relevant display materials must be removed or covered up. 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. Subject Leaders should liaise with the Examinations Officer to ensure that JCQ regulations are adhered to, including the secure storage of materials.

Entries for NEA must be made at the appropriate time, by the Examinations Officer in conjunction with the Subject Leader. Attendance records from assessment sessions should be kept as required by the class teacher, and copies sent to the Exams Officer for their records.

- Where appropriate, risk assessments will be conducted before a NEA occurs, in line with the Health and Safety Policy for JCoSS. Departments must involve the Exams Officer when preparing these.
- Where appropriate, separate ICT user accounts for exam use must be used for high control work using computers. Access to the internet or other forms of communication must be limited in line with exam board requirements. Work must be saved to a secure area.
- If a student is absent, the teacher must allow that student the chance to make up the time if necessary. For long absences, special consideration should be applied for.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school.
- The assessment marks must be submitted to the exam board by the appropriate date. Curriculum leaders will be made aware of these dates by the Exams Officer and an internal deadline set for NEA marks to be submitted to the Exams Officer.
- If suspected malpractice occurs, the Exams Officer must be informed and the incident followed up accordingly.
- If a student's work is lost within the school, this must be reported to the Awarding Body.
- Authentication forms and all other necessary paperwork must be signed as required by the teachers and candidates.
- Candidates' work must be securely stored as above until all results have been verified.
- Re-sits of NEA may be allowed at the next available opportunity or in the next exam session.
- After the results are published it may be possible to request a re-moderation of the work (see details below).
- Access arrangements apply to NEA and the school will act in full compliance with Equality legislation.

## **APPENDIX B: Policy on Internal Assessments for External Qualifications**

### **a) Statement of Intent**

JCoSS is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned
- The consistency of internal assessment will be maintained by internal moderation and standardisation
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

### **b) Student Concerns**

- If students have concerns about the procedures used in assessing their internally assessed work for public exams i.e. coursework/portfolios, they should discuss the matter with the Subject Leader immediately.
- Following that, if the matter remains unresolved, the formal appeal procedure (see below) may be used by the student concerned.

### **c) Written Appeals Procedure**

- The student or parent of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises.
- The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).
- On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and/or Lead Practitioner for Vocational Education as appropriate and a Subject Leader not involved in the internal assessment decision.
- This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.
- The outcome of the appeal will be reported in writing to the student or parent (including relevant correspondence with the Awarding Body) before public exam results day for the award.
- A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.