

# Lismore Comprehensive School



*"Caring and Learning Together"*

## External Examinations Policy

| Version Date | Last Review | Next review | Responsible       |
|--------------|-------------|-------------|-------------------|
| June 2020    | June 2020   | June 2021   | Examinations Team |

## **Policy for External Examinations**

As a school we in Lismore want our pupils to leave with relevant qualifications in preparation for their future pathway. We believe that entering pupils for public examinations which are appropriate to their ability provides motivation which helps them to achieve their full potential. In addition we wish to comply with Article 136 of the Education Reform (NI) Order 1989. This article requires our Board of Governors to ensure that each pupil registered in Lismore is entered for each public examination for which she/he is being prepared. Consequently, if a KS4 or Post-16 pupil is attending classes in a particular subject, then that pupil will be entered for an appropriate examination in that subject.

There are certain circumstances in which a pupil may be withdrawn or not entered for an examination in a particular subject. These are:

- If the Board of Governors decides that there are educational reasons why the pupil should not be entered for the examination and the pupil's parent/guardian agrees
- If the pupil's parent/guardian requests in writing that he or she should not be entered
- If the pupil has been entered for another public examination in another corresponding specification for which he or she was prepared by the same course of study

The purpose of this Examinations Policy is:

- to ensure that the planning and management of exams are 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. This Examinations Policy will be reviewed annually by the Examinations Team.

### **Membership of the Examinations Team:**

- Mrs R Lavery (VP Key Stages 4 and 5)
- Mrs Duggan
- Mrs Lorna Hendron
- Mr Haddock
- Mrs M Ballentine (Specialist Teacher AEN)

## Roles and Responsibilities

### Head of Centre

Has overall responsibility for the school as an exam centre:

- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. (Refer to Lismore's Policy on *Suspected malpractice in examinations and assessments*)

### Examinations Team

The duties of the Examinations Team are as follows:

| Role  | Assigned to                     |
|---|---------------------------------|
| To act as a link person between Examination Boards and teachers regarding matters relating to examinations /Liaise with C2K   | VP                              |
| To oversee the enrolment and registration of learners for BTEC courses and inputting additional results manually where relevant   | VP / Mrs Hendron                |
| To assist with the distribution of information from Examination Boards to HODs and other relevant personnel   | VP                              |
| Downloading base-data from the Examination Boards and uploading onto school system for each examination season  | Mrs Hendron / Mrs Duggan        |
| Producing 'Mark-sheets' with the correct Unit codes for all Departments to complete entries   | Mrs Hendron / Mrs Duggan        |
| Inputting of examination entries and amendments onto C2K system, ensuring that all students, as advised by Heads of Departments are entered, and entries / amendments are submitted to the Examination Boards via the Web-Exchange. | Mrs Hendron / Mrs Duggan / HODs |
| The collection and transmission to Examining Boards of forecast grades, coursework marks, portfolio marks   | Mrs Hendron                     |
| To ensure Examination Board entry deadlines are met   | ALL                             |
| To identify and assist with requests for "Special Consideration"  | Mr Haddock                      |
| To carry out testing on identified pupils   | Mrs Ballentine                  |
| To apply for access arrangements for identified pupils  | Mr Haddock                      |
| To organise supervision for students requiring access arrangements<br>Internal Examinations<br>External Examinations  | Mr Ward<br>Mr Haddock           |
| Collection of monies for repeat Examinations – following the guidelines for 'Cash Handling procedure'   | Mrs Hendron                     |
| Producing individual Statements of Entry, Examination timetable and Examination Results for distribution to pupils and teachers for all examination seasons   | Mrs Hendron                     |
| Identify Examination Clashes and liaise with Mrs Duggan   | Mrs Hendron                     |
| Arrange supervision for pupils who have examination clashes with external examinations, in line with JCQ guidelines   | Mrs Hendron/<br>Mrs Duggan      |
| To assist with issuing examination results as may be required   | ALL                             |
| To be willing to engage in relevant training of C2K Examination Module  | ALL                             |
| To ensure that all arrangements in relation to external invigilators are in place   | Mrs Hendron / Mrs Duggan        |
| To assist, if required, with examination supervision and completion of associated documentation   | ALL                             |
| To oversee the distribution, collection and packaging of Controlled Assessment Tasks/Portfolios   | Mrs Duggan                      |
| To set up exam rooms to adhere to CCEA regulations, including the placing of candidate names on tables  | Mrs Hendron                     |
| Draw up 'Seating Plans' using the C2K system for each examination and display for pupils.   | Mrs Hendron                     |

