

KILKEEL HIGH SCHOOL



EXTERNAL EXAMINATIONS POLICY

March 2024

The purpose of this policy is:

- To ensure that 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 everyone involved with the External examinations have clear guidelines to follow

EXTERNAL EXAMINATIONS

Glossary:

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

RESPONSIBILITIES

1. Senior Leadership Team

The Senior Leadership Team will 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 best interests of all candidates

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 and any timetable clashes.
- Organising of the examination hall and recruitment of invigilators.
- Submission of candidate registration, storage and despatching of Controlled Assessment and Coursework on relevant dates.
- Arrangement and analysis of examination results and distribution of certificates, in consultation with the SLT
- Administer the Post Examination Services
- Administer the processes and costs associated with re-sits of modules.

3. SENCo

The responsibilities of the SENCo includes:-

- Liaising with Heads of Department and Subject Leaders regarding candidates requiring Access Arrangements.
- The SENCo will make the Exams Officer aware of any Access Arrangements concerning individual students
- 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.
- 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.

4. Candidates/Parents

- Candidates should consult their personal timetable and arrive at school fully equipped and in good time on the day of each exam.
- 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.
 - c. No outdoor coats or bags are permitted in the Exam Hall.
- Mobile phones, iPods, MP3/4 players, smart-watches and 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)***
- Disruptive candidates will be dealt with in accordance with KHS and 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 school office immediately.
- In the case of 'Special Consideration' request by the candidate (or parent), evidence (by a medical doctor etc.) must be provided for the SENCo, who will liaise with the appropriate examination board.

The Examination Boards have designated **Wednesday 26th June 2024** as the Exam Contingency Day. Candidates are encouraged to remain available on this date should exams need to be rescheduled.

Results will be available from the school on

**Thursday 15th August for A2 and AS exams
and
Thursday 22nd August for GCSE exams**

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 relevant examination boards and await the outcome.

In the case of a re-sit - where notification is not given within the Exam Boards time frame a re-fund will not be issued as the Exam Board would have already invoiced the school.

- 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 (*Specific forms have been provided by JCQ*) from the Examinations Officer.
 - b. Meet with the subject teacher, Head of Department or Subject Leader to discuss the implications of a remark/resit.
 - 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***). ***Specific forms have been provided by JCQ***

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

EXAMINATIONS and EMERGENCIES

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] section 25: Emergencies)**

If the fire alarm is activated in the exams room and evacuation is required:

- Stop the candidates from writing.
- Collect the attendance register **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 to the fenced area beside Room 45, 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, eg 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.

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

**FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN
DISQUALIFICATION.**

Appeals' Procedure

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 school. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation. (see attached sheet)

The school is committed to ensuring that whenever its teachers assess students' work, this is done fairly, consistently and in accordance with the specification for the qualification concerned. However, to meet the requirements of the Examination Boards an internal appeals procedure is available.

An appeal may only be made against the process that produced the grade or mark to be submitted to the Examination Board and not against the mark or grade.

- Internal marking, moderation and standardisation of coursework will always be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.
- The marks submitted to the Examination Boards are subject to further external moderation and standardisation procedures and the final mark is decided by the Chief Moderator for each subject area.

Internal Appeals' Procedure

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. (See attached form)

1. Subject teachers 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. (See attached schedule)
2. Subject teachers 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. Subject teachers will, having received a request for copies of materials, promptly make them available to the candidate. This will either be the originals viewed under supervision or copies.

4. The 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**. Candidates must explain on what grounds they wish to request a review.

6. The 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. Senior Leadership Team 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. Senior Leadership Team will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. The Centre 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Key Dates

COURSEWORK DEADLINE	TBC
DEPARTMENTAL MODERATION	12 th APRIL 2024
PUPILS NOTIFIED	15 th APRIL 2024
OUTCOME OF APPEAL	29 th APRIL 2024
EXAM BOARD DEADLINES FOR COURSEWORK	FROM WEDNESDAY 1 st MAY 2024

INTERNAL APPEALS FORM

This form should be completed lodge an appeal. **Against an internal assessment decision**

Candidate name	
Awarding body	Unit/module/exam paper code
Subject	Unit/module/exam paper title

Please state the grounds for your appeal below:

Appeal against an internal assessment decision Candidate declaration

By signing here, I am confirming I understand 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's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

2 Appeals procedure for candidates following the release of marks from the Awarding Bodies

Following the issue of results, awarding bodies make post-results services available. Details of these services 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.

