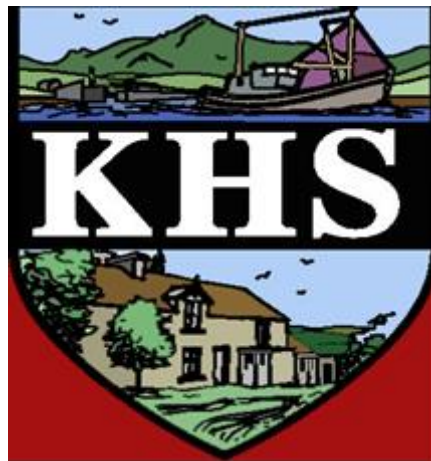


# **KILKEEL HIGH SCHOOL**



# **EXTERNAL EXAMINATIONS POLICY**

**December 2018**

## **RATIONALE**

The purpose of this policy is:

- To ensure the planning and management of EXTERNAL examinations within Kilkeel High School is conducted efficiently and in the best interest of all candidates
- To ensure that the EXTERNAL examination system have clear guidelines for all associated with it

## **EXTERNAL EXAMINATIONS**

### **Glossary:**

CCEA	Council for the Curriculum, Examinations and Assessment
AQA	Assessment and Qualifications Alliance
OCR	Oxford, Cambridge and RSA Examinations
JCQ	Joint Council for Qualifications
SLT	Senior Leadership Team
SENCo	Special Educational Needs Co-ordinator
DDA	Disability Discrimination Act 1995
DED	Disability Equality Duty 2006
EA	Equality Act 2010

## **RESPONSIBILITIES**

### **1. Senior Leadership Team**

As a Senior Leadership Team we aim to ensure that:

- The requirements of the Examination Boards are fulfilled
- The management and processes of all examinations are in keeping with the requirements and regulations set out by JCQ
- That all practical arrangements are in the candidates best interest

## **2. Examinations Officer**

The Examinations Officer manages the administration of external examinations, which includes:

- Advising the SLT with regard to administration, processes, procedures, etc.
- Ensuring that candidates are informed about examination timetables, costs, etc.
- Ensuring that all documentation associated with Controlled Assessments and Coursework are processed in keeping with Exam Board and JCQ guidelines
- Works alongside the SENCo with regard to Access Arrangements, Special Consideration, Reasonable Adjustments, etc.
- Works alongside the Vice Principal (Curriculum) in managing examination timetable clashes
- Working alongside the General Office Manageress with regard to organising of the examination hall, recruitment of invigilators and candidate conduct within the examination
- Submission of candidate registration, storage and despatching of Controlled Assessment and Coursework on relevant and necessary dates.
- Arrangement and dissemination of examination results and certificates, in consultation with the SLT
- Administer the processes with regard to paper re-marks
- Administer the processes and costs associated with re-sits of modules
- Ensure that the school meet the disability provisions set out in the DDA (1995), the DED (2006) and the Equality Act (2010) to ensure that all candidates have the necessary access and required provision when sitting examinations.

## **3. SENCo**

The responsibilities of the SENCo includes:-

- Liaising with Heads of Department and Subject Leaders regarding candidates requiring Access Arrangements
- Submitting completed Access Arrangement documentation to the Examination Officer
- Providing additional support to certain candidates, which may include invigilators, scribes, etc.

- Working alongside the Vice Principal (Curriculum) and Examination Officers to ensure all practical arrangements for Access pupils are in place

#### 4. Candidates

- With regard to dress-code during external examinations ...
  - a. GCSE and AS candidates must be in school uniform
  - b. A2 candidates are not required to be in school uniform, but must be dressed appropriately
- Disruptive candidates will be dealt with in accordance with JCQ guidelines
- Candidates are expected to stay for the full exam time
- A candidate who requires to leave the exam hall due to a genuine reason, will be accompanied by a member of staff at all times
- Candidates who arrive late for an examination, must meet with the Examinations officer first, before entering the exam hall
- Should a candidate be ill before an exam, suffer family bereavement or undergo any other trauma prior to an examination, the candidate (or parent) must inform the Examinations officer or the school office immediately.
- In the case of 'Special Consideration' request by the candidate (or parent), evidence (by a medical doctor etc.) must be provided 3 days before the examination to the Examinations officer, who will liaise with the necessary examinations provider
- Mobile phones, iPods, MP3/4 players, smart-watches etc. are not allowed within the examination hall. Possession of unauthorised items like this will lead to immediate disqualification from the examination. ***(Please note, Kilkeel High School will not intervene on behalf of the candidate if this instruction by JCQ is not adhered to by the candidate)***

