

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

POLICY ON EXAMINATIONS No. 50

COMMITTEE	Curriculum & Student Matters
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REVIEW	Every 2 Years or following changes to Statutory Guidance
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COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

POLICY ON EXAMINATIONS

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The purpose of this examinations policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- To ensure that all examinations and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

1. Examination Responsibilities

Head of Centre

The Headteacher has overall responsibility for the school as an examination centre.

Examinations Officer

Manages the administration of public and internal examinations:

- Ensures that the National Centre Number register Annual Update is responded to.
- Understands the contents of annually updated JCQ publications including:
General regulations for approved centres
Instructions for conducting examinations
Suspected Malpractice in Examinations and Assessments
Post-results services (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Advises the Senior Leadership Team, subject and class teachers and other relevant support staff on annual examination timetables and JCQ publications and awarding body documentation relating to the examinations process that has been updated.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their examinations. Confirms with HoDs final entry information that has been submitted to awarding bodies.
- Supports the SENCO in applying for access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Provides written Centre examination information to candidates in advance of each examination series. Issues relevant JCQ information for candidates documents. A formal briefing session for candidates will be given at least four weeks prior to the start of the examination series.
- Ensure timely submission of candidates' coursework/controlled assessment marks by Subject Leaders, tracks despatch of coursework and any other material required by the appropriate Awarding Bodies correctly and on schedule.

- Provides candidates with Statements of Entry and examination timetables for checking. Identifies and manages examination timetable clashes. Produces a Centre examination timetable, identifies examination rooms and allocates invigilators.
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Line manages the examinations invigilators which includes providing annual training on conducting examinations.
- Provides seating plans for examination rooms according to JCQ and awarding body regulations.
- The Examinations Officer is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.
- Receives, checks and stores securely all examination papers and completed scripts according to JCQ and awarding body requirements. Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential.
- Identifies and confirms arrangements for the dispatch of candidate examination scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service.
- Consults with teaching staff to ensure that necessary coursework and non-examination assessments are completed on time and in accordance with JCQ guidelines.
- Arranges for dissemination of examination results and certificates to candidates and processes Enquiries about Results (EAR) and Access to Scripts (ATS). Centre's results database is updated.
- Keeps records as required by JCQ and awarding bodies for the required period.
- Annually updates the CCHSG Examination Office Procedures document.

Heads of Year

- Heads of Year will be present at the start of each examination to verify candidate identity including private candidates.

Line Manager for Examinations

- Is familiar with the contents of annually updated JCQ publications including:
General regulations for approved centres
Instructions for conducting examinations
Access Arrangements and Reasonable Adjustments
Suspected Malpractice in Examinations and Assessments
Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework)

Deputy Headteacher (Curriculum)

Organisation of teaching and learning.

- External validation of courses followed at Key Stage 4 and post-16.

Heads of Subject

- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications.
- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures where necessary.
- Accurate completion of non-examination assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer. Checks final entry submission information provided by the Examinations Officer and confirms the information is correct.
- Ensures that the JCQ regulations are followed

Teachers

- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications.
- To raise any concerns regarding access arrangements with the SENCO as soon as possible after the start of the course.
- Submission of candidate names to Heads of Subject.

SENCO

- Leads on the access arrangements and reasonable adjustments process.
- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
Access Arrangements and Reasonable Adjustments
- Identification and testing of candidates' requirements for access arrangements.
- Works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process. Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.
- Applies for approval through access arrangements online (AAO) with the support of the Examinations Officer.
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to examinations.
- Liaises with teaching staff to gather evidence of normal way of working of the candidate.
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes.

- Employs good practice in relation to the Equality Act 2010.
- Liaises with the Examinations Officer regarding examination time arrangements for access arrangement candidates.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Invigilators

- Attend training, update, briefing and review sessions as required
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.
- Collection of examination papers and other material from the examinations office/main examination hall before the start of the examination.
- Record any incidents or irregularities on the examination room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the examination room, emergency evacuation)
- Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Officer.
- Assisting the Examinations Officer in the efficient running of the examinations according to the JCQ regulations.

