



Examinations Policy

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1. The 11-19 Exam Policy

Policy Purpose

JCQ Requires all schools to produce an Examination Policy and review on a yearly basis

The purpose of this exam policy 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. More detailed guidance is provided in the following JCQ documents:

Access Arrangements, Reasonable Adjustments and Special Consideration

General Regulations for Approved Centres

General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures

Instructions for Conducting Controlled Assessments 'ICE'

Instructions for Conducting Examinations Instructions for Conducting Non Examined Assessments

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of Centre, and Examination Officer

The school currently enters students for GCSE, AS and A level as well as university entrance examinations e.g. BMAT, LNAT, STEP.

Exam Responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks
- Reports immediately all suspicions or actual incidents of malpractice to the exam board in line with JCQ's General and Vocational Qualifications Suspected Ma/practice in Examinations and Assessments Policies and Procedures.

In the absence of the Head of Centre, this must be done by the most senior member of staff in school.

- Follows all JCQ exam regulations including ensuring that arrangements are in place to check that the correct paper packets are opened as set out in the General Regulations for Approved Centres.

Examinations Officer

Manages the administration of public and internal exams:

- Advises the Senior Leadership Team, subject teachers, form tutors and relevant support staff on annual exam timetables and examination procedures as set by the various awarding bodies
- Maintains systems and processes to support the timely entry of candidates for their exams
- Produces and distributes timetables to candidates for all internal/ external exams and communicates regularly with staff concerning imminent deadlines
- Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ, the awarding bodies and Rugby High School.
- Provides and confirms detailed data on estimated entries to the awarding bodies.
- Receives, checks and stores securely all exam papers and completed scripts maintaining a log that records the delivery of confidential materials (in the secure room). In the Examinations Officer's absence, confidential materials must be placed in the secure store immediately by one of the following: the Assistant Examinations Officer, the Head of Centre, the School Business Manager.
- Ensures that a procedure is in place to check that the correct paper packets are removed from storage (two pairs of eyes check) and distributed to examination rooms and that a second check is made by two people before any packet is opened.
- Identifies and manages exam timetable clashes
- Trains and monitors a team of exams invigilators responsible for the conduct of exams and retains a record of the training given. Invigilators for students with access arrangements must receive additional training so that they understand what is and what is not permissible.
- Keeps signed records of seating plans, invigilation arrangements, incident logs and centre copies of attendance registers until all appeals, malpractice or other results enquiries are complete.
- Advises on appeals and re-marks. Arranges for dissemination of exam results and certificates to candidates.
- Reports all suspicions or actual incidents of malpractice to the exam board in line with JCQ's General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures.

Curriculum Leaders:

- Guidance and pastoral oversight of candidates regarding exam entries or amendments to entries.
- Ensuring exam entries/registrations are completed within the deadlines set by the Exams Office.
- Ensuring the Exams Office is notified by July each year of any changes in the exam board or syllabus for their subject starting the following September.
- Ensuring that any official exam board internal non examined assessments/controlled assessments/coursework are conducted in accordance with JCQ and awarding body regulations.
- Accurate completion of assessment/coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer
- Involvement with post-results procedures.

Ensuring that all members of staff responsible for administering controlled assessments or coursework receive appropriate training.

Ensuring that access arrangements are in place for students who are entitled to them.

Teachers

- Ensuring that any official exam board internal assessments non examined assessments/controlled conditions/ coursework are conducted in accordance with JCQ and awarding body regulations.
- Ensuring that candidates in their classes entitled to access arrangements receive them.

The SEN Co-ordinator (SENCO) is overall responsible for:

- Identification and testing of candidates' requirements for access arrangements.
- Collects and stores the evidence necessary to support applications for access arrangements. Applies for access arrangements online within the deadlines set by the awarding bodies in accordance with the JCQ "Access arrangements, reasonable adjustments and special consideration" handbook
- Ensuring that testing/assessments conducted are processed online and the outcomes made available to the Exams Office and all teaching staff before the candidates are due to sit their exams/controlled assessments.

- Additional support for the exam invigilation team to be available
- Ensuring the school's assessor is fully qualified and has all required certification in place

Invigilators

The effective and efficient conduct of the exams in accordance with JCQ regulations.

