EXAMS POLICY

February 2024

Due for review February 2025

King Edward VI Community College

Exams Policy

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The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

The exams policy will be reviewed at the beginning of each academic year.

The exams policy will be reviewed by the Assistant Principal for Teaching & Learning.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Head of Centre:

- has overall responsibility for the College as an exams centre, and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officer:

- manages the administration of internal and external exams
- advises the SLT, Faculty Leaders, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all College staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers Access Arrangements with the Learning Support Department, and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the Senior Exams Invigilator and other invigilators.
- Organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.

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- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Faculty Leaders are responsible for**:**

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Faculty Leaders and/or Exams Officer.
- providing evidence of normal way of working to the SENCo in regard to Access Arrangements.

The **SENCo** is responsible for:

- identification and testing of candidates' requirements for Access Arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements
- liaising with College staff to establish normal way of working for Access Arrangement candidates
- process any necessary applications in order to gain approval (if required)
- working with the Exams Officer to provide the access arrangements required by candidates in exams rooms
- ensuring candidates are trained and comfortable in using their Access Arrangements

Lead Invigilator/Invigilators are responsible for:

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Candidates are responsible for:

- confirmation of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications Offered

The qualifications offered at this College are decided by the Principal and Deputy Principal

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The subjects offered for these qualifications in any academic year may be found in our published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Exams Office must be informed by July of the preceding year.

Informing the Exams Office of changes to a specification is the responsibility of the Faculty Leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Leadership Team in consultation with Faculty Leaders.

Exam Series

Some Internal exams are held under external exam conditions.

The Senior Leadership Team decides which exam series are used in the College.

Exam Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

Entries, Entry Details and Late Entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The College does not accept entries from private candidates.

Entry deadlines are circulated to Faculty Leaders/College Staff via email and internal post/pigeon hole.

Faculty Leaders will provide estimated entry information to the Exams Officer to meet JCQ and Awarding Body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Deputy Principal.

GCSE resits are allowed in English and Maths.

GCE AS re-sits/retakes are currently allowed.

GCE A level re-sits/retakes are currently allowed.

Re-sit decisions will be made by the Deputy Principal in consultation with Assistant Principals and Faculty Leaders

Exam fees

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.

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The Exams Officer will publish the deadline for actions well in advance for each exams series.

GCSE, AS and A'level initial entry exam fees are paid by the College. GCSE, AS and A level retake exam fees are paid by the candidate.

Late entry or amendment fees are paid by the department or candidates.

Fee reimbursements are sought from candidates:

- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- If they fail to sit the exam without medical evidence or evidence of other mitigating circumstances

Results or certificates **will not** be withheld from candidates in the case of non-payment.

Equality Legislation

All College staff must ensure that they meet the requirements of any equality legislation.

The College will comply with the legislation, including making reasonable adjustments to the service that that they provide to candidates in accordance with requirements defined by the legislation, Awarding Bodies, and JCQ. This is the responsibility of the Exams Officer, SENCo and SLT.

Please refer to Equality Objectives, Equality Policy and Disability Equality Policy.

Access Arrangements

The SENCo will liaise with subject teachers of candidates with special educational needs, and will inform arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's Access Arrangements requirement is determined by the SENCo.

Ensuring there is appropriate evidence for a candidate's Access Arrangement is the responsibility of SENCo and Assistant SENCo.

Submitting completed Access Arrangement applications to the Awarding Bodies is the responsibility of the Learning Support Department in conjunction with the Exams Officer.

Rooming for Access Arrangement candidates will be arranged by the Exams Officer in conjunction with the Learning Support Department.

Invigilation and support for Access Arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exam Officer in conjunction with Learning Support Department.

Parents can consult with the SENCo regarding Access Arrangements, but the decision of the College is final. The College is under no obligation to accept privately commissioned reports or a report from an external professional.

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Word Processors/Laptops

The Exams Officer and SENCo will liaise to ensure *JCQ regulations and guidance* are correctly followed and applied in determining the use of laptops / word processors in examinations.