Candidates

- Confirm entry information is correct or notifies the Examinations Officer of any discrepancies.
- Understanding coursework/Controlled Assessment regulations and signing a declaration that authenticates the coursework as their own.
- Meet internal deadlines to request EAR services.
- Provides appropriate evidence to support an application for Special Consideration within five days of the examination being taken, where required.

Reception Staff

- Assistance with Silence Notices, ensuring the students adhere to notices displayed.
- Support the Examinations Officer in dealing with examination-related deliveries and dispatches with due regard to the security of confidential materials.

Site staff

- Liaise with the Examinations Officer to ensure examination rooms are set up according to JCQ and awarding body requirements.

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The statutory tests and qualifications offered are GCSE, A levels and EPQ.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

If there has been a change of specifications from the previous year, the examinations office must be informed by the beginning of the Autumn Term.

At Key Stages 4 and 5

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

Decisions on whether candidates should not take an individual subject will be taken in consultation with the Subject Teachers, Heads of Subject, Heads of Year, Deputy Headteacher and Headteacher.

3. Examination Seasons and Timetables

3.1 Examination Seasons

Internal examinations are scheduled in Autumn Term for Year 11. Spring Term for Years 9, 10, 12 and 13 and Summer Term for Years 7, 8. and 12.

External examinations are scheduled in November (University Admissions Tests) and May/June.

3.2 Timetables

The Examinations Officer will circulate the examination timetables for both external and internal examinations once these are confirmed.

4. Entries, Entry Details, Late Entries and Re-sits

4.1 Entries

Candidates are selected for their examination entries by the Head of Subject (this includes timing of the entry).

In exceptional circumstances the parent of the candidate may request a subject entry, change of level or withdrawal but the final decision will be made by the Headteacher.

The centre does accept entries from External Candidates (past students) and the fee for these entries will be determined by the cost of entry and include an administration fee to cover the cost of invigilation.

The fee for these entries will not be refunded if the candidate withdraws from or does not attend an examination.

4.2 Late entries

Entry deadlines are circulated to Heads of Subject via memo.

Late entries are authorised by the Head of Subject and/or Examinations Officer.

4.3 Re-sits

Candidates are allowed re-sits in GCSE subjects where units are taken early.

Re-sit decisions will be made in consultation with the candidates, subject teacher and the Head of Subject (where necessary)

(See also section 5: Examination fees)

5. Examination Fees

GCSE, AS and A2 initial registration and first time entry examination fees are paid by the Centre for all examinations for subjects on a student's curriculum.

Late entry or amendment fees are paid by the Candidates or Heads of Subject from their departmental budget.

Candidates or Departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the Awarding Bodies.

Reimbursement may be sought from candidates who fail to sit an examination or meet the necessary coursework requirements without medical evidence or other mitigating circumstances.

Re-sit fees for first and any subsequent re-sits are paid by the candidates.

(See also section 4.3: Re-sits)

Candidates must pay the fee for an enquiry about a result.

(See also section 11.2: Enquiries about results [EARs]).

6. The Equality Act 2010, Special Needs and Access Arrangements

6.1 Equality Act

See Appendix A – Governors' Policy on Equality Act 2010.

All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO and the Examinations Officer.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination.

The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

6.3 Access Arrangements

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO after consultation with the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.

6.4 Transferred candidate arrangements

Examinations Officer

- Liaises with the host or entering centre, as required
- Processes requests to the awarding body deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

7. Contingency Planning

Contingency planning for examination administration is the responsibility of the Line Manager for Examinations with the assistance of the Examinations Officer. Appendix F is the Examinations Contingency Plan and is in line with the guidance provided by JCQ, Department for Education and the awarding bodies. Appendix G Emergency Evacuation Policy and Appendix H Emergency evacuation procedure for examinations.

