



The Trafalgar School
at Downton

Examinations Local Procedures

Date of Last Review:	01/09/2020	Review Period:	Annually
Date of Next Review:	01/09/2021	Owner:	Headteacher

Key staff involved in exams

Head of Centre:	Mr Jonathan Curtis (Headteacher)
Exams Officer:	Mrs Rachel Reeves
Exams Line Manager:	Mrs Gilly Jackson (Assistant Headteacher)
SENDCo:	Mrs Sarah Burley

These Local Procedures are to be read in conjunction with the Magna Learning Examinations Policy. These procedures is updated annually.

The purpose of these local procedures is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

1. Exam Responsibilities

The Head of Centre:

- is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions and the qualification specifications issued by the awarding bodies
- has overall responsibility for the school as an exam centre
- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice, in accordance with the JCQ document *Suspected Malpractice in Examinations and Assessments*
- ensuring that assessors of candidates have the correct qualifications and training to complete the task effectively
- making arrangements for the school to be open on results days

The Exams Officer:

- acts on behalf of the centre in matters relating to the administration of awarding body examinations and assessments
- advises the Senior Leadership Team, subject teachers and other relevant staff on annual exam timetables and applications procedures as set by the various awarding bodies

- oversees the production and distribution to staff, parents and candidates of annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- oversees the production and distribution to staff of exam guidance
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ Guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ publication Access Arrangements, Reasonable Adjustments and Special Consideration 2016/17.
- identifies and manages timetable clashes accounts for income and expenditures relating to all exam costs/charges
- line manages the senior invigilator. Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework/controlled assessment marks, tracks despatch and stores returned coursework/controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam result and certificates to candidates and forwards, in consultation with the Senior Leadership Team, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- follows up any reports of malpractice during exams and reports these to the Head of Centre.

Academic Leaders (Heads of Department) are responsible for:

- involvement in post-results procedures
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- accurate completion of exam entries and all other mark sheets and adherence to deadlines as set by the exams officer
- signing off completed exam entries
- confirmation of candidates' names and exam codes for entry

Teachers are responsible for:

- ensuring access arrangement requirements are adhered to throughout the course of study
- signing off completed exam entries
- marking and moderating all relevant work and controlled assessment to ensure accuracy of predictions

The Special Educational Needs Co-ordinator (SENDCO) is responsible for:

- identification and testing of candidates, requirements for access arrangements
- completing Form 8 and/or any other supporting evidence before making the online access arrangement
- making the online access arrangement
- the provision of additional support – with spelling, writing, reading, hearing impairment - to help candidates achieve their course aims
- Senior Invigilator is responsible for:
- collection of exam papers and other materials from the exams office before the start of the exam
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- ensuring that exams are conducted according to the JCQ *Instructions for Conducting Examinations*
- deputising for the Exams Officer

Candidates are responsible for:

- confirmation that all exam entries and personal information is correct
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- bringing the correct equipment to exams
- abiding by the exam rules and regulations
- arriving to each exam on time

2. The Statutory Tests and Qualifications offered

- The statutory tests and qualifications offered at this centre are decided by the Head of Centre. The statutory tests and qualifications offered are published on the schools website.
- At Key Stage 4 all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external Awarding Body.
- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers and Subject Leaders.

3. Exam Series and Timetables

- Pre-Public or 'Mock' Exams are scheduled in November and March for Year 11 students and May/June for Year 10 students.
- All Pre-Public Exams are held under external exam conditions.
- External Exams are scheduled in May and June.
- The Head of Centre and Subject Leaders decide on which exam series students are entered in.

Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for External and Pre-Public Exams.

4. Entries, Entry Details and Late Entries

Entries

- Candidates are selected for their exam entries by the Subject Leaders.
- Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.
- The centre does accept entries from external candidates.

Late Entries

- Entry deadlines are circulated to Subject Leaders via email.
- Late entries are authorised by the Subject Leaders.

5. Exam Fees

The centre will pay all normal exam fees on behalf of candidates. Late entry or amendment fees are paid by centre. Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the Awarding Bodies.

6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

"The centre agrees to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates."

A written disability policy setting out how the centre seeks to comply with the Equality Act 2010 is included as Appendix 1 in the Magna Learning Examination Policy. This provides full information on needs assessment, requesting access arrangements and implementing access arrangements.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible. This is the responsibility of the Headteacher, Academic Leaders, exams officer and SENDCo.

Special Needs

A candidate's special needs requirements are determined by the SENDCo 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 and the date of that exam. The SENDCo/Exams Officer 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 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 SENDCo with the Exams Officer.

Word processors

Word processors may be offered as an Access Arrangement in line with the JCQ guidance. Please also refer to **Exams Policy – Use of Word Processors**.

We will only consider a word processor as an Access Arrangement if the following applies:

- It is the student's usual way of working in school (in most cases this will have been in place throughout KS3)
- The student is a competent typist (i.e. at least as fast at typing as at hand writing)
- The student's free writing speed is in the below average range and /or incomprehensible to someone unfamiliar with it and the use of a word processor removes this barrier.

The school will not consider a word processor if:

- It is not the student's usual way of working in school
- The student is not able to type efficiently
- The student's handwriting is legible to someone unfamiliar with it and/or their free writing speed is within the average range.

