



## ST MARY'S SCHOOL GERRARD'S CROSS

### POLICIES AND PROCEDURES FOR EXAMINATIONS

#### 1. Examinations policy

##### Access Arrangement

#### 2. Procedure for appeals relating to Internal Assessment Decisions

#### 3. St Mary's School Internal Assessment Policy incorporating Coursework, NEA and Controlled Assessment

#### 4. Internal Examinations

### 1. EXAMINATIONS POLICY

This policy should be read in conjunction with the equal opportunities, SEND policies and with reference to the Equality Act 2010.

#### **Objective**

To set up an efficient exam system with clear guidelines for all users.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

#### **Exam responsibilities**

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

#### ***The head of centre***

- has overall responsibility for the school as an exams centre and advises on appeals and reviews of marking
- is responsible for:
  - taking all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials
  - responding to the National Centre Number Register (NCNR) annual update
  - reporting all suspected or actual incidents of malpractice. Whilst the head of centre may delegate a suitable senior member of centre staff to carry out the investigation, the head of centre retains overall responsibility for the investigation.
  - advising staff involved in administering, teaching or completing examinations/assessments that if they are suspected or alleged to be involved in malpractice concerning examinations that their personal data may be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with JCQ policies.

- informing the examination board if any members of the centre staff are sitting examinations or assessments, or involved in preparing members of their family for examinations or assessments in accordance with the JCQ instructions for conflicts of interest. Also to ensure that they do not have unaccompanied access to the examination materials.
- authorising access arrangements
- authorising staff involved in the administration and conducting of examinations.
- Authorising two to four designated staff as key holders to the centre's secure storage facility

### ***Examination Officer***

- The Examinations Officer is responsible for the administration, organisation and conduct of all external exams in accordance with the Joint Council for Qualifications (JCQ) regulations for Approved Centres, as detailed in this policy.

### **The Exam Cycle**

The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle, and relevant tasks required within this grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results.

This policy identifies roles and responsibilities of centre staff within this cycle.

### **Planning**

- Information sharing  
In September the Examinations Officer will circulate to all departments the board and specification used by that department. This must be checked, signed and returned to the Examinations Officer by the HoD (Head of Department).

### **Entries**

- Entries  
All candidates will be entered by the due date set by the board. It is the responsibility of the HoD to ensure that the correct lists are issued to the Examinations Officer by the date given. Entries for each candidate are then printed and issued to the candidate who checks and signs to confirm they are correct. Candidates are informed that their personal data (name, date of birth, gender) will be transferred to the Awarding Bodies

for the purpose of examining and awarding qualifications and to other educational agencies such as the DfE and UCAS to maintain an auditable trace of results certificated.

- Amendments

Withdrawals will be accepted by the Examinations Officer up to the date set by the board. Any late withdrawals/entries/changes of tier will be charged to the department, except in exceptional circumstances.

## **Pre-exam**

- Invigilation

The Examinations Officer will ensure that each exam session will have the correct number of competent and fully-trained invigilators. All invigilators receive annual training led by the examinations officer. A logbook with a list of areas covered at the training, including the checklist required by JCQ, is kept by the Examinations Officer.

- Preparation for students

During a tutor time at the beginning of the academic year the examination officer issues the JCQ information for candidates for controlled assessments/coursework/non-examination assessments to all candidates and makes them aware of the contents of JCQ warning to candidates and mobile phone posters. Candidates have an opportunity to ask any questions or concerns that they may have.

Particular attention is given to:

- understanding that information from published sources must be referenced
- how references should be set out
- the fact that candidates must not plagiarise other material.

Strict behaviour guidelines will be adhered to for all external exams. These are detailed in the student exam handbook, which is issued to all girls in advance of the public exams, and includes the JCQ information for candidates document. The guidelines spell out the penalties for failure to adhere to the guidelines. It will be made clear that mobile phones or any electronic devices are not allowed in the exam rooms, and the consequences of candidates having them in their possession will be spelt out. The exam handbook also details the procedures for examinations, including informing the Examination Officer if a candidate is ill, late or has other concerns, in addition to the procedure for the collection of results. Candidates are also made aware of the arrangements for post-service results and accessibility of senior members of centre staff immediately after the publication of results. The Examination Officer goes through the exam handbook when it is issued and students have an opportunity to raise any questions or concerns they may have.