8. Managing Invigilators and Examination Days

8.1 Managing Invigilators

External Invigilators will be used for examination supervision during all Public Examinations, Year 11 and Year 10 mock examinations. The recruitment of Invigilators is the responsibility of the Examinations Officer with a member of the Senior Leadership Team.

Securing the necessary Disclosure and Barring Service (DBS) clearance and safeguarding training for new invigilators is the responsibility of the Centre Administration. DBS fees for securing such clearance are paid by the Centre.

Invigilators are recruited, trained, timetabled and briefed by the Examinations Officer.

Invigilators' rates of pay are set by the Senior Leadership Team with approval from the Governing Body.

8.2 Examination Days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the Invigilator/s.

The site management team is responsible for setting up the allocated rooms.

The Senior Invigilator will start all examinations in the Hall and Gym in accordance with JCQ guidelines.

Members of the pastoral team should be present at the start of the morning and afternoon sessions to assist with the identification of candidates and for supervision of candidates entering and leaving the examination room.

Senior members of centre staff may be approved by the Head of Centre to be present at the start of the examination(s). When entering an examination room, they must identify themselves and their purpose for being there to the senior invigilator and/or Examinations Officer.

In practical examinations Subject Teachers will form part of the Invigilation team.

Examination papers must not be read by Subject Teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Subject at the end of the examination session.

9. Malpractice

The Head of Centre in consultation with the Examinations Officer and relevant Senior Staff is responsible for investigating suspected malpractice.

10. Candidates, Clash Candidates and Special Consideration

10.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

JCQ procedures will be followed for disruptive candidates.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case an Invigilator must accompany them.

The Attendance Officer will attempt to contact any candidate who is not present at the start of an examination and follow the procedure in accordance with JCQ guidelines.

10.2 Clash Candidates

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision.

10.3 Special Consideration

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the Examination Invigilator, to that effect.

Any Special Consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.

The Examinations Officer will then complete a special consideration online with the relevant Awarding Body within seven days of the examination.

11. Coursework and Appeals against Internal Assessments

11.1 Coursework

See Appendix C – Governor's Policy statement on GCSE Controlled Assessment and Appendix D Non-examination Assessment Policy.

Candidates who have to prepare portfolios should do so by the end of the centre-defined date.

Heads of Subject will ensure all coursework is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Examinations Officer by the Heads of Subject.

11.2 Appeals against Internal Assessments

See Appendix E – **Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)**

The main points are:

- Candidates may appeal if they feel their internal assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing according to the programme published to parents and students to the designated senior member of staff who will decide whether the process used conforms to the necessary requirements.
- The Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

12. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

12.1 Results

Candidates will receive individual results slips on results days in person at the centre or by post to their home addresses if a stamped addressed envelope is supplied. Collection by persons other than the candidate can only take place with the candidate's written permission and ID.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Assistant Headteacher.

The centre currently aggregates at the end of Year 12 and 13 for AS and A2 grades.

12.2 Enquiries about Results

See Appendix B – Enquiry about Results Policy

EARs may be requested by Centre Staff or Candidates if there are reasonable grounds for believing there has been an error in marking.

Service 3 requests for re-moderation of coursework/controlled assessment will be submitted on the request of a Head of Subject with the support of their Line Manager.

All fees from candidate requests are payable up front. Should the request result in an overall grade change, the candidate will be reimbursed accordingly.
(See section 5: Examination fees)

12.3 Access to Scripts

After the release of results, candidates may ask the Examinations Officer to request the return of papers.

If a result is queried, the Examinations Officer, Teaching Staff and Head of Centre 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, unless the candidate requests that the centre refrains from doing so.

Re-marks cannot be applied for once an original script has been returned.

13. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have a letter of authority from said candidate.