|  |             |
|--|-------------|
| Apply to Examination Boards for remarks or papers.   | Mrs Hendron |
| Organise distribution of exam papers to invigilators and to staff covering access arrangements for pupils                          | Mrs Hendron |
| Examination paper collection in chronological order and safe storage   | Mrs Hendron |
| Organise distribution of exam papers and other documentation when necessary, to LSA for AEN pupils entitled to access arrangements | Mr Haddock  |
| Release of materials for practical subjects – eg Science, Languages, Art   | Mrs Hendron |
| Production of signage and JCQ documentation for pupils and invigilators  | Mrs Hendron |

### Head of Department

- Provides guidance and curriculum advice to subject teachers and candidates who are unsure about exam entries or amendments to entries.
- Provides guidance for candidates on enquiries about results.
- Ensures that coursework/controlled assessment in their subject is completed in line with JCQ regulations and school policy. **(See Policy for Controlled Assessment Tasks)**
- Oversees the accurate completion of coursework/controlled assessment mark sheets and declaration sheets in adherence with deadlines set by the Examinations Team.
- Oversees the accurate completion of entry and all other mark sheets in adherence with deadlines set by the Examinations Team.
- Informs the Examinations Team, Vice Principal (Key Stages 4 and 5) and relevant Head of Year, if a candidate withdraws from their subject.
- Provides all advance examination materials required in their subject, including that for candidates completing re-sits, in adherence with deadlines set by the Examinations Team.
- Makes candidates aware of their responsibility to provide any advance materials required in their subject should they decide to re-sit.
- Informs the Examinations Team and Vice Principal (Key Stages 4 and 5) if they intend to introduce a new course or change of specification used in their subject. This must be done in the September of the first year of teaching.
- Be available in the school at the start of each exam in their subject. They are permitted to assist with general queries about the exam in question but must not advise on which questions are to be attempted.
- Oversee the submission of estimated grades in their subject in accordance with deadlines set by the Examinations Team.

### Head of Careers

- Provides guidance and careers information for candidates.

### Teachers

- Accurate completion of entry and all other mark sheets in adherence with deadlines set by the Examinations Team.
- Report any amendments to the entry details of their class to the relevant Head of Department. This includes requests to withdraw or change a tier of entry.
- Provide guidance and curriculum advice to candidates who are unsure about exam entries or amendments to entries.
- Act on information provided by LSC regarding the support of those candidates with special requirements in exams.
- Ensure that coursework/controlled assessment is completed in line with JCQ regulations and school policy. Candidates should be informed of the marks that they have been awarded after internal standardisation.

- Subject teachers may not read exam papers or attempt to remove papers from the exam room before the end of a session. Papers will be distributed to Heads of Department at the end of the exam session.

### **Learning Support Co-ordinator (LSC)**

- Works with the Examinations Team to ensure effective administration of access arrangements.
- Works with the Specialist Teacher to identify and test candidates' requirements for access arrangements.
- Works with various agencies to ensure provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

### **Chief invigilator/invigilators**

- Collection of exam papers and other material from the Exams store before the start of the exam.
- Invigilate exams in accordance with JCQ regulations.
- Report to the Examinations Team any issues which arise during an exam period
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Store.

### **Candidates**

- Confirm their exam entries.
- Read coursework/controlled assessment regulations and sign a declaration that authenticates the coursework as their own.
- Read JCQ **Instructions to Candidates** which is distributed at the start of an examination cycle.
- Submit any materials required for an exam in line with deadlines set by the Head of Department.
- In the case of a re-sit it is the candidate's responsibility to provide any materials required for an exam to the Head of Department
- A candidate or parent/carer who wishes to request a subject entry, change of tier or withdrawal must consult with the relevant Head of Year who will liaise with subject teachers, Heads of Departments and the Examinations Team as necessary. If they fail to do so in advance of the exam, they will be expected to pay a fee.
- Inform their subject teacher if they decide to re-sit the coursework component or the practical exam in a subject.
- Inform the Examinations Team or the Invigilator if they are too ill to sit an exam, suffer bereavement/other trauma or take ill during the exam itself.
- Provide the Examinations Team with the appropriate evidence to support a claim for special consideration within five days of the exam.