- **Study leave**  
Study leave is given to pupils in Years 11 and 13 in the summer term when they are sitting public examinations. Year 12 are granted study leave for a half day prior to sitting any AS examinations. Dates will be published at the beginning of that term. Study leave is not granted prior to internal or mock exams, but girls will only be required to come into school when they have an exam. All pupils have to sign in and out using the file in the porch.
  
- **Uniform & Equipment**  
Any equipment brought must be clearly displayed on the desk. Pencil cases should be transparent. Calculators must be of an acceptable type and the cover removed. Water bottles are allowed, provided that they have a non-spill top and have labels removed. Correct school uniform should be worn by all girls in Year 11. Sixth Form students should adhere to the normal dress code. All watches need to be removed and placed on the desks. Smart watches are not allowed in the examination room.
  
- **Punctuality**  
Punctuality at exams is essential. Morning exams begin at 9.00am and afternoon sessions begin at 1.45pm. Pupils are expected to arrive at least 10 minutes prior to their exam. The regulations provided by the exam board will be followed if a candidate is late.

### **Room organisation**

The Examinations Officer is responsible for ensuring that the rooms to be used are prepared with all equipment and that it is good working order, i.e.

- correct number of exam desks, chairs and whiteboards
- laptops and any media resources
- clocks
- list of papers and candidates, with details of extra time etc
- attendance registers
- seating plan including invigilators signing in/out sheet
- board marker, and cleaner
- pen/pencil
- copy of 'I.C.E.' booklet
- extra stationary, tracing paper, spare pen, pencil, rubber, ruler, calculator etc.
- incident form and rest break log
- JCQ mobile phone and warning to candidates posters are displayed outside the examination room.

## **Exam time**

### ***The Examinations Officer is responsible for ensuring that:***

- Confidential materials are signed for by reception if one of the key holders is available and a log kept at the initial point of delivery. If no key holder is available delivery will be declined by reception.
- all exam papers are checked and counted in by the Examinations Officer and locked in the secure storage facility. The examination officer will inform the exam board immediately if there is any issues with the papers.
- Downloading encrypted secure material 60 mins before the published starting time.
- when using more than one exam room, the packet of question papers will need to be split in the secure room, within 60 minutes of the published starting time. Before opening the exam papers, the time, date, and any other paper details must be checked by an additional authorised member of staff, for example an invigilator. The question paper packet must be resealed and extracted papers from the packet will be taken to the allocated room in a sealed envelope. This check must be recorded.
- Subject teachers cannot act as a prompt or invigilator
- Language modifiers, communication professionals and live speakers are allowed access to the examination papers 60minutes prior to the published starting time for the examination. Readers and/or scribes are not allowed access to question papers in advance of the starting time for the examination.
- an Invigilator is present in the exam room at all times; question papers must not be left unattended
- exam papers are not removed from the exam room before the end of a session
- any additional resources required by the exam such as downloaded files, CDs and videos are checked at the point in time allowed by the exam board
- any scripts or notes allowed by the candidates are checked
- exams are conducted according to the rules laid down by exam boards and within the start and finish times determined by the board.
- any misconduct or irregularity is reported to the Examinations Officer as soon as possible, who will then inform head of centre.
- in the absence of the Examinations Officer at the end of any exam, papers will be collected and taken to the designated member of SLT who will follow the set procedures to ensure that exam papers are processed and dispatched/stored securely
- students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator. The candidate's typed script may require a word processing cover sheet. Refer to the relevant rewarding body's instructions
- scripts are despatched on the day of the exam according to the exam boards procedure, or if necessary kept under secure conditions and despatched the next working day.
- spare exam papers are given to the relevant department on the following day at the earliest

- only senior members of staff, or those who are required to facilitate access arrangements, who have not had overall responsibility for the candidates' preparation for examinations, and who are authorised by the head of centre, may be present at the start of the examinations. The Examinations Officer may request a relevant subject teacher to resolve any queries, such as a printing error, in the absence of an erratum notice.