#### **EXAMINATION FEES**

- Fees will be paid by the school for all initial entries for GCSE, AS and A2 Level subject examinations
- In the case of long-term and serious illness - where sitting an examination is not possible, the parent will ensure the following:
  - a. Inform the school 8 weeks prior to the examination
  - b. Submit the necessary medical evidence to the school

- c. Allow the school appropriate time to liaise with the necessary examination boards and await the outcome

In the case of a re-sit - where notification is not given by the parent within the 8 week time frame of a long-term serious medical condition OR in the case where a pupil has taken ill close to the examination and cannot sit the examination, a re-fund will not be issued – as the examination provider would have already calculated the cost of the candidate sitting the examination.

- In the case of a re-mark or re-sit, candidates seeking a re-mark / re-sit will follow the necessary procedure:
  - a. Request a re-mark / re-sit form from the Examinations Officer or General office
  - b. Meet with the subject teacher, Head of Department or Subject Leader to request the correct subject module code
  - c. Make payment when applying for the re-mark / re-sit (***Please note, the form will not be collected by the Exams Officer or General office without payment***)

In the case where the re-mark (not re-sit) leads to an increase of grade, the candidate will be refunded.

# EXAMINATIONS and EMERGENCIES

## JCQ : Emergency evacuation procedure for examinations

In the event of an emergency evacuation of an examinations room for events such as:

- Fire / Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room.

In the event of a fire alarm at Kilkeel High School during exams, the instruction is:

**Invigilators should await instructions from the Principal or a member of the Senior Leadership Team as to whether the exam room should be evacuated.**

The invigilator(s) at Kilkeel High School are to take the following action **(in accordance with JCQ '*Instructions for conducting examinations*' [ICE] regulation 18 : Emergencies)** if the fire alarm is activated in the exams room and evacuation is required:

- Stop the candidates from writing
- Collect the attendance register **(in order to ensure that all candidates are present)**
- Evacuate the examination room in line with the instructions given by the appropriate authority
- Advise candidates to leave all question papers and scripts in the examination room
- Candidates should leave the room in silence
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination

- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and of the action taken, and send to the relevant awarding body

Candidates leaving the school hall (or any other designated exams room) will be escorted safely to the back of the Religious Studies mobile, where they will remain under supervision until it is safe to return to the exam venue.

If exams are taking place in other venues in the school, e.g. the Music Department, the exam is to continue unless a member of the Senior Leadership Team arrives to instruct the room to be evacuated. Candidates from the Music Department (for example) will be escorted safely to the Assembly point, where they will remain under supervision until it is safe to return to the exam venue.

**In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions of information:**

- The exam room must be evacuated by the nearest fire exit
- Candidates must be escorted to the assembly point on the rugby pitch
- On returning to the exam room, allow candidates time to settle down, reminding them that they are still under exam conditions
- Restart the exam and allow candidates the full working time set for the examination
- Make relevant changes to the displayed finish time
- All information regarding the evacuation must be recorded

**TO MAINTAIN THE SECURITY OF THE EXAMS, THERE SHOULD BE NO  
COMMUNICATION BETWEEN THE CANDIDATES AT ALL TIMES!**

## **Appeals against internal assessment decisions (centre assessed marks)**

This procedure confirms Kilkeel High School's compliance with JCQ's *General Regulations for Approved Centres 2018-19* 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 (GCSE controlled assessments, 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.

### **Deadlines for the submission of marks (Summer 2019 exam series)**

Date	Qualification	Details
TBC	BTec	Submit marks to Edexcel
TBC	GCSE	Submit marks to AQA
TBC	GCSE & GCE	Final date for submission of coursework marks (AQA, OCR and Pearson)

Kilkeel 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.

Kilkeel 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, GCSE and] BTEC, 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. Kilkeel 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.

