



**Crawshaw Academy
Examinations Policy**
*(including Non-Examination Assessments and other
internally assessed work)*

	Position/Committee	Date
Prepared by	Vice Principal - Curriculum & Assessment	May 2023
Approved by		

Policy

1. Aim

The aim of this policy is to specify systems and procedures for the conduct of internal and external examinations. It includes an appeals procedure.

2. Definition

For the purpose of this Policy, the term “Examination” covers any internal or external examination at any level, including coursework components and Non-Examination Assessments specified by the Awarding Body.

3. Roles and Responsibilities

Specific individual roles and responsibilities are identified throughout the document. Key individuals include:

- Principal
- Vice Principal
- Examinations Officer
- Faculty Leaders
- SENCO
- Subject Teachers

4. Documents to support the Examinations Policy

The following documents are referred to in the Examinations Policy and provide more detailed, specific information on practices and procedures.

- Non-Examination Assessment policy
- Special Consideration policy
- Access Arrangements Policy
- Word Processing Policy
- Appeals against Internal Assessments of Work policy
- Examination Contingency policy
- Examination Emergency Response policy (and Crawshaw Academy Emergency Response Policy)
- Examinations Archiving Policy
- Red Kite Learning Trust Data Protection Policy
- Internal appeals policy

Procedures to support the policy

The Vice Principal (Curriculum and Assessment) has the responsibility for overseeing the proper conduct of internal assessment, external examinations and for the appeals procedure. The person responsible for delivery of controlled assessment is the Faculty Leader. The person responsible for updating the Leadership Team on national developments and regulatory changes is the Examinations Officer.

The Examinations Officer keeps the Principal, through the Vice Principal, informed of any difficulties arising, and of the existence and the outcome of any appeals procedure.

This document provides an overview of the policy and procedures. For more detailed information, see the relevant separate policies included here as Appendices.

1 Information to candidates:

1.1 All candidates should be informed of the Academy policy for internal assessment and appeals procedure at the beginning of their externally assessed course. The JCQ rules and regulations will be available on the examinations section of our website and students will be informed at the beginning of their program of study.

1.2 Specific information regarding internal assessments and coursework requirements is communicated to students at the start of their course. This includes internal coursework and Controlled Assessment deadlines. Information regarding appeals and special consideration is available on the examinations section of the Academy website and students will be informed of these at the beginning of their course.

1.3 Specific information is issued by each curriculum area and includes any interim deadlines and a copy of objectives and mark scheme.

1.4 Examination Fees: The Academy will pay all the normal costs associated with initial examination entries. The cost of resit examinations will be paid only at the Academy's discretion. Should a student fail to attend an external examination and no reasonable explanation is provided (for example, a GP medical note), the Academy will act to recover the cost of the entry for that paper from parents. This will be communicated to parents before the examination season.

1.5 Requests for access to scripts, re-marking or recalling papers will be processed as shown in as Appendix 1

2 General examination

2. 1 The Exams Officer is responsible for circulating exam timetables for internal and external exams. Paper copies of the timetable will be given to students via form tutors, an electronic version will be displayed on the Examinations section of the Academy website and on the 'Exams Information Board'.

2.2 Exams will be invigilated by a trained invigilation team as organised by the Examinations officer. Invigilators will be cleared by the Disclosure Barring Service (DBS) once they have completed a supervised probationary period.

2.3 Teaching staff will only be allowed in exam rooms in accordance with the rules defined by the JCQ. 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 Faculty Leaders the day after the exam in accordance with JCQ's recommendations.

2.4 Further information about examinations can be found in the Examinations section of the Academy website.

2.5 The head of centre is responsible for investigating suspected malpractice.

3 Faculty Leader Responsibilities:

3.1 The qualifications offered at this centre are decided by Faculty Leaders after consultation with the Senior Leadership Team.

Decisions on whether a candidate should be entered for a subject will be taken by Subject Teachers in consultation with their Faculty Leader and the Vice Principal.