- Making the necessary announcements at the beginning and end of exams
- Verifying the identity of all candidates
- Supervision of candidates in the exam room.
- Recording any incidents during the examination in the incident log.
- Collection of exam papers and other material 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.
- Being familiar with the contents of the JCQ Instructions for conducting examinations for the current year and the JCQ regulations
- Displaying all JCQ notices/warnings to candidates

All Staff

No member of staff may enter a room where an examination is taking place unless he/she is authorised to do so by the Head of Centre.

Any member of staff who is related to a candidate sitting a public examination may not have unaccompanied access to examination materials during the examination series for which that relative is entered. For example, question papers, pre-release materials and answer scripts. If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations.

All staff must tell the Head of Centre if they are related to student sitting public examinations at the start of that student's examination course so that the school can fulfil its duty to inform the awarding bodies of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments or involved in the administration of examinations and assessments which are being taken by a relative. Staff should avoid teaching or preparing relatives for examinations if at all possible.

Candidates are responsible for:

- Confirmation and checking of statements of entry and individual timetables

- Understanding non examined assessment/coursework/controlled assessment regulations and signing a declaration that authenticates the non examined assessment/coursework/controlled assessment as their own.
- Reading notices/warnings to candidates and following the rules and regulations set by Rugby High School & JCQ for all examinations especially those relating to prohibited item, conduct in the examination room and use of social media.

Parents/Guardians are responsible for:

- Checking with their child to see that the correct exam entries are made
- Checking that the correct tier of entry is made
- Ensuring their child attends exams as detailed on their exam timetable and is familiar with the rules and regulations set by Rugby High School & JCQ for all examinations.
- Supervision of their daughter if she has a clash which requires overnight supervision. Supervision must comply with JCQ regulations.

2. Qualifications

- The qualifications offered at this centre are decided by the Head of Centre and the Senior Leadership Team.
- The qualifications offered are GCE, AS/ A-Level, GCSE, and the subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year.
- Informing the Examinations Officer of changes to a specification is the responsibility of the head of the department concerned.
- All students will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with candidates/parents/guardians, subject teachers, Curriculum Leaders and the Head of Centre.

3. Exam Seasons and Timetables

Exam seasons

- Internal exams are scheduled throughout the year.

- External exams are scheduled mostly in May and June. In exceptional circumstances, individual candidates may be entered for another series e.g. a November English GCSE resit.
- Some internal exams are held under external exam conditions.

Timetables

Once confirmed, the Examinations Officer will circulate the exam timetables for external/internal exams to all relevant parties.

4. Entries, Entry Details, Late Entries and Retakes

Entries

- Candidates are selected for their exam entries by the Curriculum Leaders and the subject teachers.
- Candidates, or parents, can request a subject entry, change of level or withdrawal. The final decision is the Head of Centre's. The school will not pay for entries in subjects which it has not prepared the candidate to sit e.g. Modern Foreign Languages for which the school does not provide tuition.
- The school accepts external entries from former students and other candidates at the discretion of the Head of Centre. These entries must be paid for by the candidate. An administration and invigilation charges may be levied in addition to entry fees.
- Entry deadlines are circulated to Curriculum Leaders.
- Late entries are authorised by the Head of Centre .. Retakes

Candidates are allowed retakes as required in GCSE Mathematics and English Language and in AS/A-Level subjects where available.

Retake decisions will be made in consultation with the candidates, subject teachers and the Curriculum Leaders.

Candidates must complete a re-sit form and pay the retake costs to the Examination Office before entries can be made.

5. Exam Fees

For internal candidates:

GCSE initial registration and entry exam fees are paid by the centre. AS/A-

Level initial registration and entry exam fees are paid by the centre.

GCE (A Level) initial registration and entry fees are paid by the centre.

A fee is payable for some university entrance tests. This must be paid by the student or herparents before she can be entered by the school.

Late entry or amendment fees are paid by the centre or department according to circumstances as determined by the Head of Centre.

Candidates or departments will not be charged for changes of tier, withdrawals made by theproper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Fee reimbursements may be sought from candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Retake fees for first and any subsequent retakes are paid by the candidates.

6. Disability & Equality

- It is the Head of Centre's responsibility to ensure that the Centre meets the requirements of the Disability Discrimination Act 1995 (ODA), extended in 2005, and the Disability Equality Duty (DED) 2010.
- A person has a disability for the purposes of the ODA if s/he has a physical or mental impairment that has a substantial adverse effect on her/his ability to carry out normal day-to-day activities.
- The Centre will meet the disability provisions under the ODA (or the Equality Act 2010), by ensuring that the exams centre is accessible.
- The Head of Centre is responsible for ensuring that the centre fulfils its responsibility towards disabled candidates.
- Disability can never be a reason for denying a candidate the opportunity to access a course. However, where a candidate cannot demonstrate a competence required by the assessment objectives and where adjustments cannot be made without compromising the integrity of the assessment, parents and carers must be made aware and a discussion must be had about the advisability of entering the candidate for that component or qualification.