The centre retains certificates for two years after which they are destroyed. A new certificate will not be issued by the Awarding Body. A transcript of results may be issued to candidates upon application to the Examinations Officer.

Appendix A

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS POLICY ON EQUALITY ACT 2010

Examination Rooms

All rooms used for examinations are accessible to candidates with disabilities.

Candidates with mobility problems who wish to be accommodated in the main hall are seated at the back of the hall to ensure easy access and exit.

Candidates with mobility problems are admitted to the examination room and seated as soon as they arrive to avoid queuing.

Toilets are easily accessible from all examination rooms.

Emergency evacuation procedures are in place to take into account the needs of disabled candidates.

Students with medical conditions i.e. diabetes, IBS are noted on the seating plan so that invigilators are aware of the candidate's individual needs.

Students whose first language is not English and are allowed the use of bilingual dictionaries are clearly marked on all seating plans.

Invigilators are made aware of all health and safety risks and are aware of emergency evacuation procedures.

Back up procedures are in place if support equipment (i.e. word processor) fails.

Provision for Candidates

The Examinations Officer is aware of the provision Colchester County High School for Girls makes for disabled candidates and ensures that reasonable adjustments are made. This is for all Candidates whether Students at the Centre or Private Candidates.

Relevant adjustments are made for all candidates who may require the following arrangements designed to reduce/remove unfair disadvantage:

- ✓ 25% extra time
- ✓ Supervised rest breaks
- ✓ Use of a bilingual dictionary
- ✓ Use of a word processor or other technology
- ✓ A prompter
- ✓ Modified test papers
- ✓ Different coloured scripts
- ✓ A reader or scribe
- ✓ Use of an individual room

Recruitment of Invigilators

Colchester County High School for Girls has clear policies on how applications from disabled individuals should be handled, and appropriate disclosure policies are available for the recruitment of invigilators.

Induction and training for invigilators includes disability equality training and invigilators are made aware of how to communicate with disabled candidates and be sensitive to learning support needs.

Appendix B

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

POLICY ON ENQUIRIES ABOUT RESULTS

After the publication of results the following services are offered by the Awarding Bodies and can only be applied for by the centre.

- Service 1 (Clerical re-check)
- Service 2 (Post-results review of marking)
- Priority Service 2 (Post-results review of marking)
- Service 3 (Re-moderation of Coursework/Controlled Assessment)

Staff may decide that they think one of these services is appropriate for a candidate or cohort and in this case the centre will pay for the enquiry. However the Head of Subject **MUST** obtain the written consent of the candidate/s on the appropriate form for all services with the exception of service 3.

A candidate may also wish to apply for one of these services (with the exception of Service 3). The candidate is advised to discuss this with a member of teaching staff before proceeding. On completion of the relevant form and payment of the appropriate fee the request will be processed by the examinations Officer.

Candidates are reminded that in requesting a 'Post-results review of marking' through the external Awarding Body, ***their marks can go down as well as up.*** The remarked paper then forms part of the final grade. Therefore, the centre **MUST** obtain the written consent of the candidate on the appropriate form.

If the candidate is insistent that one of the services should be asked for and is unwilling to pay the required fee they can adopt the appeals procedure. This process, outlined below, will normally only be required when all other mechanisms within the centre have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

Written Appeals Procedure

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition to this, an appeal can be made to the School concerning the decision not to request an enquiry about results.

- The parent, guardian or student (appellant) must make the appeal in writing to the Examinations Officer.
- Appeals should normally be made by 1st September for examinations in the summer series. This deadline may be extended in exceptional circumstances but candidates should be aware that the Awarding Bodies have their own deadlines for the receipt of requests. The enquiry into the internal process will normally be led by the Examinations Officer and the Deputy Headteacher.
- The enquiry will consider whether the request for the school to pay for a service is justified. The candidate's estimated grades, performance in school examinations and subsequent results will be taken into consideration.
- The appellant will be informed of the outcome of the appeal, in writing.
- If the appellant is not in agreement with the written response a Personal Hearing can be requested where the panel will consist of the Headteacher (or her nominee) and a second independent person (e.g. a member of the Governing Body) provided that neither has played any part in the original Enquiry.
- The appellant will be informed of the outcome of the personal hearing, in writing.