Where the use of a word processor in examinations/assessments meets JCQ criteria, we will:

- Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the College and is appropriate to their needs
- Acknowledge that controlled assessment or coursework can normally be completed on word processors unless prohibited by the specification
- Permit a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Ensure that a signed JCQ word processor cover sheet is completed and attached to the candidate's word processed script before despatching to the examiner or awarding body.

Pupils with SpLD

Pupils will be allowed to use a laptop in examinations under the following conditions:

- They have a diagnosed learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;

- A need has been established and its use is recommended by an Educational Psychologist / specialist assessor approved by the.

- The pupil has been using the laptop as her/his routine way of working in any subject where (s)he wishes to use a laptop in an examination and has had specific practice and rehearsal in the use of a laptop under examination conditions (e.g. in mock exams).

Pupils without SpLD

A word processor cannot simply be granted to a candidate because (s)he prefers to type rather than write or can work faster on a keyboard, or because (s)he uses a laptop at home.

The use of a word processor must reflect the candidate's normal way of working (in the classroom and/or mock examinations/ internal college tests) within the College <u>and</u> be appropriate to the candidate's needs.

Only candidates with the following conditions who would benefit from the use of a word processor may be considered:

- a medical condition affecting the speed or legibility of handwriting;

- a physical disability affecting the speed or legibility of handwriting;

- a sensory impairment;

- illegible handwriting;

- planning and organisational problems when writing by hand;

- temporary medical condition e.g. broken arm. Contingency Planning

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Managing Invigilators

Internal and External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Administration team in conjunction with Exams Officer.

DBS fees for securing such clearance are paid by the College.

Invigilators' rates of pay are set by the Head of Centre

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

The Exams Officer is responsible for ensuring Invigilators are trained in Child Protection according to College Policy in conjunction with Designated Safeguarding Lead

Malpractice

'Malpractice', which includes maladministration and non-compliance, means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

The Head of Centre in consultation with Deputy Principal are responsible for investigating suspected malpractice. Incidents of malpractice and suspected malpractice will be reported to the Awarding Bodies and relevant JCQ and Awarding Body guidelines will be followed.

Exam days

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the Invigilator.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements one month in advance.

The Exams Officer and Invigilation Team will start and finish all exams in accordance with JCQ guidelines.

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Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 Faculty Leaders in accordance with JCQ's recommendations, usually 24 hours after the examination

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of House.

The College's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the College accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Note: candidates who leave an exam room during an exam must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for managing late or absent candidates on exam day.

Late Candidates

Late candidates will be allowed to sit the full exam, if resources are available to enable them to do so. The Exams Officer with gather evidence and refer to the Awarding Body to decide if they will mark the paper.

Clash Candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

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Special Consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Exam Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within one week of the exam.

The exams officer will make a special consideration application to the relevant awarding body of the Exam within the time limit stipulated by the awarding body.

Internal Assessment

It is the duty of Faculty Leaders to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will ensure the Receptionist (or other person responsible for post) keeps a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Exams Office by the Faculty Leaders. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the College's Internal Appeals Procedure (IAP) document, see appendix 2 .

Results

Candidates will receive individual results slips on results days,
- in person at the College
- by post to their home address – candidates to provide self-addressed envelope

The results slip will be in the form of a College produced document.

Arrangements for the College to be open on results days are made by the Deputy Principal and the Exams Officer.

The provision of the necessary staff on results days is the responsibility of the Deputy Principal and the Exams Officer.

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Enquiries about Results (EAR)

EARs may be requested by College staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be usually be paid by the candidate depending on circumstances.

All decisions on whether to make an application for an EAR will be made by the Faculty Leaders in consultation with Head of Centre.

If a candidate's request for an EAR is not supported, the candidate may appeal and the College will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers as outlined by Awarding Body guidance.

College staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the candidate depending on the circumstances.