3.2 Faculty Leaders should ensure any special arrangements that would apply to external exams (extra time, reader, scribe etc.) also apply to Controlled Assessments and that this is done with liaison with the SENCO (see Appendix 2 for flowchart for determining special consideration).

3.3 Coursework and Non-Examination Assessment progress should be regularly monitored by Curriculum Areas. In the case of longer pieces of work, internal draft deadlines should be adhered to. It is important that candidates are encouraged to perform to the best of their ability. If any candidate is falling behind with his / her work, finding difficulties, or is underperforming, the appropriate colleague should discuss this with the candidate, keeping a written or electronic record and where appropriate, inform parents.

3.4 If difficulties continue, the subject / TLR holder / Faculty leader should be informed and should discuss progress with the candidate and inform parents.

3.5 Each curriculum area should staff appropriately timed twilight 'catch up' sessions and require students failing to meet interim deadlines to attend.

4 Marking of coursework/ Non-Examination Assessment

4.1 Curriculum areas should have in place an internal standardisation procedure that ensures consistency of marking across the year group and adheres to the requirements of the specifications. Brief minutes must be kept of the outcomes of Standardisation and Internal Moderation meetings.

4.2 All coursework / Non-Examination Assessment should be annotated in line with specification requirements.

4.3 Any inconsistencies in performance should be noted and discussed with the appropriate Faculty Leader before work is returned.

5 Returning of marks to candidates:

5.1 It is appropriate that students are made aware of the mark or estimated grade awarded for a piece of coursework or Non-Examination Assessment, but it must always be made clear that all marks awarded are provisional and subject to external moderation by Awarding Bodies and dependent upon the grade boundaries imposed for that series.

5.2 Each candidate should have clear understanding of how he / she obtained his / her marks in relation to the assessment criteria.

5.3 Adherence to the above should avoid candidates feeling that their work has been unfairly marked.

6 Any candidate wishing to appeal:

6.1 Any candidate concerned about his / her mark should discuss this first with their subject teacher, and if necessary, the subject / Faculty leader.

6.2 If this does not resolve the concern, the Faculty Leader should inform the Examinations Officer and, where an informal resolution is not agreed, should inform the candidate of the formal appeals procedure. The Examinations Officer will liaise with the Assistant Principal (Curriculum and Assessment).

7 Department Policy on Internal Assessment (*Non-Examination Assessment Policy*)

7.1 Faculty Leaders should ensure that they follow JCQ guidance and whole school policy on Internal Assessment.

7.2 It will be expected that every member of the department is fully aware of the procedures.

7.3 During the assessment process, subject teachers should:

(a) Monitor student progress re internal deadlines.

(b) Keep written or electronic records of any specific discussions with students arising from difficulties with coursework / Non-Examination Assessment.

- (c) Inform the subject / TLR holder / Faculty Leader in sufficient time of any problems arising.
- (d) The Team Leader should monitor any student experiencing difficulties, and discuss concerns with the Examinations Officer if further difficulties arise.
- (e) There should be a formal procedure for collecting in all work. It should be handed directly to the subject teacher and a dated record kept.
- (f) Students should be provided with their marks for Non-Examination Assessments and procedures implemented for Internal Appeals process (see below)
- (g) Copies of final marks should be either given to the Examinations Officer or submitted directly to the Examining Body and any anomalies discussed.

8 Appeals Procedure

If a GCSE candidate, upon receiving his / her final mark, wishes to make an appeal against the mark awarded for his / her coursework or Non-Examination Assessments, the following procedure must be used.

8.1 Use should first be made of informal channels (Faculty Leader and Class Teacher).

8.2 It is expected that the policy with regard to coursework management, will have been followed by the Curriculum Area, and informal discussion will be concerned with enabling the candidate to understand how he / she attained the mark. It is not expected that the mark will be changed.