Appendix C

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS
POLICY STATEMENT ON GCSE CONTROLLED ASSESSMENT

Staff Responsibilities**Senior Leadership Team**

Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

- At the start of the academic year, begin coordinating with Heads of Subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of Key Stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/problems over the timing or operation of controlled assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

Heads of Subject

- Decide on the Awarding Body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the Awarding Body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample Awarding Body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Supply to the examinations office details of all unit codes for controlled assessments.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the Awarding Body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Obtain confidential materials/tasks set by Awarding Bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the Awarding Body. Submit marks through the examinations office to the Awarding Body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Examinations Officer

- Enter students for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal examination series.
- Where confidential materials are directly received by the examinations office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to Awarding Bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Leadership Team.

Special Educational Needs Coordinator

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Deputy Headteacher (Curriculum) is the 'contact point' for queries relating to Controlled Assessment.

Appendix D

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

NON-EXAMINATION ASSESSMENT POLICY

This policy affects the delivery of subjects of reformed GCE and GCSE qualifications which contain a component(s) of non-examination assessment.

Senior Leadership Team

- Ensure the correct conduct of non-examination assessments which comply with the JCQ publication *Instructions for conducting non-examination assessments* and awarding body subject-specific instructions.
- Ensure the centre-wide calendar records assessment schedules by the start of the academic year.
- Ensures the centre's *internal appeals procedures* clearly detail the procedure to be followed by candidates (or their parents/carers) appealing against internally assessed marks.

Heads of Subject

- Ensures subject teachers understand their role and responsibilities within the non-examination assessment process.
- Ensures that the JCQ publication *Instructions for conducting non-examination assessments* and relevant awarding body subject specific instructions are followed in relation to the conduct of non-examination assessments.
- Ensures the Examinations Officer is provided with relevant entry codes for subjects (whether the entry for the internally assessed component forms part of the overall entry code or is made as a separate unit entry code) to the internal deadline for entries.
- Ensures that internal standardisation of marks across teaching groups takes place as required and to sequence.
- Keeps signed candidate declarations on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- Provides signed candidate declarations where these may be requested by a JCQ Centre Inspector.
- Inputs and submits marks online via the awarding body secure extranet site, keeping a record of the marks awarded to the external deadline.
- Ensures checks are made that marks for any additional candidates are submitted and ensures mark input is checked before submission to avoid transcription errors.
- Submits the requested samples of candidates' work to the awarding body moderator by the external deadline whilst liaising with the Examinations Officer and keeping a record of the work submitted.
- Ensures the moderator is provided with authentication of candidates' work, confirmation that internal standardisation has been undertaken and any other subject-specific information where this may be required.
- Stores internally assessed work, including the sample returned after awarding body moderation, securely until the closing date for enquiries about results or until the outcome of an enquiry or any subsequent appeal has been conveyed to the centre.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*.

- Where these may also be provided by the awarding body, understands and complies with the awarding body's specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Works with the SENCO to ensure any access arrangements for eligible candidates are applied to assessments.
- Ensures candidates understand and comply with the regulations in relevant JCQ documents *Information for candidates*.
- When work is being undertaken by candidates under formal supervision, ensures work is securely stored between sessions (if more than one session).
- When work is submitted by candidates for final assessment, ensures work is securely stored.
- Reminds candidates of the need to keep their own work secure at all times and not share completed or partially completed work on-line, on social media or through any other means.
- Liaises with the IT Manager to ensure that appropriate arrangements are in place to restrict access between sessions to candidates' work where work is stored electronically.
- Where required by the awarding body's specification
 - ensures candidates sign a declaration confirming the work they submit for final assessment is their own unaided work
 - signs the teacher declaration of authentication confirming the requirements have been met.
- Marks candidates' work in accordance with the marking criteria provided by the awarding body.
- Marks internally assessed work to the criteria provided by the awarding body.
- Annotates candidates' work as required to facilitate internal standardisation of marking and enable external moderation to check that marking is in line with the assessment criteria.
- Informs candidates of their marks which could be subject to change by the awarding body moderation process.
- Ensures candidates are informed in a timely manner to enable an internal appeal to be submitted by a candidate and the outcome known before final marks are submitted to the awarding body.