## **Exam Seasons and Timetable**

### **Exam seasons**

- At GCSE, external exams are scheduled in November, January, March and May/June.
- At A-/AS-level, external exams are scheduled in May/June.

### **Timetables**

The Examinations Team will circulate the exam timetables for external exams once these are confirmed.

## **Entries, entry details, late entries and re-sits**

### **Entries**

- The school reserves the right to enter candidates for exams and to act as an exam centre.
- Candidates are selected for their exam entries by the subject teachers who are able to verify the identity of students
- The centre will only accept former students as external candidates. Restrictions may apply in those subjects with a practical exam.

### **Late entries**

- Entry deadlines are communicated to Heads of Departments via email and in written form on entry mark-sheets. Late entries can only be authorised by the Vice-Principal (Key Stages 4 and 5).

### **Re-sits**

- Candidates are allowed to re-sit AS-level exams in May/June of Year 14.
- GCSE re-sits will only be allowed when approved by the Head of Department.
- All re-sit examinations must be paid for.
- The Examinations Team will provide lists of examination candidates to Heads of Department.
- Re-sit decisions will be made in consultation with the candidates, subject teachers, Head of Year and the Examinations Team.

### **Withdrawals**

A candidate or parent/carer who wishes to request a subject entry, change of tier or withdrawal must consult with the relevant Head of Year who will liaise with subject teachers and Heads of Departments as necessary. The Examinations Team must be informed immediately.

### **Exam Fees**

- GCSE initial registration and entry exam fees are paid by the centre. AS-level initial registration and entry exam fees are paid by the centre. A-level initial registration and entry exam fees are paid by the centre. Late entry or amendment fees are paid by the candidates.
- Candidates or departments will not be charged for changes of tier or withdrawals made in accordance with the procedures laid down in this policy and in awarding body guidelines.
- Details of exams charges will be communicated to candidates at the start of GCSE and post-16 courses.
- Re-sit fees for first and any subsequent resits are paid by the candidates. Candidates must pay the fee for an enquiry about a result.

## **The Special Educational Needs and Disability Order**

### **SENDO**

The SENDO (2005) extends the application of the DDA (1995) to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with this policy.

### **Special Educational Needs**

- A candidate's special needs requirements are determined by the LSC and the educational psychologist /Specialist Teacher.

- The LSC will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The LSC can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### **Access arrangements**

- Making special arrangements for candidates to take exams is the responsibility of the Examinations Team and the LSC.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Team.
- Rooming for access arrangement candidates will be arranged by the Examinations Team.
- Invigilation and support for access arrangement candidates will be organised by the Examinations Team.
- The SEN Assessor will undertake relevant training on an annual basis or as required in accordance with JCQ guidance. Retention of certification will be held in the examination store alongside confirmation of attendance at CPD opportunities.

### **Criteria to be used to award and allocate word processors for examinations**

- Students will only be permitted to use a laptop or ipad if this is specified in the approved access arrangements for that candidate and if it is the candidate's normal way of working in the centre.
- The laptop or ipad will be a centre-owned device and with the spelling and grammar check / predictive text disabled.
- It is the responsibility of the centre to ensure that the laptop or ipad is fully charged.
- Candidates will be reminded to ensure that their centre number, candidate number and the unit / component code appear on each page as a header or footer.
- Each page of the typed script must be numbered.
- Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up "autosave" on each laptop or ipad.

### **Estimated grades**

Heads of Departments will submit estimated grades in accordance with deadlines set by the Examinations Officer.

### **Managing invigilators and exam days**

#### **Managing invigilators**

- External invigilators will be used for the supervision of all public exams
- Recruitment of invigilators is the responsibility of the Head of Centre.
- Invigilators' rates of pay are set by the CCEA.