8.3 If, however, a change of mark is considered necessary by the Team Leader, this should be explained to the Examinations Officer before action is taken. Alteration of a mark at this stage can only take place with the consent of the Examinations Officer. Refer to the Internal Appeals Policy for the procedure.

8.4 If all informal channels have failed to resolve the issue the candidate can make a formal appeal using the procedure outlined in the “**Crawshaw Academy Complaints Policy and Procedure**” document

9 Suspected Malpractice

9.1 Students will receive a briefing ahead of the examination season emphasising what constitutes malpractice and the potential consequences. Reminders will be given at the start of every examination through the Senior Leader starting the exam. Parents will receive a briefing through a pre-examination season Newsletter and information on the website.

9.2 Incidents of suspected malpractice will be dealt with in accordance with the current guidance form the Joint Council for Qualifications (JCQ) regarding malpractice, which is regularly updated.

10 Student Behaviour

10.1 Internal (formal) Trial exams will run in accordance with JCQ regulations with regard to student conduct. This provides students with several opportunities during their school career to experience and fully understand expectations.

10.2. Students will receive a briefing ahead of the examination season outlining expectations of behaviour and consequences of failing these (Malpractice). Reminders will be given at the start of every examination through the Senior Leader starting the exam.

10.3. JCQ regulations will be followed should there be disruption in the examination room. Students will be warned that they may be asked to leave the examination room and that the awarding body will be informed. The invigilator must record what has happened and, if necessary, summon assistance.

11 Procedures to verify the identity of all candidates at the time of the examination or assessment

11.1 The Centre has a policy of no external (private) candidates. The only exception to this rule is former students who may undertake a resit.

11.2 The Year manager is present at the start of all GCSE examinations to check the identity of students. A register is completed during any Pre-Examination boosters and again on entry to the exam hall. A member of the Senior Leadership Team starts all external examinations with a further register inside the Examination Hall. A folder of photos (for GCSE examinations) is usually held within the Exams room

12 Policy for dealing with candidates who arrive late / are absent from examinations

12.1 Candidates that arrive later than the internal published start time of the examination will be admitted to the examination hall and be permitted the full-time allocation where possible. The centre will endeavour to be able to organise adequate supervision arrangements in these circumstances.

12.2. Candidates that arrive very late (more than one hour after the awarding body's published start time) will be accommodated subject to the centre being able to organise adequate supervision arrangements and dependent upon the circumstances of lateness. The appropriate JCQ report will be submitted and JCQ procedures followed.

12.3. Candidates who are absent from the examinations will be contacted by centre staff as soon as practicably possible. Where appropriate, centre staff may go in person to transport a candidate. If absence is due to an illness, candidates will be requested to gain appropriate medical documentation.

13 Food and Drink within the Exam Room

13.1 Candidates will be allowed to bring water into the exam room in a water bottle that is clear, see through and free of labels.

13.2. No other food or drink will be allowed inside the exam room. This includes chewing gum.

13.3. Medication that is prescribed may be administered in the exam room with prior arrangement.

14 Data Protection (GDPR)

14.1 The examinations process, including Non-Examination Assessments, will run in accordance with the Red Kite Learning Trust Data Protection Policy.

14.2. Examinations archiving processes will follow the retention rules as outlined in The Information and Records Management Society - Information Management Toolkit for Schools

15 Examination contingency plans (including Emergency evacuation / Invacuation procedures)

15.1. The Academy's Emergency Response plan will be instigated as appropriate.

15.2. In the event of the Fire Alarm sounding, students will be evacuated to the lower Tennis Courts under the direction of the Invigilators; Academy procedures will be followed with a focus on maintaining the integrity of the examination.