7. Special Educational Needs/ Access Arrangements

- The SENCO is responsible for ensuring that appropriate access arrangements are in place for any candidate with a disability requiring them using the Access Arrangements

online system. The application process is an online process via the Awarding Bodies' secure portal. The examination officer is responsible for inputting information that needs to be input in this way.

- Access arrangements should be processed at the start of the course using the Access Arrangements online system. The deadline for processing applications for Access Arrangements for examinations to be sat in May/June 2020 is 31st March 2022. There is a need to be able to demonstrate a history of support and provision. For this reason, the school will not normally accept an external assessment or perform an assessment itself within two terms of the student sitting an examination for which the access arrangement is sought. Access arrangements in the case of a temporary injury e.g. a broken arm are not affected by this.
- The SENCO is responsible for informing the candidate, her parents/carers and teachers in writing of the outcome of any application for an access arrangement.
- At the end of the Autumn Term of each academic year, the SENCO will share with teaching and relevant support staff the list of students who have an access arrangement and the nature of the arrangement as it affects assessments in their subject (where the arrangement varies). This list will then be updated on a half termly basis. Students may not receive extra time or any other access arrangement for controlled assessments, non examination assessments or any public examination unless an approved access arrangement is in place.
- The SENCO is responsible for ensuring that students identified as potentially requiring an access arrangement are assessed. She is responsible for collecting evidence of the candidate's current difficulties, how they impact on teaching and learning in the classroom and the candidate's normal way of working to create a detailed picture of need. In addition to compiling the evidence file she is responsible for completing all the requisite documentation including ensuring that candidates with access arrangements have signed a Data Protection Notice.
- Large print papers and papers printed on different coloured paper are available for students who need them. N. B. The deadline for ordering these is well ahead of the entry deadline (the end of January for examinations in May/June). Special arrangements, in line with JCQ regulations, will be made for orals and listening examinations for candidates with hearing difficulties.
- The SENCO is responsible for collecting and analysing feedback from disabled candidates so that their experience is as good as it possibly can be.
- Candidates with poor handwriting may use a word processor but this must be the candidate's normal way of working and be appropriate to their needs. The SENCO will use information provided by teachers for determining this and will compile and keep all the necessary records in relation to it.
- It is the responsibility of the Examination Officer to provide a separate room and invigilator/reader/scribe for an individual or small group of candidates that require one. Readers/scribes doubling up as invigilators must receive invigilation training in advance of acting as a scribe/reader.

- It is the responsibility of the Examination Officer to liaise with the IT Support to provide Word Processors/Laptops for candidates with relevant Access Arrangements. Spell check and internet facility must be disabled if required by JCQ regulations.
- It is the responsibility of the SENCO to allocate a suitable member of staff to support the candidate e.g. to read/scribe/etc. and to ensure that he/she has received training and understands their role including the limitations of the support that he/she may provide.
- Information of any candidates with Access Arrangements e.g. extra time, must be available to the invigilator in the examination room and recorded on the official seating plan. It is the Exams officer's responsibility to see that it is recorded.
- Copies of the SENCO's qualifications for testing and assessing candidates requiring access arrangements will be held on her staff file. In addition the SEN CO will have a copy ready to present to inspectors. The qualifications will be checked against JCQ regulations (paragraph 7.3.4) by the Head of Centre. In the event of an assessment being conducted by a third party, the SENCO is responsible for checking that the person concerned has the appropriate qualifications. A copy of these should be placed in the student's SEN file attached to the original assessment.
- Further details with regard to Access Arrangements can be found in JCQ's Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments General and Vocational qualifications
- N. B. A privately commissioned assessment carried out without prior consultation with the school cannot be used to award access arrangements and cannot be used to process an application using access arrangements online.

8. Estimated grades

Where estimated grades are required, Curriculum Leaders are responsible for submitting estimated grades to the Examinations Officer who will submit them to the awarding bodies.

9. Contingency Planning

Contingency planning for exams administration is the responsibility of the Head of Centre and the Senior Leadership Team. See separate contingency plan for further details.

10. Managing Invigilators and Exam Days

Managing invigilators

External invigilators will be used for external exam supervision.