#### **Exam days**

- The Examinations Team will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the Invigilator Team.
- The Invigilator Team will invigilate all exams in accordance with JCQ guidelines.
- Heads of Department must be available in the centre at the start of each exam in their subject. They are permitted to assist with general queries about the exam in question but must not advise on which questions are to be attempted.
- Heads of Departments will verify if necessary the identity of candidates sitting the examination or assessment

- In practical exams subject teachers must be present in case of any technical difficulties.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department at the end of the exam session.

### **Candidates, clash candidates and special consideration**

#### **Candidates**

- The centre's normal rules on school uniform and behaviour apply at all times.
- Mobile phones, iPods, MP3 players, etc must not be brought into an exam room.
- Blazers must not be worn and must be left outside of the exam hall.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- The pupil record form on each desk will be used as a means of verifying the candidate sitting the exam.
- Disruptive candidates will be dealt with in accordance with JCQ guidelines and school rules.
- Candidates may only leave the exam room in an emergency, in which case an invigilator must accompany them.

#### **Clash candidates**

- The Examinations Team will be responsible as necessary for dealing with clashes and deal with them in accordance with JCQ guidelines.

#### **Special consideration**

- Should a candidate be too ill to sit an exam, suffer bereavement/other trauma or take ill during the exam itself, it is the candidate's responsibility to alert the centre or the exam invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example, a letter from the candidate's doctor.
- The Examinations Team will then forward a completed special consideration form along with the relevant evidence gained to the appropriate awarding body within seven days of the exam.

### **Appeals Process for June 2020 Examination Series**

***In an unprecedented year schools have been presented with many challenges due to the COVID-19 pandemic. This includes the cancellation of the Summer 2020 examination series and the subsequent alternative arrangements put in place for the issue of results for A Level and GCSE.***

***The Examination Policy for Lismore Comprehensive School complies fully with that of the Joint College for Qualifications (JCQ). Any appeals against results issued in August 2020 will be dealt with in accordance to JCQ guidance. This is an exceptional appeals process which focuses on the accuracy and application of the data provided to awarding bodies. All initial concerns should be raised with the Centre as the Head of Centre is required to authorise the appeal. The Head of Centre must have the written consent of the candidate. Appeals for Summer 2020 will be dealt with exclusively through the JCQ Appeals Process which may be accessed through the link below:***

***<https://www.jcq.org.uk/wp-content/uploads/2020/08/JCQ-June-2020-appeals-guidance.pdf>***

### **Coursework/controlled assessment and appeals against internal assessments**

#### **Coursework/controlled assessment**

- Candidates who have to prepare portfolios should do so in line with deadlines set down by Heads of Departments.



- Heads of Departments will ensure all coursework/controlled assessment is ready for dispatch at the correct time and the Examinations Team will keep a record of what has been sent when and to whom.
- Teachers are obliged to inform students of the marks they have been awarded for internally assessed work, after internal standardisation. They should also be informed that these marks may change after moderation by the awarding body.
- Marks for all internally assessed work must be provided to the Examinations Officer by the Heads of Departments.

### **Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject (**Refer to Appendix 1**).

The main points are:

- If a parent/carer feels that they have grounds for appeal they should put their concerns in writing to the Examinations Team before using the appeals procedure.
- Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade submitted to the awarding body.
- Candidates may appeal if they feel their coursework/controlled assessment has been assessed unfairly, inconsistently or not, in accordance with the specification for the qualification.
- Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
- Appeals must be made in writing by the candidate's parent/carer to the Examinations Team.

### **Complaints Policy and Procedure**

We are committed to providing a quality education and training service to all our learners, maintaining high standards of conduct in our operations and working in an open and accountable way. In the event of a complaint regarding the centre's delivery or administration of a qualification, please follow the procedures outlined below. By listening and responding to the views of our learners we can improve the quality of our services to them. We try to ensure that

- Making a complaint is easy and straightforward,
- We treat all complaints seriously and sensitively,
- Complaints are dealt with promptly and politely,
- We respond to complaints proportionately, ie ranging from an immediate informal apology through to a formal written response.

### **Informal approach**

An informal approach is appropriate when it can be achieved. Therefore, in the first instance you should raise the issue with the member of staff concerned as soon as is reasonably practicable, in order that the matter might be resolved swiftly and informally. If, however, the matter cannot be resolved satisfactorily you should follow our formal complaints procedure.