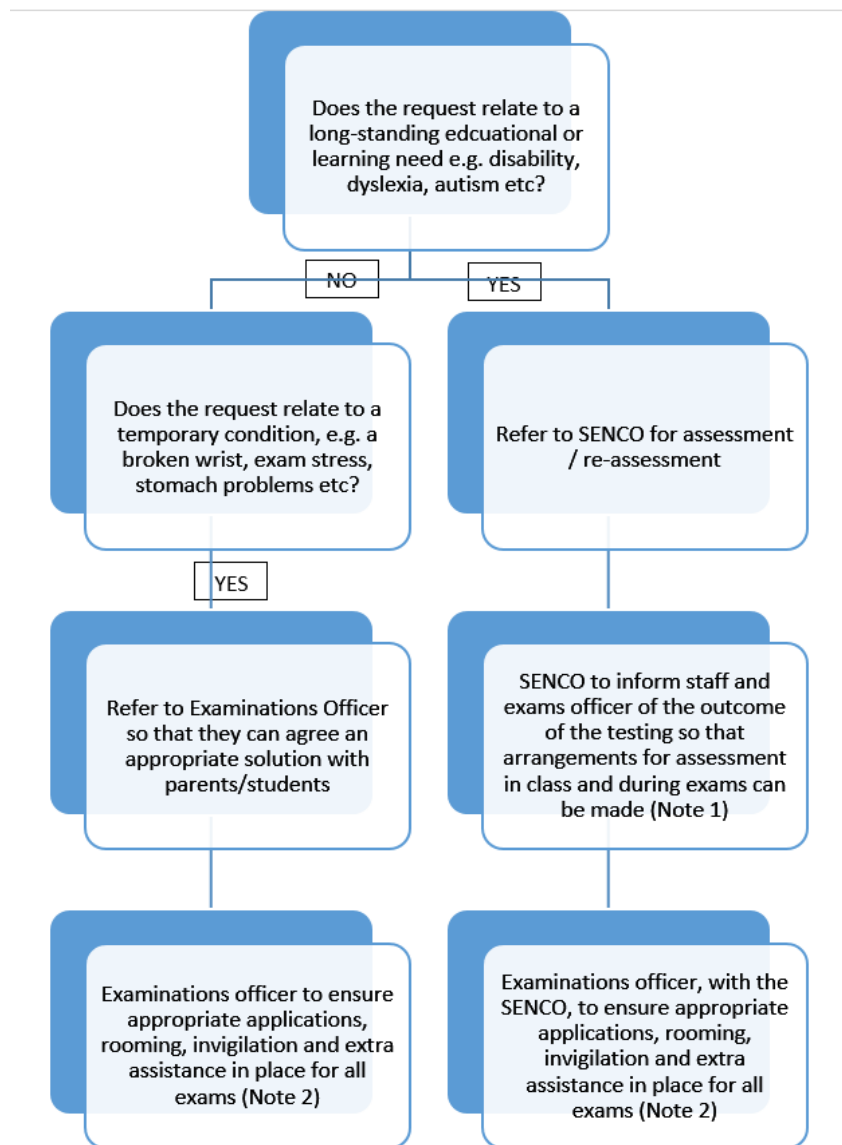
15.3. In the event of an Invacuation, students will follow Academy protocol, remaining inside the examination room following instructions provided by Invigilators.

15.4. In all events, where the integrity of the examination, or the performance of candidates may have been affected, a report must be sent to the appropriate awarding body.

Appendices:

i. Flowchart for special arrangements/special consideration

APPENDIX 1: Flowchart for special arrangements/special consideration



The SENCO should co-ordinate the reassessment of students as appropriate e.g. on entry to Post 16 where the previous special arrangements may no longer apply

Note 1 Amongst the arrangements possible are: the provision of a scribe, reader, prompter or practical assistant; use of a word processor, enlarged papers, coloured overlays or a foreign language dictionary; supervised rest breaks; separate invigilation and accommodation; and/or extra time.

Note 2 Amongst the arrangements possible are: the use of a scribe; supervised rest breaks; a dedicated invigilator who is aware of any issues; a choice of where to sit in the Hall; separate invigilation and accommodation; extra time; and any other specific candidate specific requests permitted under the regulations.