### **Conduct of invigilators**

- The invigilator will complete the seating plan in advance of the exam including identifying candidates with access arrangements, and complete the register at the start of the exam
- Invigilators can act as the additional member of staff who checks the time/date/papers details before a question paper packet is opened. This check is recorded.
- Invigilators will check the identity of the candidates using the photo identity cards, additionally candidates with access arrangement have an additional card on the exam desks at the start of the exam.
- Invigilators are made aware of the particular access arrangements for each exam room.
- Private candidates are checked with photographic ID on arrival.
- Ensure that candidates do not communicate or disturb other candidates.
- Follow JCQ regulations regarding the information that should be given to candidates before starting the examination.
- The invigilator will follow JCQ procedures and inform the Examinations Officer of late arrivals. The Examinations Officer will submit the appropriate declaration in accordance with JCQ regulations if a candidate is very late.
- Invigilators must not take any work into the exam room but give full attention to the conduct of the exam. They must not read the question paper. Those on duty outside the exam room may have work with them.
- Teaching staff who have had overall responsibility for the subject's department or a teacher of the subject being examined can not act as an invigilator
- Invigilators record any incidents or issues that may have affected a candidate's performance on the appropriate form.
- Move around and actively invigilate, including ensuring that candidates complete the details on the front of their answer booklet.
- Inform the examination officer immediately if a candidate believes there is an error or omission on the question paper.
- The invigilator notifies the Examinations Officer as soon as possible of any case of suspected malpractice.
- Notify the head of centre if they are suspicious about the security of the examination papers.
- Candidates who leave an exam room must be accompanied by an invigilator or an appropriate member of staff (i.e. not the teacher or a subject specialist for the

examination being sat) at all times. (Candidates with Supervised Rest Breaks will have a log to note the timings.)

- In case of an emergency invigilators should refer to the Emergency Evacuation Procedure for Exams.
- In the case of external exams, all invigilators must sign the invigilation record.
- Examination Officer acts as a 'roving' invigilator, enters exams rooms at regular intervals in order to observe the conducting of the examination

### **Timetable clashes**

- In case of examination clashes, where two or more exams are timetabled in a session and total time is longer than 3hours including approved extra time, one of the exam can be moved to an earlier or later session on the same day. Candidate may determine the order of the examination in the Exam Clash form. Candidate will be accompanied by an invigilator at all times in a designated isolated classroom between exams, where candidate can revise from own notes, without access to any electronic devices. They may not be coached by a member of staff or have contact with any candidates that have sat the examination.
- If the total duration is 3 hours or less, you may decide the order of the exams within the timetabled session. The candidate may have a break of up to 20minutes within the examination room. Therefore the candidate cannot revise.
- In case of 3 or more examinations are timetabled for the same day and total durations of the exams longer than 5.5hrs for GCSE or 6hours for GCE, candidates may be allowed to take an examinations the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.  
Where candidate is allowed to take an examination the following morning, the candidate's parents/carers must sign the Overnight supervision agreement form, where they agree that the candidate will be supervised at all times and will not have access to any electronic devices including email, internet, social media, or TV and radio.
  - Papers that have been opened and/or completed early, or paper from an earlier session where a candidate is completing later due to due to timetables clashes, must be sealed and returned to the centres secure storage facility.

### **Finishing the exam**

- Candidates are not allowed to leave the exam before the full-specified time.
- Collect all scripts, question papers and any other materials before the candidates are allowed to leave the examination room.
- Invigilators will check that the candidate and centre information matches the details on the attendance register. If a discrepancy is identified the invigilator will correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet. The correction should be counter-signed. Centres must not alter any other details on the candidate's script.

- At the end of the exam the collected scripts should be placed in the tray with the attendance sheet. At the end of the session, the scripts will be collected by the Examinations Officer, or taken to the designated member of SLT and locked away.

