

Lismore Comprehensive School



"Caring and Learning Together"

Examinations Policy

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There are certain circumstances in which a pupil may be withdrawn or not entered for an examination in a particular subject.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 Curriculum)
- Mrs Duggan
- Mr Seeley
- Mrs Connon
- Mrs M Ballentine (Specialist Teacher AEN)
- Study Supervisor (To be appointed)

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 Curriculum
To oversee the enrolment and registration of learners for BTEC courses and inputting additional results manually where relevant	VP Curriculum
To assist with the distribution of information from Examination Boards to HODs and other relevant personnel	VP Curriculum
Downloading base-data from the Examination Boards and uploading onto school system for each examination season	Study / Mrs Duggan
Producing 'Mark-sheets' with the correct Unit codes for all Departments to complete entries	Study / Mrs Duggan
Inputting of examination entries and amendments onto C2K system, ensuring that all students, as advised by Heads of Dept/Curriculum Team are entered, and entries / amendments are submitted to the Examination Boards via the Web-Exchange.	Study / Mrs Duggan / HODs
The collection and transmission to Examining Boards of forecast grades, coursework marks, portfolio marks	Study
To ensure Examination Board entry deadlines are met	ALL
To identify and assist with requests for "Special Consideration"	Mr Seeley
To carry out testing on identified pupils	Mrs Ballentine
To apply for access arrangements for identified pupils	Mr Seeley
To organise supervision for students requiring access arrangements Internal Examinations External Examinations	Mrs Connon Mr Seeley
Collection of monies for repeat Examinations – following the guidelines for 'Cash Handling procedure'	Study
Producing individual Statements of Entry, Examination timetable and Examination Results for distribution to pupils and teachers for all examination seasons	Study
Identify Examination Clashes and liaise with Mrs Connon	Study
Arrange supervision for pupils who have examination clashes with external examinations, in line with JCQ guidelines	Mrs Connon
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	Study / 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	Study
Draw up 'Seating Plans' using the C2K system for each examination and display for pupils.	Study
Apply to Examination Boards for remarks or papers.	Study
Organise distribution of exam papers to invigilators and to staff covering access	Study

arrangements for pupils	
Examination paper collection in chronological order and safe storage	Study
Organise distribution of exam papers and other documentation when necessary, to LSA for AEN pupils entitled to access arrangements	Mr Seeley
Release of materials for practical subjects – eg Science, Languages, Art	Mr Seeley
Production of signage and JCQ documentation for pupils and invigilators	Study

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 (Curriculum) 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 (Curriculum) 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.
- The Curriculum Team will make decisions regarding the exam series used by each curriculum year.

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.
- 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 for Curriculum.

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.

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.
- 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.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 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 a member of staff must accompany them.
- The Examinations Team/centre administration staff will attempt to contact any candidate who is not present at the start of an exam. The Examinations Team will deal with them in accordance with JCQ guidelines.

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.

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.

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 (Curriculum), 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.

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