1. Kilkeel High School will 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. Kilkeel High School will 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.

3. Kilkeel High School will, having received a request for copies of materials, promptly make them available to the candidate within 2 calendar days.

4. Kilkeel High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. Kilkeel High School will 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 3 days of receiving copies of the requested materials by completing the **internal appeals form**.

6. Kilkeel High School will 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. Kilkeel High School will 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. Kilkeel High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. Kilkeel High School will inform the candidate in writing of the outcome of the review of the centre's marking.

10 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 candidate may only appeal against the marking process and not against the mark submitted by the centre for moderation by the awarding body.**

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 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 Kilkeel High School's compliance with JCQ's *General Regulations for Approved Centres*, that the centre has in place *"a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical 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 in the envelope with their results.

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.

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 Marking and Moderation (ROMM) 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)

Review of Marking consent form (copy in results envelope) and appropriate fee is required in all cases before a request for an ROMM service 1 or 2 is submitted to the awarding body. 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, teaching staff and Head of Centre will only advise on the benefit of a remark.

When the candidate has decided to request a remark, the candidate may pay the appropriate ROMM fee to the centre, and a request will be made by the Exams Officer to the awarding body on the candidate's behalf.

The candidate will be informed of the outcome of his/her ROM as soon as it is available.

Following the ROMM 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.

# EXAMINATIONS AND PUPILS WITH DISABILITY

## **Introduction:**

This policy aims to ensure that every student who has additional needs will be supported through every examination series. This ensures that there is equality of opportunity.

## **Overview:**

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All examination centre staff must ensure that the access arrangements and special regulations and guidance are consistent with the law.

## **The Equality Act 2010**

- Our school is fully accessible to any disabled candidate
- There is a level main entry and ramps/lifts throughout the school
- All examination rooms are on the ground level.
- There are toilets suitable for disabled people
- The emergency evacuation route has a level exit
- Examination Officer and invigilators are responsible for providing chairs for queuing disabled candidates
- Examination Officer is responsible for suitable seating arrangement for disabled candidates
- Caretakers are responsible for providing a suitable table for disabled candidates
- SENCo will provide evidence to support an application for access arrangements and ensure that appropriate arrangements and facilities are made available which meet the requirements of any candidate with disability. These include:
  - a. Modified test papers (enlarge print, Braille, transcripts for hearing impaired candidates, etc.
  - b. Up to 25% extra time
  - c. A reader or a scribe
  - d. Supervised rest breaks
  - e. Different coloured scripts
  - f. Use of bilingual dictionary
  - g. A prompter
  - h. Use of computer or other technology

- i. Use of an individual room

Any invigilator who would have to supervise a disabled candidate would be made aware of the sensitive issues of learning support needs of the candidate, issues of language and communication with him/her.

### **Reasonable Adjustments**

An education provider has a duty to make 'reasonable adjustments' to make sure disabled students are not discriminated against. These changes could include providing extra support and aids (like specialist teachers or equipment).

Schools are not subject to the reasonable adjustment duty to make alterations to physical features, like adding ramps. They must make the buildings accessible for their disabled pupils as part of their overall planning duties.

### **Examination procedures for pupils with Disability**

- All exam rooms are on the ground floor (Assembly hall, etc,) or have access to a lift
- Chairs are available when queuing outside when needed
- There is an appropriate toilet near or in all of these areas
- Emergency evacuation procedures are appropriate for all candidates
- All areas have had internal risk assessments carried out
- If any candidate needs to take regular medication, invigilators will make this possible.
- The Exams Officer should be notified if there are any exceptional health issues
- Any specialised equipment will be provided
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate

- Recruitment of invigilators will follow normal school policy with regards to disabled applicants
- All invigilators will either receive group training including disability issues or will work alongside an experience invigilator
- The SENCo will make the Exams Officer aware of any issues concerning individuals in the main exam rooms
- The SENCo / Exam Officer will take the lead in making access applications based on their close knowledge of the needs of the students under their care. They will produce a list of the students involved together with their concessions and this list will be available in all exam rooms in the files.
- Any complaints made by the candidates with disabilities should be directed in the first instance to the Examinations Officer who will initiate the enquiry