### **Misconduct, Malpractice or Maladministration**

- Any incident, whether regarding a candidate or member of staff, should be reported to the Examinations Officer in the first instance, who will consult with the Head of Centre to decide what action to take in accordance with JCQ regulations. The Head of centre is responsible for notifying the appropriate examination board immediately of any suspected cases of malpractice.

### **Special Consideration**

- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Examinations Officer to that effect at the time.
- The Examinations Officer should be informed immediately as soon as an absence from an exam is known so that phone calls can be made. Form staff/pastoral staff are also present to assist with any pastoral concerns.
- Any issues should be brought to the attention of the Examinations Officer so that special consideration can be applied for if appropriate.
- The Examinations Officer will ensure requests for Special Consideration will be sent to the examination boards and process the replies.

### **Results**

- Individual result slips will be available for collection on the day notified by the exam boards only. Details for candidates wishing to make other arrangements for another person to collect their results are outline in the examination handbook distributed to the candidates.

### **Procedure to review marking and access to scripts (ATS)**

- Heads of department should check for the possibility of a review of marking within one week of the start of the Michaelmas Term, and liaise with the candidate, their parents, the Examinations Officer and the Head Teacher in order to come to a decision.
- If a candidate decides they do want a script reviewed, they need to sign a standard form available from the Examinations Officer and indicate the member of staff that they have spoken to on the Form. They may also request a return of their script. These are detailed in the examinations handbook.

Each awarding body publishes its arrangements for appeals against its decisions. In addition an appeal can be made to the school when a candidate disagrees with a Centre decision not to support an Enquiry about Results or an appeal.

- The appeal must come in the form of a written request from the parent/carer to the Head Teacher, setting out the grounds for the appeal.
- The appeal must be made at least two weeks before the deadline date for enquiries about results.
- The enquiry will normally be led by either the designated member of SLT or the Examinations Officer, provided that neither has played any part in the original assessment process.
- The enquiry will consider whether the decision not to support an Enquiry about Results conforms to the published requirements of the awarding body and the Code of Practice.

The parent/carer will be informed in writing of the outcome of the appeal, including:

- relevant communications with the awarding body
- any steps taken to further protect the interest of the candidates.

### **Certificates**

The Examinations Officer will ensure that all certificates are distributed to candidates without delay. Candidates are required to sign a form to confirm that they have collected their certificate.

### **Access Arrangements**

Where appropriate, Access Arrangements will be put in place. The Learning Support staff and the school's Consultant Educational Psychologist have been appointed by the Head Teacher to assess candidates' needs for Access Arrangements and are deemed suitably qualified for this role (with Level 7 qualifications). In the event of a change in Learning Support examination assessment, the school will check the level of qualification is appropriate,

### **Responsibilities:**

#### ***The Head of Support for Learning:***

- Manage the identification and testing of students, requirements for Access Arrangements
- Ensure that the appropriate documentary evidence is held on file to substantiate any arrangements. In internal examinations students will change colour pen when extra time begins. Copies of scripts will be passed to the Head of Learning Support as evidence of need.
- Inform staff of any special arrangements which individual pupils can be granted during the course and in the exam, according to the current JCQ regulations for Access Arrangements and Reasonable Adjustments.
- Inform the Examinations Officer, who will communicate with the exam boards at the beginning of a course, if applications need to be made for Coursework or Non-Examination Assessments.

- Liaise with the student and their subject teachers to consider the need for access arrangements on a subject by subject basis.
- Liaise with the Examinations Officer over Access Arrangements and ensure that the Examinations Office has all information needed on each candidate with Access Arrangements who will support the submitting of applications by the published deadlines.

***Examinations Officer:***

- Administers access arrangement applications with information provided by the Head of Support for Learning.
- Organises invigilators/readers and separate room, if necessary, for an individual or group who is/are granted extra time, supervised rest breaks, use of a word processor or computer reader (or any other agreed access arrangement permitted within the JCQ regulations).
- Orders modified/enlarged papers and non-interactive files by the date set by the exam board.