Processing of requests for ATS will be the responsibility of the Exams Officer

Certificates

Candidates will receive their certificates in person at the College

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

We will retain certificates for minimum 1 year, after which they will be posted to last known address (the College does not accept responsibility for certificates lost in the post) or returned to the Awarding Body.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

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APPENDIX 1
EXAMS CONTINGENCY PLAN

King Edward VI Community College

Exams Contingency Plan

Purpose of plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exams process at King Edward VI Community College. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

At all times, the Exams Officer and Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

Causes of potential disruption to the exam process

Exam officer extended absence at key points in the exam process (cycle)

Key tasks required in the management and administration of the exam cycle not undertaken including:

Planning
- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited and trained

Entries
- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- Assistant SENCo not briefed on students taking exams requiring access arrangements
- candidates not briefed on exam timetables and awarding body information for candidates
- exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time
- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods,e.g. very late arrival, suspected malpractice, special consideration

- candidates' scripts not dispatched as required to awarding bodies

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Results and post-results
- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

Centre actions: A designated member of the administrative team will assume responsibility for the above tasks with the support of the Senior Leadership Team (SLT)

Extended absence in Learning Support Department at key points in the exam cycle

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken

1. Absence of SENCo resulting in
   - candidates not tested/assessed to identify potential access arrangement requirements
   - evidence of need and evidence to support normal way of working not collated

Examinations Officer and Assistant SENCo will work in conjunction with SLT to identify students where applications for access arrangements may be required, to employ outside agencies/professionals to test candidates, and gather evidence of need from staff

2. Absence of Assistant SENCo
   - Pre-exams
     - approval for access arrangements not applied for to the awarding body
     - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
     - staff providing support to access arrangement candidates not allocated and trained
     - access arrangement candidate support not arranged for exam rooms
     - records are not kept secure and not updated

Examinations Officer, SENCo and Learning Support Assistants to work together to resolve.

Teaching staff extended absence at key points in the exam cycle

Key tasks not undertaken including:
- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received.
- Final entry information not provided to the exams officer on time; resulting in:
  - candidates not being entered for exams/assessments or being entered late
  - late or other penalty fees being charged by awarding bodies
  - Internal assessment marks and candidates' work not provided to meet submission deadlines

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The Examinations Officer to liaise with Faculty Leader and SLT link, if necesssary, to ensure all necessary deadlines are adhered to. Where this is not possible, the Examinations Officer will liaise with the relevant Awarding Body and act upon advice received.

Invigilators - lack of appropriately trained invigilators or invigilator absence

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

Examinations Officer will review the invigilation staffing early in year to ensure sufficient staff are recruited and trained in a timely fashion.
Examinations Officer will liaise with Admin Manager to identify internal support staff available for invigilation duties at short notice and for peak exam days.

Exam rooms - lack of appropriate rooms or main venues unavailable

- Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an expected incident at exam time

The Examinations Officer will organise rooming for examinations in advance ensuring sufficient time is available to identify appropriate rooms and plan appropriately, in conjunction with the Cover Administrator.

In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The SLT will work with the Examinations Officer at all times during such emergencies.

If needed, an alternative centre will be made available, centre mitigation planning may involve use of our Sixth Form / main site; and/or the use of a centre within our Trust of schools.

Failure of IT systems

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

The Examinations Officer, in consultation with the SLT, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the Awarding Body. At all times during the system failure the Examinations Officer will liaise with the Awarding Body to minimise disruption and costs incurred.

In the event of a cyber security attack, an alternative centre will be made available; centre mitigation planning may involve the use of a centre within our Trust of schools.

Disruption of teaching time – centre closed for an extended period

Centre closed or candidates are unable to attend for an extended period during normal teaching or

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study supported time, interrupting the provision of normal teaching and learning.

SLT to manage all such incidents with the Examinations Officer liaising as necessary with Awarding Bodies

Centre unable to open as normal during the exams period

- Centre unable to open as normal for scheduled examinations

*In the event that the Head of Centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

The Examinations Officer will contact the relevant Awarding Body to discuss alternative arrangements and liaise with the SLT to take appropriate action. An alternative centre will be made available, centre mitigation planning may involve use of our Sixth Form / main site; and/or the use of a centre within our Trust of schools.