### **Formal complaints procedure**

Stage 1

You should make a formal complaint to us in writing. This can be by letter or email. Your letter/email should set out

- the details of your complaint

- how this has affected you as a result, and
- what you consider should be done to resolve the issue.

You can expect your complaint to be acknowledged within 3 working days of receipt.

In our reply we will **either** give our response to your complaint **or** give you an interim response along with the reason/s for not yet being able to provide a response. The usual reason for this is that we need to make further investigations which will take a number of days to complete.

You can expect to receive our response to your complaint and an explanation within 10 working days.

## Stage 2

If you are not satisfied with our response you can appeal this by writing to our School Principal. This should be by letter and addressed to the School Principal. Your letter should set out your complaint and the reason/s for your dissatisfaction with our response.

You can expect this appeal to be acknowledged within 3 working days of receipt. The School Principal will appoint the Vice Principal to review your complaint and our response. You may be invited in to a meeting as part of this review process.

You can expect to receive the School Principal's response to your appeal within 20 working days. The decision of the School Principal is final.

We keep full records of all formal complaints.

## **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 or by post to their home address.
- Arrangements for the school to be open on results days are made by the SLT. The provision of staff on results days is the responsibility of the SLT.
- The centre cashes in at the end of Year 13 for AS-level grades and the end of Year 14 for A Level grades.

### **EARs (Enquiry About Results)**

- EARs may be requested by candidates if there are reasonable grounds for believing there has been an error in marking. The cost must be met by the candidate.

### **ATS (Access To Scripts)**

- After the release of results, candidates may ask for a copy of the exam script.
- In certain circumstances, if a result is queried, the Vice Principal (Key Stages 4 and 5), Examinations Team and teaching staff will investigate the feasibility of asking for a re-mark at the centre's expense.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

### **Certificates**

- Certificates are presented in person at the appropriate Awards Ceremony.
- If a student cannot attend, certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so with written consent. In the case of a Year 11/12

student, that written consent MUST come from the parent. In the case of a Year 13/14 student, it may come from the candidate.

- The centre retains certificates for one year in line with JCQ requirements and then they are returned to the relevant exam board.

### **Internal Appeals Procedure for Results, enquiries about results (EARs) and access to scripts (ATS)**

The centre is obliged to publish a separate procedure on this subject (**Refer to Appendix 2**).

### **Personal Data**

- The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). Lismore Comprehensive School will comply with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.

As at the date of reviewing these regulations, the UK is a member of the European Union and the General Data Protection Regulation has direct effect within the UK. Elsewhere in these *General Regulations* reference is made to 'data protection legislation'. This is intended to refer to the law currently set out in the General Data Protection Regulation and domestic legislation.

- The centre will bring to candidates' attention the JCQ document *Information for candidates – Privacy Notice, General and Vocational Qualifications*. This document will be distributed to all candidates at the start of a course leading to a vocational qualification, or, where candidates are following GCE and GCSE qualifications, when the entries are submitted to awarding bodies for processing.
- The head of centre, or a member of the senior leadership team, will advise any person involved in administering, teaching or completing examinations/assessments that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*.
- Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements. The centre will ensure that candidates are made aware of this.
- The Learning Records Service (LRS) will provide learners aged 14 and over with a Unique Learner Number (ULN). An internet facility will provide and hold a ULN for every person in education and training aged 14 and over. The ULN will remain with the learner for life, supporting the learner in building a record of their participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner's achievement data.
- Awarding bodies must make the personal data they hold on an individual available to him or her when requested, subject to the application of any relevant exemptions. Candidates and

other individuals may obtain access to their personal data such as examination results by applying to the appropriate awarding body's data protection officer

- The centre will inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications. Data protection laws acknowledge that an examination certificate is a contemporaneous record of achievement. The fact that an individual's name might have changed since the date of issue of the certificate does not render it inaccurate for the purposes of the data protection legislation.

### Freedom of Information

- Under the Freedom of Information Act 2000, the general public is allowed access to any recorded information held by public authorities, unless such information is exempted in accordance with the provisions of the Act. This means centres or awarding bodies who are public authorities within the meaning of the Act must consider requests for information in accordance with the provisions of the Act. Centres who are public authorities must consult with the relevant awarding bodies before disclosing, pursuant to the Freedom of Information Act, any information received from an awarding body. This obligation does not apply to centres or awarding bodies that are private entities. However, information held on behalf of other public authorities such as DfE or Ofqual will also fall within the scope of the Act. Centres and awarding bodies should co-operate with the relevant authority in respect of any request for such information.