It is preferable that the reader/scribe should be a person within the Learning Support or Exams Department who is familiar with and has had practice with the pupil taking the examination, and are approved by the head of centre. They would not normally be the candidate's own subject teacher and must not be a relative, friend, peer or private tutor. All readers should have received training. Any assistive technology required will be provided by the centre.

The early opening and checking of the papers of candidates with Access Arrangements should be conducted in the presence of the Examinations Officer only with the permission of the exam board, at an agreed time, and any further enlargements/modifications completed by the designated person in good time for the start of the exam.

The necessary re-scheduling of internal and external exams for pupils with Access Arrangements will be co-ordinated by the Examinations Officer, e.g. pupils who have extra time and cannot fit more than two exams in one day.

**Use of Laptops in Examinations**

- Process

In the case where a candidate has specific learning difficulties, disabilities, medical condition or significant handwriting difficulties, which might impede their performance in an examination, and use of a laptop is their normal way of working, they will be offered the use of a 'clean' laptop, with all spelling, grammar and internet functionality switched off (unless it is permitted according to JCQ regulations). Use of a word processor in examinations should be an extension of the student's usual way of working.

The student would only be eligible to use a word processor in examinations of subjects where evidence has been gathered to determine that it is their usual way of working. The student will be required to apply for this arrangement and subject staff will be asked to support the application to confirm that it is the usual way of working. Normally such students will have been identified by the end of Year 9. A form is required to be signed by the candidate for all exams that are word processed.

- **Application**

The student must apply to use a word processor by the beginning of the Lent Term for the summer examination period. They must specify in which examination subjects they wish to use a word processor; they must provide evidence of regular laptop use in those subjects (both in lessons and homework).

- **Permission**

Permission to use a word processor in examinations will be granted to a student with a diagnosed specific learning difference, disability or medical condition, whose assessment shows that this would minimise or remove the effects of a substantial disadvantage. Exceptions may apply in the case of a personal injury. Permission to use a word processor in examinations will be granted in accordance with the JCQ's Access Arrangements Regulations.

It is the responsibility of the Examinations Officer to liaise with ICT Support to book the laptops and ensure that ICT Support has checked the laptops and power cables in advance.

### **Privately commissioned reports**

The JCQ is the overarching body in charge of ensuring the quality and regulation of public examinations. JCQ publishes Access Arrangements Regulations to maintain the integrity of the examinations process. It details very specific criteria which must be met in order for the learner to be eligible to apply for Access Arrangements. The commissioning of external assessments is not accepted as good practice. JCQ carries out inspections to scrutinise the evidence and supporting documentation for the candidates where Access Arrangements have been applied for and put in place. If parents have privately sought out assessment with an Educational Psychologist or Specialist Teacher without first consulting with the school, then the school would not have the appropriate evidence required by JCQ to apply for the Access Arrangements that have been recommended in the report. Parents of students in the senior school must consult with the Learning Support Department *before* organising any form of external assessment in relation to learning difference or access arrangements, otherwise the school will not be able to accept the subsequent report and thus the Access Arrangements will not be approved. Assessments will be carried out in-house (through the Learning Support Department) and in rare and exceptional circumstances a referral may be made for further assessment, if required. In such circumstances, parents will be given specific guidance as to

the specialist assessors whose reports the school will accept, as they have an established working relationship with the school.

## 2. PROCEDURE FOR APPEALS RELATING TO INTERNAL ASSESSMENT DECISIONS AND THE ADMINISTRATION OF A QUALIFICATION

In accordance with the code of practice for the conduct of external qualifications produced by JCQ and guidance produced by the relevant examination board, St Mary's School is committed to ensuring that:

- qualifications and Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- the consistency of the internal assessment is secured through internal standardisation as necessary. Wherever possible, for single teacher subjects, a teacher of a related subject should be asked to assist in moderation.
- staff responsible for internal standardisation attend any compulsory training sessions.

### **Written appeals procedure for Internal Assessment Decisions**

Each awarding body publishes its arrangements for appeals against its decisions. In addition an appeal can be made to the school concerning the internal assessment including the mark achieved, the procedure for setting and undertaking the assessment or decision to reject the candidate's work on the ground of malpractice.