Candidates unable to take examinations because of a crisis – centre remains open

- Candidates are unable to attend the examination centre to take examinations as normal.

The Examinations Officer will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action.

Disruption to the transportation of completed examination scripts

- Delay in normal collection arrangements for completed examination scripts

The Examinations Officer will contact the AB to notify them of any such difficulties and put in place suitable alternative arrangements.

Assessment evidence is not available to be marked

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

The Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given

Centre unable to distribute results as normal

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

The Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given

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*information taken from the Joint contingency plan for the examination system in England, Wales and Northern Ireland

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APPENDIX 2
INTERNAL ASSESSMENT APPEALS

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Internal Assessment Appeals
Policy & Procedure

This procedure should be followed where a student wishes to appeal against an internal assessment decision relating to coursework or examination work, or where a student wishes to appeal against the College's decision not to support an enquiry into results issued by an Examination board.

1. **Procedure**

    1.1 The appeal should be made in writing to the Examinations Officer, stating clearly the reasons for the appeal. The appeal must be made within two weeks of the original decision being known by the candidate.

    1.2 The Examinations Officer will liaise with the Deputy Principal to manage the appeal process.

    1.3 Any teacher involved in making the assessment which is the subject of the appeal will receive a copy of the appeal letter and has the opportunity to respond in writing with a copy to the candidate.

    1.4 If the candidate is not happy with the written response, a personal hearing will be convened.

    1.5 The candidate will receive at least five working days notice of the hearing date and will have sight of all relevant documents in advance of the hearing.

2. **Hearing**

    2.1 The Appeal panel will consist of the Principal and a Governor

    2.2 The candidate will present his/her case and may be accompanied by a parent/carer or friend.

    2.3 The teacher who made the original assessment will also present his/her case and may also be accompanied by a friend.

    2.4 The outcome of the appeal is sent to the candidate in writing within five working days.

    2.5 Any change to an internally assessed mark as a result of the appeal will be sent to the Awarding Body immediately.

    2.6 The College/Centre will maintain a written record of all appeals.

3   **Appeal to Awarding Body**

    For Enquiries about results, the Examinations Officer will issue details to students of how to apply when results are distributed. If, after the enquiry is processed the student is unhappy about the Awarding Body procedures the Examinations Officer will be able to provide details of the Awarding Body Appeals procedure.

    Students who have taken BCS qualifications and are not satisfied after the internal appeals procedure has been completed may appeal directly to the Awarding Body.

4   **Review**

    This policy will be reviewed by the Deputy Principal annually.

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APPENDIX 3
NON-EXAMINATION ASSESSMENT

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Non –Examination Assessment Policy & Procedure

Definition

Non-examination assessment is a form of internal assessment for reformed GCSE qualifications where it is the only valid means of assessing essential knowledge and skills that cannot be tested by timed written papers. Non-examination assessment applies control over internal assessment at three points:

- Task setting,
- Task taking and
- Task marking.

Responsibilities

Head of Centre:

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting non examination assessment.
- Responsible to relevant GCSE awarding bodies to ensure that all non-examination assessments are conducted according to qualification specifications.

Examinations Officer:

- To be familiar with JCQ instructions for conducting non-examination assessment and other related JCQ documents.
- To be familiar with general instructions relating to non-examination assessment from each relevant GCSE awarding body.
- In collaboration with Subject Learning Leaders / Teachers in Charge of Subject, to submit non examination assessment marks to the relevant awarding body.
- In collaboration with Faculty Leaders / Teachers in Charge of Subject, dispatch students' assessments for moderation.
- In collaboration with Subject Learning Leaders / Teachers in Charge of Subject, make appropriate arrangements for the security of non-examination assessment materials

Faculty Leader:

- To be familiar with JCQ instructions for conducting non-examination assessment
- To understand and comply with specific instructions relating to non-examination assessment for the relevant GCSE awarding body.
- Ensure that individual teachers understand their responsibilities with regard to non -examination assessment.
- Ensure that they use the correct task for the year of submission and take care to distinguish between tasks and requirements for legacy and new specifications.
- To 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.
- To undertake appropriate departmental standardisation of non-examination assessments
- In collaboration with the Examinations Officer, to submit non-examination assessment marks to the relevant awarding body.
- In collaboration with the Examinations Officer dispatch students' assessments for moderation.