Examinations Officer

- Enters students for the non-examination assessment.
- Arranges timetabling, rooming and invigilation where this is applicable to any externally assessed non-examination component of a specification.
- Ensures that for postal moderation is sent on time
 - work is dispatched in packaging provided by the awarding body
 - moderator label(s) provided by the awarding body are affixed to the packaging
 - proof of dispatch is obtained and kept on file until the successful issue of final results.

Special educational needs coordinator (SENCO)

- Follows the regulations and guidance in the JCQ publication *Access Arrangements and Reasonable Adjustments*.

Appendix E

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Colchester County High School for Girls 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Colchester County High School for Girls 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.

1. Colchester County High School for Girls 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. Colchester County High School for Girls will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Colchester County High School for Girls will, having received a request for copies of materials, promptly make them available to the candidate.
4. Colchester County High School for Girls will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The request for a review **must** be made in writing to the designated member of senior staff by the deadline published to parents and students in the year that the GCE or GCSE controlled assessment/coursework/non-examined assessment was assessed. The deadline for the request for a review for the Level 2 and Level 3 projects will be in accordance with the published programme in the academic year the assessment was completed. Requests will not be accepted after these deadlines. A fee will be levied by the school in line with the charge made by the awarding bodies for a review of marking of the other components.
6. Colchester County High School for Girls 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. Colchester County High School for Girls 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. Colchester County High School for Girls will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Colchester County High School for Girls 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.

After a candidates' work has been internal 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 the school and is not covered by this procedure.

Appendix F

EXAMINATIONS CONTINGENCY PLAN

Risk	Early Warning	Control to Prevent	Control to Resolve
Invigilator does not turn up.	Phone Call or Email.	Invigilator timetables sent and confirmation of receipt obtained.	On busy days employ emergency invigilator or Examinations Officer to cover
Emergency evacuation of examination room.			Ensure invigilators are aware of the emergency evacuation procedure for examinations. Examinations Officer to assist in maintaining security of examination. Area for examination candidates is separate from main school students.
Student taken ill during examination.			Invigilator aware of policy, first aider on call. Special Consideration for all students.
Bad weather or transport problems.	Weather report, contact from school bus provider.	Possible delay to start of examination.	Delay start, if aware of expected time of arrival. Alternative venue for late candidate/s if delay will disrupt remaining candidates.
Students do not turn up for examination.		Students sign to confirm receipt of timetables.	Attendance Officer to call home, alternative venue for invigilating if necessary.
Students turn up who are not entered.		Check with Head of Subject regarding entry.	Find a paper, seat them, amend attendance list/seating plan and make entry.
Cheating in the room.	Invigilator reports problem to Senior Invigilator or Examinations Officer..	All students receive copies of JCQ regulations etc., along with an assembly dedicated to examination procedure and sign to confirm receipt of above.	Invigilator aware of policy, Examinations Officer and Head of Upper School on-call to deal with malpractice issue.
Disruption in the room.	Invigilator reports problem to Senior Invigilator or Examinations Officer.	All students receive copies of JCQ regulations etc., along with an assembly dedicated to examination procedure and sign to confirm receipt of above	Invigilator aware of policy, Examinations Officer and Heads of Year on-call to deal with malpractice issue.
Late arrivals.	Phone call or missing from examination room.	Students sign to confirm receipt of timetables.	Invigilator aware of policy. Complete Late arrivals form.
Examination room flooded	Check room, or invigilator reports problem.	Regular premises checks.	Find alternative accommodation and apply for Special Consideration if necessary.