- Candidates should be informed of their marks of any internal assessments which will be submitted to the awarding body, making clear that those marks are subject to change through the moderation process. Candidates should be advised of their marks with sufficient time to allow for an internal appeal to be concluded prior to the submission of centre mark to the awarding body. This would normally be at the beginning of the Trinity Term.
- The appeal must come in the form of a written request from the candidate (in discussion with parents) to the Head Teacher, setting out the grounds for the appeal.
- The enquiry into the internal process will normally be led by either the designated member of SLT or the Examinations Officer, provided that neither has played any part in the original assessment process.
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the awarding body and the Code of Practice.
- If the appeal concerns the mark awarded a suitably qualified teacher who has not been involved in the marking of the work initially will be consulted.

The candidate will be informed in writing of the outcome of the appeal, including:

- any relevant communications with the awarding body
- any steps taken to further protect the interest of the candidates

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment, and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the school's control will not be considered in the school's appeals procedure.

**Written appeals procedure about the delivery or administration of a qualification**

- The appeal must come in the form of a written request from the parent/carer to the Head Teacher, setting out the grounds for the appeal.
- The enquiry into the internal process will normally be led by a designated member of SLT selected by the Head Teacher, provided that they had not been involved in the delivery of the qualification.

The parent/carer will be informed in writing of the outcome of the appeal, including:

- relevant communications with the awarding body
- if required, any steps taken to remedy any disadvantages to the candidate(s).

### 3. ST MARY'S SCHOOL INTERNAL ASSESSMENT POLICY incorporating NEA

#### Context of Policy

##### Key Features:

- Enables a more integrated approach to teaching and learning and assessment
- Provides an increased facility to ensure that work is the students own
- Enables teachers to choose the timing of the Internal assessments (NEA)
- Enables teachers to select from a choice of tasks and contextualise them.
- Is viewed as part of the course, rather than a separate activity. It is an integral part of teaching and learning
- Usually takes place in the classroom, within the normal timetable
- Features levels of control designed to maximise reliability and authenticity.

The Examinations Officer will distribute the current JCQ regulations on Non Examination Assessment at the beginning of the academic year. It is the responsibility of HOD and subject leaders to familiarise themselves with these documents.

##### Process of Non Examination assessment

The process has 3 stages

1. Task Setting
2. Task Taking
3. Task Marking

##### 1. Task Setting

Tasks for Non Examination assessment are set either by the awarding body (High Control) or by the Centre (Medium Control) and in both cases, must be developed according to the requirements of the specification.

##### 2. Task Taking

Three levels of control apply for NEA:

- Low Control – students can work unsupervised outside the classroom. This is normally the research stage
- Medium Control – students can work under informal supervision. This is normally the analysis stage.
- High control – Students complete their Task under direct supervision throughout. This is the write up stage. Candidates should have no access to e-mail, internet or mobile phones.

##### 3. Task Marking

Task marking has either a High or Medium control level.

- High control means that the awarding body marks the tasks.
- Medium control is where work is assessed by the teacher and externally moderated by the Awarding Body in the same way as coursework. Where there is more than one teacher internal standardisation is required.

### **Responsibility of staff in the implementation of the Non-Examination Assessment Policy**

- It is the responsibility of each Subject Leader to obtain the assessment task details from the Exam Boards.
- The Subject Leader should choose the most appropriate time for the Non-Examination assessment to take place in conjunction with the appropriate member of SLT and Examinations Officer, who will construct an overall timetable which is sent to parents at the beginning of the academic year.
- It is the responsibility of the Subject Leader to ensure that other members of staff within their subject area know and follow the correct procedure for Non Examination Assessment in their subject and to record the procedure in their Department handbook.
- It is the responsibility of the staff conducting the assessment to know the appropriate level of supervision or control for their subject as each stage, resources allowed, whether advice/feedback can or cannot be given at a general level during the task taking stage and if re-drafting is allowed.
- The assessment may take place during timetabled class time.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. It is the responsibility of the Subject Leader to ensure that any teaching methods or materials used (including any marking criteria or student friendly criteria) in the preparation of students for assessment are consistent across the cohort of students taking the assessment. That the correct task is set paying particular attention to legacy/new specifications.
- For Non-Examination Assessments staff should advise candidates before the assessment on:
  - Sources of information;
  - Relevance of materials/concepts;
  - Structure of the response;
  - Techniques of data collection;
  - Techniques of data presentation;
  - Skills of analysis and evaluation;
  - Health and safety considerations;
  - Security of their work.
  