Securing the necessary Disclosure and Barring Service (formerly Criminal Records Bureau -CRB) clearance for new invigilators is the responsibility of the Office Manager: SLT/HR Administrator.

DBS fees for securing such clearance are paid by the centre.

New invigilators will be trained by the Examinations Officer, existing invigilators will have annual top up training

Invigilators are timetabled and briefed by the Exams Office.

Invigilators' rates of pay are set by the Personnel Committee of the Governing Body.

Candidate Verification

Each internal candidate will have their exam seat identified by a card displaying the candidate number and a photo.

At the start of the exam invigilators will ensure that each candidate and photo match to verify the candidate's ID.

External candidates are required to provide photo ID on the day of the exam. This will be checked by the Exams Officer and a copy of the ID retained until the end of the season.

Procedure for Administering Assessments (Examinations)

The Examinations 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 caretaker is responsible for setting up the allocated rooms. Once the room has been set up it will be checked and secured in prevent the introduction of any unauthorised material.

The examination papers will be taken from the secure store immediately prior to the start of the examination by the Examinations Officer/Assistant Examinations Officer. She will check the information of the packets against the timetable to ensure that the right packets have been collected. These will then be cross checked by a second invigilator in the examination room prior to the pack being opened.

The lead invigilator or Examinations Officer will start all examinations in accordance with JCQ regulations.

The only staff permitted in the examination room are those permitted in accordance with the rules defined by JCQ. Subject staff are expressly forbidden from entering the examination room to give briefings, reminders or to coach students prior to the examination.

In practical exams subject teachers may be on hand in case of any technical difficulties, but may not assist with suggestions e.g. of use of colour, materials or method.

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 Curriculum Leaders 24 hours after the end of the exam session once all candidates have completed the examination.

11. Candidates, Clash Candidates and Special Consideration

Candidates

The school's published rules on acceptable dress, behaviour and candidate's use of mobile phones and other electronic devices apply at all times

The JCQ's published rules on acceptable behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

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 regulations.

Candidates may not leave the exam room without good reason and then only if they are accompanied by a member of the exam staff.

The Examinations Officer or attendance 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 guidelines. Candidates should alert the school if they think they will be late. The Examinations Officer is responsible for handling late or absent candidates on the exam day.

Clash candidates

Exam clashes will be administered in accordance with JCQ guidelines. Candidates will be supervised between exams and overnight if necessary in accordance with JCQ regulations. N.B. Candidates who are being supervised may not have access to the internet, their phone, or any other internet enabled device.

Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's/parent's/carer's responsibility to alert the centre, or the exam invigilator, to that effect.

The candidate/parent/carer must support any special consideration claim with appropriate evidence within 5 days of the exam, for example by providing a letter from the candidate's doctor.

The Examinations Officer will then complete an online special consideration form to the relevant awarding body within the timeframe set by the exam boards. She will retain all the associated supporting evidence ready for inspection.

12. Examinations Internal Appeals Procedure.

Controlled Assessment/Non Examined Assessment/Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre defined date. It is the duty of the Curriculum Leaders to ensure that all internal/non examined assessments/controlled assessments are conducted within the set deadlines and in accordance with the rules and regulations set by JCQ

Curriculum Leaders will ensure all internal / controlled assessment is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Examinations Office by the Curriculum Leaders.

Appeals Against Internal Assessments

The full appeals process is included as Appendix C.

13. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

Post Results Services

Following the issue of results, candidates may wish to see a copy of their script or ask for their script to be re-marked

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidate consent is required before any EAR request is processed.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this, they will be charged.

A Priority Script and Priority Re-mark is available for A-level candidates whose place at university may be dependent upon these results. The deadline for these services is 5 working days after the publication of results.

Non-priority scripts and re-marks are available for four weeks after the publication of results. Following a re-mark, unit marks and grades may be raised, stay the same or be lowered.

Fees and deadlines will be published for these services and are available from the exams office following each results day. Not all services are available for all subjects and/or levels.

ATS -ACCESS TO SCRIPTS

After the release of results, candidates may request the return of papers within the deadlines set by the awarding bodies.

Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained, forms available from the exams office.

GCE, AS/A2/GCSE re-marks cannot be applied for once an original script has been returned by the awarding body.

14. Malpractice

'Malpractice' means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or Centre, any officer, employee or agent of any awarding body or centre.