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.

Enquiries about Results 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)

Enquiry about Results – Examined Components (available to candidates)

Enquiry about Results Jcq consent form and the appropriate fee is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body. Forms must be submitted to the Exams Office leaving sufficient time to be processed. 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 EAR 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 EAR as soon as it is available.

Following the EAR 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.

Enquiry about Results – Coursework Components (only available to school)

After the candidates' coursework has been marked and moderated by school staff and the marks submitted to the Examination Board they can no longer be challenged by the candidate.

If the Examining Board do not change the marks after their moderation, a review of moderation is not possible.

If the Examining Board does change the marks after their moderation, the school can apply for a review of moderation. This decision can only be taken by the Head of Centre, who will be advised by the Head of Department.

If the school is still not satisfied with the outcome of the appeal, they can appeal against the Examination Board decision. Details of this appeals procedure can be found in the Jcq Appeals Booklet.

Clerical re-checks, reviews of marking and appeals



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number <input type="text"/>	Centre name <input type="text"/>
Candidate number <input type="text"/>	Candidate name <input type="text"/>

Details of review (awarding body, qualification level, subject title, component/unit)

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

EXAMINATIONS AND PUPILS WITH DISABILITY

KHS aims to ensure that every student who has additional needs will be supported through every examination series. KHS ensures that there is equality of opportunity in accordance with the Equality Act 2010 which extends the Equality Act to general qualifications.

- Our school is fully accessible to any disabled candidate.
- All areas have had internal risk assessments carried out
- 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.
- Any specialised equipment will be provided.
- The Exams Officer should be notified if there are any exceptional health issues and any medication required and any communication difficulties.
- The emergency evacuation route has a level exit and is appropriate for all 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:

Modified test papers. Up to 25% extra time. A reader/prompter or a scribe.

Supervised rest breaks. Different coloured scripts. Use of bilingual dictionary.

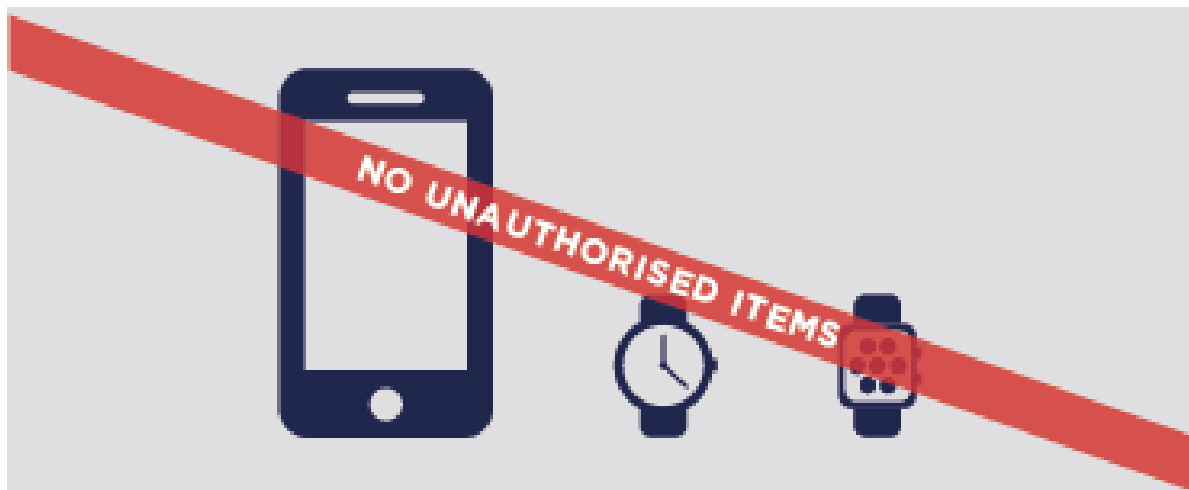
Use of computer or other technology. Use of an individual room.

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 and any issues of language and communication with them.

Any complaints made by the candidates with disabilities should be directed in the first instance to the Examinations Officer who will initiate the enquiry with the SENCo and SLT.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, 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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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.

For further details please use the following websites:

<https://www.jcq.org.uk/>

<https://ccea.org.uk/>

<https://www.aqa.org.uk/>