- Relevant display materials must be removed or covered up.

- All staff must be aware of relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- All assessment materials must be locked in a suitable secure cabinet at the end of each session. It is the responsibility of the HoD to ensure that the storage facilities are appropriate and inform the Head teacher how and where the work is stored. The work should be stored securely until all post results services are finished.
- 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.
- If assistance is required beyond that described in the specification teachers must record this assistance. Details must be documented on the form issued by the awarding body. The intervention must be taken into account when marking the work and annotation should be used to explain how the marks were applied. Failure to do so constitutes malpractice.
- Access arrangements apply to internal assessment. It is the responsibility of Staff conducting the assessment to consult with the Head of Learning Support and the Examinations Officer to ensure that appropriate provision is in place.
- Entries for internal assessments must be made at the appropriate time.
- Attendance records from assessment sessions should be kept by the teacher.
- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidates own words
- Where work is assessed by the teacher and externally moderated by the Exam Board, it is the subject leader's responsibility to ensure that standardisation of marking takes place in the school if more than one teacher is involved in the assessing. The subject leader should also check that marks are correctly calculated and recorded. Departments should retain evidence that internal standardisation has been carried out.
- If suspected malpractice occurs, including a candidate posting their work on social media, the Examinations Officer must be informed who will follow the appropriate procedure in accordance with JCQ regulations. For non-examination assessments teachers must familiarise themselves with the JCQ document Notice to Centre – Teachers sharing assessment material and candidates' work.
- If a student's work is lost within the school or the wrong task has been set, this must be reported to the Exam Officer who will follow the advice set out by the appropriate examination board and JCQ.
- Authentication forms must be signed by the teachers and candidates and kept, regardless if the work was requested for moderation by the examination board, until all deadlines for enquiries about results, appeals or malpractice have passed.

- The assessment marks must be submitted to the Exam board by the appropriate date.
- Non Examined Assessment will be dispatched by first class post by the Examination's officer as requested by the moderator. It is the responsibility of the HOD/subject leader to ensure that the sample of work is collated and any administration forms completed in time.
- If a teacher teaches his/her own child the work must be submitted for moderation. This situation should be avoided if at all possible through appropriate timetabling.
- Candidates' work must be securely stored as detailed above until the deadline for results enquiries and any subsequent appeals are completed.
- After results are published it may be possible to request a re-moderation of the work.
- Staffs are strictly reminded that any examination materials must not be removed from school.
- Any internal assessment work that remains in school is the property of the candidate. It may only be used for teaching purposes after any deadline for results enquiries and appeals have passed and with the candidates permission. The candidates name and number should be removed.

#### 4. INTERNAL EXAMINATIONS

##### **Internal Exam responsibilities:**

##### ***Examination Officer***

- The Examinations Officer will be responsible for the overview of the organisation of accommodation and invigilation for these exams in conjunction with the designated member of SLT.
- At the end of the exam, completed scripts should be put in the pigeon hole of the appropriate member of staff.

##### ***Head of Department***

- Each department will be responsible for producing exam papers, which are suitable for the time slot allocated to their subject.
- Papers should be placed in the appropriate baskets in the staff room in good time.
- Cover sheets should be completed for each exam and put with the papers.
- The results must be submitted to the Headmistress.
- Results may not be given to girls until the end of the examinations period and only after the Headmistress has approved them.

Further details of the procedure for setting, marking and invigilation of internal examinations can be found in the staff handbook.

**This policy is subject to annual review**

**Reviewed October 2020.**