A failure by a centre to investigate allegations of suspected malpractice in accordance with the requirements of the Joint Council for Qualifications also constitutes malpractice. The centre will investigate and report to the appropriate awarding body all cases of suspected malpractice in accordance with the Joint Council's policies and procedures.

Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or examining body (Joint Council for Qualification) will be followed by the school.

Malpractice associated with external examination for the purposes of this policy includes the following:

- Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions
- The use of mobile phones and other electronic devices during exams
- The passing of information between students during an examination
- Taking unauthorised material into the examination room

Where malpractice is discovered in coursework/controlled assessments, then the appropriate

Curriculum Leader will discuss the matter with the Head of Centre and the Examinations Officer. The action taken will depend on the nature of the malpractice that has taken place, whether or not the candidate has signed a Candidate Declaration Form and the regulations with regard to the subject and qualification.

Where a Candidate has NOT signed a declaration form, and malpractice is discovered by the centre:

- In some circumstances, candidates will be required to re-submit the work.
- In some circumstances, the work will be destroyed and not entered for assessment. This will reduce the grade available to the candidate.
- The School may decide to sanction the candidate in line with the School Behaviour Policy

Where a Candidate has signed a Candidate Declaration Form:

- The incident will be reported to the relevant awarding body, in line with JCQ and Examination board guidance.

Where malpractice in coursework or controlled conditions assessments is discovered by the awarding body, then the awarding body will follow their own malpractice procedures.

All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered.

- a) In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarded by all awarding Bodies.
- b) Candidates must therefore ensure that malpractice does not take place at any stage during the examination and assessment process.

15. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing by the candidate.

Certificates are not withheld from candidates who owe fees. The

centre retains certificates for 12 months.

Lost Certificates can be requested from the relevant exam boards. A transcript of results can be arranged if requested in writing and there may be an admin fee payable for this service.

Monitoring and Evaluation

This exam policy will be reviewed every year. This exam policy will be reviewed by the Head of Centre and the Examinations Officer.

Suspected Malpractice Form (See Appendix A)

JCQ Notices and Warnings to Candidates (See Appendix 8)

Internal Assessment Appeals Policy (Appendix C)

RUGBY HIGH SCHOOL

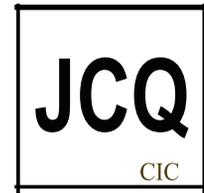
External Examinations Suspected Malpractice

Please use this form for reporting Candidates not abiding by the rules as set down by the JCQ.

Date:		Start time of Exam	
Exam Subject		Component Number	
Name of Candidate		Candidate Number	
Time of Incident		Seat Number	
Name of Invigilator			
Incident	Please Tick	Outcome	
Continued talking after warning			
Disrupting the exam			
Mobile Phone - On person			
Mobile Phone - In bag ringing			
Walked out of the Exam			
Other : please specify			

Please ask the candidate to write a statement on the reverse of this form and then complete your report.

Thank You



~~IAQA~~ ~~ICity & Guilds~~ ~~ICCEA~~ ~~IOCR~~ ~~IPearson~~ ~~IWJIC~~

Warning to Candidates

1. You must be on time for all your examinations.
2. Possession of a mobile phone or other unauthorised material is not allowed - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You must follow the instructions of the invigilator.
5. You must not sit an examination in the name of another candidate.
6. You must not become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS
NO POTENTIAL TECHNOLOGICAL/WEBENABLED SOURCES OF
INFORMATION



Possession of unauthorised items, such as a mobilephone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Internal appeals procedures 2021-22

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
M Grady	
Date of next review	Sep 2023

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Mark Grady
SLT members	Jo Grimes Yvette Grogan Olga Dermott-Bond Sean Quinn Paul Cartmell
Exams Officer	Ngema Iwenofu

1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Rugby High School's compliance with JCQ's *General Regulations for Approved Centres 2021-22, section 5.7* that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks. A candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Rugby High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Rugby High School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCE and GCSE, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Rugby High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Rugby High School will

1. ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment within 5 days of receiving their mark.
3. having received a request for copies of materials, promptly make them available to the candidate.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 calendar days of receiving copies of the requested materials by completing the **internal appeals form**.

6. allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. 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 candidate and has no personal interest in the review.
8. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

2. Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

This procedure confirms Rugby High School's compliance with JCQ's *General Regulations for Approved Centres 2021-22 section 5.13* that the centre has in place *"have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal..."*

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results via the Information for Candidates Booklet.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

Reviews of Results (RoRs) offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result, the exams officer and head of centre will investigate the feasibility of requesting a review supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate RoR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the internal appeals form at least 10 calendar days prior to the internal deadline for submitting a request for a review.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a RoR.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 5 calendar days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.]