7. Managing Invigilators and Exam Days

Managing Invigilators

- External invigilators will be used for External and Pre-Public Exams.
- The recruitment of invigilators is the responsibility of the Exams Office.
- Securing the necessary Disclosure Barring Service (DBS) check for new invigilators is the responsibility of the Exams Office.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Exams Office.
- Invigilators' rates of pay are set by the Academy Trust.

Exam Days

- The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- The Site Management Team is responsible for setting up the allocated rooms.
- The Lead Invigilator will start all exams in accordance with JCQ or NCFE guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders at the end of the exam session.
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

8. Candidates, Clash Candidates and Special Consideration

Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- Mobile phones, watches are not permitted into the examination venue.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ and NCFE guidelines.

- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ and NCFE guidelines.

Clash Candidates

- The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special Consideration

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.
- The candidate must support any Special Consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.
- The Exams Officer will then forward a completed Special Consideration Form to the relevant Awarding Body within seven days of the exam.

Coursework, Controlled Assessment and Non-Exam Assessment (NEA)

- Candidates who have to prepare coursework/controlled assessments/non-exam assessment should do so by the end of the course.
- Subject Leaders will ensure all coursework/controlled assessments/non-exam assessment are ready for despatch at the correct time. The Exams Officer will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are provided to the Awarding Bodies (via online submission) and the Exams Office by the Subject Leaders.

Review of Centre Assessed Marks (Coursework/Controlled Assessments/NEA)

The Trafalgar School at Downton 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. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

Occasionally a candidate does not agree with the coursework marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the Exams Officer, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the Awarding Body.

The Exams Officer is in overall charge of managing appeals relating to internal assessments. If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:

- The appeal should be by submitting an Internal Appeals Form (available from the Exams Office) to the Exams Officer, stating the details of the complaint and the reasons for the appeal, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Exams Officer was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Exams Officer is not able to conduct the investigation for some other reason.
- The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the Awarding Body and the examinations code of practice of the QCA.
- The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Exams Officer; a copy will be given to the candidate.
- The candidate will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
- If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.

Appeals Panel

- The appeals panel will consist of the Exams Officer and two of the following - the Headteacher, an Assistant Headteacher, a School Governor.
- The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- The candidate will be given at least two days notice of the hearing date.

- A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- The candidate may bring a parent/guardian to the hearing.
- The teacher(s) involved will be present at the hearing.
- The Exams Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
- The school will maintain a written record of all appeals.
- The school will inform the Awarding Bodies of any change to an internally assessed mark as a result of an appeal.
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

After work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the School and is not covered by this procedure.

11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses (candidates will need to provide a stamped addressed envelope SAE).

Enquiries about Results (EARs)

Following the issue of results, the general qualification Awarding Bodies offer Post-Results Services. Full details of these services, internal deadlines for requesting a service and fees charged can be obtained from the school's Exams Office.

The service, Enquiries about Results (EARs), may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a query is raised about a particular examination result:

- The candidate must seek advice from the relevant subject teacher or member of SLT. The centre will only pay for the EAR when the enquiry is made by the Subject Leader (or member of SLT) for an individual student or cohort remark.
- Should a candidate insist on a remark against the advice of their subject teacher The Trafalgar School will not support the request. However, in this circumstance if the candidate pays the appropriate fee, in advance, the school would process the EAR on the candidate's behalf.

- If the candidate believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the Internal Appeals Form at least one week prior to the internal deadline for submitting an EAR.
- Candidates are required to sign an EAR Consent Form before any enquiry can be made.

Appeals Procedure Following the Outcome of an Enquiry about Results

Where the Head of Centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the Awarding Body, following guidance in the JCQ publications - Post Results Services and A Guide to the Awarding Bodies' Appeals Processes.

Where the Head of Centre is satisfied after receiving the outcome of an EAR, but the internal candidate is not satisfied, the candidate may make further representation to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates are not permitted to make direct representations to an Awarding Body.

The Internal Appeals Form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the Head of Centre's decision, this will allow the centre to process the appeal and submit to the Awarding Body within the required 14 calendar days. Awarding Body fees which may be charged for the appeal must be paid by the candidate on submission of the Internal Appeals Form. If the appeal is upheld by the Awarding Body this fee will be refunded.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. Centre staff may also request scripts for investigation or for teaching purposes. Before any request can be made the written consent of the candidate must be obtained. GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates are presented in person at Presentation Evening or held by the school until collected by the candidate. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Replacement certificates are only issued if a candidate agrees to pay the costs incurred. The centre retains certificates for one year.

13. Complaints Procedure

Complaints regarding any aspect of the examination process should be submitted in writing (letter or email) to the Headteacher – as Head of Centre. It should include:

- Your full name and contact details

- A full description of the complaint (including the subject matter and dates and times if known)

The Trafalgar School will acknowledge receipt of any complaint within a maximum of 2 working days, and will indicate who is investigating the complaint and the ongoing status. Complaints will be investigated by someone who has no personal interest or involvement in the matter of the complaint. At the end of the investigation complainants will be informed of our decision in writing.