Risk	Early Warning	Control to Prevent	Control to Resolve
Wrong entry made – incorrect paper.		All entries are checked by Head of Subject before they are sent to Awarding Bodies.	Contact Awarding Body for copy of paper if necessary. Provide examination paper, seat and amend entry.
Examination Officer leaves/extended absence.	Notification from Examinations Officer.	Regular meetings with Line Manager and Examination Office Handbook updated	Line Manager aware of procedures and access to Examination Office Handbook.
SENCO extended absence.	Notification from SENCO.	Regular meetings with Examination Officer.	Examinations Officer aware of procedures.
Curriculum model changes.	Government white paper. Information from QCA and Awarding Bodies.	Regular requests for updated entry details from Head of Subject.	Planning and Action Plan to implement changes.
Damage to Office.		Regular premises checks.	Use Examination Store containing copies of all required information and equipment.
System failure or power cut.			Contact IT Manager. Contact Awarding Bodies to inform entries will be late.
Receiving inaccurate or late entry information.		All entries are checked by Head of Subject before they are sent to Awarding Bodies. Deadline for return to Examinations Office is sufficient to avoid late entries.	Charge late fee to department. Problems to be raised with Line Manager.
Change of syllabus and no notification.	Pre-release material does not arrive. Materials arrive that are not expected.	Regular requests for updated entry details from Head of Subject.	Contact Awarding Body.
Head of Subject long term sick or leaves.	Resignation or Doctors Letter.		Second in Department to take temporary role of overseeing examination entries with assistance from Examinations Officer.
Candidates unable to take examinations because of a crisis – centre remains open.			Inform awarding bodies and parents/carers.
Centre unable to open as normal during the examinations period			Identify whether the examination can be sat at an alternative venue, in agreement with the relevant awarding body.
The examination or assessment cannot take place, or a student misses an examination or loses their assessment due to an emergency or other event outside the control of the school or college.			Investigate alternative arrangements with the awarding bodies.

Appendix G

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

EMERGENCY EVACUATION POLICY

This policy details how the centre deals with an emergency evacuation of the examination room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire in the examination room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the examination room, the emergency evacuation procedure for examinations may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency evacuation of an examination room

Senior Leader

- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an examination room is required.
-

Special educational needs coordinator (SENCO)

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate.
- Ensures the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation.

Examinations Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
- Ensures candidates are briefed (*Candidate examination handbook*), prior to examinations taking place, on what will happen in the event of an emergency in the examination room.
- Provides invigilators with a copy of the emergency evacuation procedures for every examination room.
- Provides a standard invigilator announcement for each examination which includes appropriate information for candidates regarding what will happen if the fire alarm sounds.
- Provides an examination room incident log in each room.
- Liaises with the SENCO and other relevant staff prior to each examination where different procedures or assistance may need to be provided for a disabled candidate.
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process.

Invigilators

- By attending training, ensure they understand what to do in the event of an emergency in the examination room.

- Follow the actions required in the emergency evacuation procedure issued to them for every examination room.
- Confirm with the examinations officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating.

Appendix H

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

The invigilator must take the following action in an emergency, such as a fire alarm or bomb alert.

- Stop the candidates from writing and make a note of the time on the seating plan.
- Collect the attendance register (in order to ensure all candidates are present)
- Evacuate the examination room in line with the instructions given by the Examinations Officer or member of the Senior Leadership Team.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Escort the candidates to the car park.
- 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 how long the interruption 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.

The Examinations Officer will make a full report of the incident and of the action taken, and send to the relevant awarding body.