Internal appeals form

FOR CENTRE USE ONLY	
Date received	

Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Rugby High School Notice of Internal Assessment Outcomes 2022

Candidate name		Date	
Year		Candidate Number	
Subject		Level	
Teacher		Exam Unit Code	
Mark (Please also specify the maximum mark i.e. 15/20)			
<p>Review of Mark You are entitled to request a review of your mark.</p> <p>Stage 1 If you do request a review you will be given a photocopy or a PDF file of your work if it is written work. Once your work has been submitted for assessment, you cannot have unsupervised access to it. So in subjects like Art or in subjects where the work has been recorded, you will be invited into school for a specific time for a supervised session so that you can review your work against the assessment criteria. You will be given a copy of the mark scheme that your teachers used to mark your work. This is so that you can look at your work and decide whether you wish to ask for a formal review.</p> <p>You will need to state the reason why you are requesting a review. You will be entitled to a view if you believe that:</p> <ul style="list-style-type: none"> • the marking criteria have not be properly applied • your teacher has not added up the marks correctly • you believe that your teacher has made an incorrect academic judgement in relation to your work. <p>There will be a small cost of £10.00 to cover the administrative costs associated with providing you with these materials.</p> <p>You have five days from the date of the issue of your mark in which to decide whether to request Stage 1 of the review process. You can do this by completing and returning a request form available from the Exams Office. Once we have given you a copy of your work and the mark scheme, you will have five days in which to decide whether or not you wish to proceed to Stage 2 of the process.</p> <p>Stage 2 Formal Review You must submit a formal request for formal review through the examination office within five days of being given the materials referred to in Stage 1. You need to explain the reason that you are requesting a review. There will be a charge of £25.00 to cover the administrative costs associated with providing a review which must be paid at the time that the request for a Stage 2 Review Request is submitted.</p> <p>Your work will be reviewed by a reviewer appointed by the school. This will not be someone who was involved in the assessment of your original work or, if it has already been moderated, it's moderation. The person concerned may be someone who is employed at another school.</p> <p>The reviewer will look at your work, the mark sheet completed by the teacher, information about any internal standardisation of marking (to make sure that standards were applied consistently), any comments/annotation made by the marker during the marking process.</p> <p>You will be notified of the outcome of the review as soon as it has been completed.</p> <p>If the reviewer decides that there has been a marking error, he/she must indicate where the marking error has occurred and how the mark is not in line with the standard of other candidates at the centre. It is for the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process. The head of centre has the final decision if there is any disagreement on the mark submitted to the awarding body.</p> <p>Please note: It is not possible for anyone to alter the work of a candidate once the assessor has provided the candidate with a mark. All internally awarded marks must be submitted to the examination board by 15th May 2022. Any internal reviews must be completed by then.</p>			

Rugby High School
Internally Assessed Work: Stage 1 Review Request

Candidate name		Date	
Year		Candidate Number	
Subject		Level	
Teacher		Exam Unit Code	
Mark (Please also specify the maximum mark i.e. 15/20)			
I would like to request a Stage 1 review of the assessment in relation to the above piece of work.			
I enclose the administrative fee of £10.00 to cover the administrative costs associated with Stage 1 of the review process.			
Signed		Date:	

Rugby High School
Internally assessed Work: Stage 2 Review Request

Candidate name		Date	
Year		Candidate Number	
Subject		Level	
Teacher		Exam Unit Code	
Mark (Please also specify the maximum mark i.e. 15/20)			
I would like to request a Stage 2 review of the assessment in relation to the above piece of work. My reason(s) for requesting this is/are:			
I enclose the administrative fee of £25:00 to cover the administrative costs associated with Stage 1 of the review process.			
Signed		Date:	

Further guidance to inform and implement appeals procedures

JCQ publications

- ▶ *General Regulations for Approved Centres*
<https://www.jcq.org.uk/exams-office/general-regulations>
- ▶ *Post-Results Services*
<https://www.jcq.org.uk/exams-office/post-results-services>
- ▶ *JCQ Appeals Booklet*
<https://www.jcq.org.uk/exams-office/appeals>
- ▶ *Notice to Centres - Reviews of marking (centre assessed marks)*
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ *Notice to Centres – informing candidates of their centre assessed marks*
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