- In collaboration with the Examinations Officer, make appropriate arrangements for the security of non-examination assessment materials

SENCO

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- To be familiar with JCQ instructions for conducting non-examination assessment with reference to special access arrangements
- In collaboration with the Examinations Officer Co-ordinate requests for special access arrangements

Subject Teachers

- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specifications allow.
- Ensure that students and supervising teacher(s) sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Via the subject leader, submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded. (Where assessments are marked internally teachers may disclose marks to candidates provided that it is made clear that the moderation process may result in changes to marks. They should NOT attempt to convert marks to grades in advance of the publication of results.)
- Take part in appropriate departmental standardisation of Controlled Assessments
- 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 special educational needs coordinator (SENCO) and the Examinations Officer for any assistance required for the administration and management of access arrangements.

Task Setting

In accordance with specific GCSE awarding body guidelines, Subject Learning Leaders will be responsible for the selection of Non-examination assessment tasks from an approved list or for setting appropriate centre specific tasks.

Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

Task Taking

Unless the awarding body's specification says otherwise, the following arrangements will apply.

In accordance with JCQ regulations, invigilators and JCQ *No Mobile Phone & Warning to Candidates* posters are not required.

Teachers will ensure there is sufficient supervision (in accordance with awarding body requirements) to ensure that work can be authenticated as the candidate's own work. They will also ensure that they keep a record of each candidate's contribution in group work, where applicable. Teachers will also ensure candidates understand the need to reference work, give guidance on how to do this and make sure they are aware that they must not plagiarise other material.

Teachers can provide candidates with general feedback and allow candidates to revise and redraft work but must not provide model answers or writing frames specific to the task nor assess the work and then allow the candidate to revise it. Any assistance given must be recorded and taken into account when marking the work. Explicitly prohibited assistance must not be given and no assistance should be given if there is no means to record it and take account of it in the marking. Failure to follow this procedure constitutes malpractice.

Teachers must be aware of the awarding body's restrictions with regard to access to resources. In formally supervised sessions candidates can only usually take in preparatory notes, they must not access the internet nor bring in their own computers or electronic devices. They must not introduce new resources between formally supervised sessions. Materials must be collected and stored securely at the end of each session and not be accessible to candidates.

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<u>**Authentication**</u>

Candidates and teachers must sign the appropriate authentication declarations and these must be kept on file until the deadline for enquiry about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

<u>**Task Marking**</u>

Teachers are responsible for marking work in accordance with the marking criteria. Annotation should be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the centre.

The centre may disclose marks to candidates provided that it is made clear that the moderation process may result in changes to marks. Centres should not attempt to convert marks to grades in advance of the publication of results.

Centres must ensure that the internal standardisation of marks across assessors and teaching groups takes place. They should retain evidence of internal standardisation and keep candidates' work in secure storage until after the closing date for enquiries about results.

<u>**Enquiries about results**</u>

Internally assessed component results cannot be reviewed individually. A review of moderation of the cohort is possible but only if an adjustment was made to the centre's marks by the awarding body.

<u>**Factors affecting individual candidates**</u>

If a candidate misses part of a Non-examination assessment task through absence, an alternative supervised session will be organised.

The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school.

Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements. The school will consider requests to repeat Non-examination assessment tasks if they are made before marks have been submitted to the relevant awarding body. Decisions will be made on an individual basis, by SLT in consultation with Subject Leaders.

If a Non-examination assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

<u>**AI in Assessments: Protecting Integrity**</u>

Guidance can be found here https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/