### Copyright

- The copyright in all question papers, on-screen assessments and computer-based assessments created by an awarding body belongs to that awarding body. Unless otherwise expressly stated in any question papers which are subject-specific, the awarding bodies grant the centres a non-exclusive, non-transferable licence to use the question papers for the purpose only of preparing future groups of candidates for mock examinations and other internal centre tests.
- **For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.** This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.
- Materials that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("**Assessment Materials**"). The copyright in any assessment materials created by a candidate belongs to him/her.

Each centre will procure from each of its candidates to grant the awarding body a non- exclusive, royalty-free licence to use their assessment materials (the “**Assessment Licence**”) on the following terms:

- the assessment licence becomes effective on submission, in any medium or form, by the candidate of the applicable assessment materials;
  - the awarding body is entitled to use such assessment materials for the purpose of (a) assessing such candidates and their assessment materials (“**Candidate Assessment**”); **and (b)** providing education and training services to others; (c) research.
  - the awarding body is entitled to grant any sub-licences of its rights under section 6.15(ii): (a) to third party examiners for the purpose of candidate assessment; **and (b)** to third party IT service providers for the purpose of detecting potential and suspected malpractice.
  - the awarding body and its sub-licensees are entitled, for purposes of exercising their rights under the assessment licence, to reproduce the assessment materials in any form or medium and in whole or in part;
  - the awarding body is entitled, for the purpose of providing education and training services to others, to modify, translate or otherwise change the assessment materials to meet particular needs;
  - a candidate shall be entitled to notify the awarding body, by means of a notice to the centre, that he or she wishes to terminate the awarding body’s rights referred to in section 6.15(ii)(b), (c) and it shall be in discretion of the awarding body whether or not to terminate such rights; **and**
  - a candidate is not entitled to terminate the awarding body’s rights referred to in section 6.15(ii) (a).
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- The assessment materials will either be assessed internally by teachers in the centres (whose marks will be moderated) or externally by examiners. Any such assessment materials will be anonymised to ensure that the candidates cannot be identified. Where a centre or third party is in possession of any assessment materials for the purposes of candidate assessment, such assessment materials will be held on behalf of the awarding body. The centre or third party shall not acquire any rights therein other than granted pursuant to the assessment licence.
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- The awarding body before publishing or otherwise disclosing assessment materials to any third party in any medium or form, and using any assessment materials for the purpose of providing education and training services to others, pursuant to the assessment licence, will anonymise such assessment materials to ensure that the candidates cannot be identified.
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- Each centre must submit promptly to the relevant awarding body any notice given by a candidate referred to in section 6.15(vi).
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- Subject to section 6.15, the physical medium on which any assessment material is recorded will be the property of the awarding body to whom it is submitted (the “**Property**”). The property will not be returned to centres other than through the access to scripts arrangements set out in **section 5.13, page 21**.

## **Appendix 1 - Appeals Against Internally Assessed Marks (GCSE Controlled Assessments and GCE Coursework Units)**

Lismore Comprehensive School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Lismore Comprehensive 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

**N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

1. If a parent/carer feels that they have grounds for appeal they should first put their concerns in writing to the Examinations Team before using the appeals procedure.
2. Appeals should be made as early as possible and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
3. Appeals must be made in writing by the candidate's parent/carer to the Examinations Team.
4. The Head of Centre will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
5. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
6. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
7. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Lismore Comprehensive School and is not covered by this procedure

## **Appendix 2: 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**

Lismore Comprehensive School is committed to ensuring that enquiries about results (EARS) and access to scripts (ATS) are facilitated where possible. In some circumstances the centre may take the decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal. In such circumstances the following internal appeals procedure will apply:

1. If a parent/carer feels that they have grounds for appeal they should first put their concerns in writing to the Examinations Team before using the appeals procedure.
2. Appeals should be made as early as possible and no later than two weeks after the issue of results.
3. Appeals must be made in writing by the candidate's parent/carer to the Examinations Team.
4. The Head of Centre will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the examination process for that subject.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.