

# Exmouth Community College



## EXAMINATIONS, RESITS & APPEALS PROCEDURE

<b>Policy Details</b>	<b>Date</b>
Policy Written	David Turner
Policy ratified by	Curriculum
Policy agreed by governors	10.05.16
Review Cycle	Annual
Policy Review date	Summer 1 2017
Version	1/2016

## **Introduction**

The structure of examinations is undergoing considerable change at present as the government moves from modular exams to linear exams. This policy reflects practice for the modular exams and proposed practice for linear exams.

The College pays for a student's initial entry for any exam they have studied, providing the Head of Department (HOD) feels they are able to achieve a pass.

If a student in KS4 has sat a module of an exam and then needs to resit it to try and improve their mark the College currently pays for a resit subject to the approval of the class teacher. This will be reviewed in the light of changes to linear exams. In Post 16 students may pay to resit modules.

### **Exmouth Community College policy on entering students for public exams**

#### **At KS4**

- Students at Exmouth Community College studying a recognised exam course as part of their time tabled provision are entitled to be entered for the exam provided students have completed the course requirements.
- The College will pay for the first sitting of any module of any exam entered.
- The initial unit entry should NOT be considered a trial exam. Internal mocks should be used for that purpose.
- The College will pay for KS4 re-sits if the HOD feels there is a real chance of a student improving their overall grade by re-sitting the module. Criteria such as attendance, controlled assessment completion, homework record and attitude to the work in lessons will need to be considered by HODs. The Head of Year, Assistant Principal for Key Stage 4 and the Deputy Principal may also need to be involved in the decision.
- If a student wants to re-sit a module but has not demonstrated an attitude that is likely to lead to an improved grade, they will pay for it themselves.
- Parents are informed of these decisions by the HOD concerned and they may appeal to the Examinations Officer in writing which will then be considered by the appeals panel.
- HODs who wish to re-enter students for modules, will keep lists of these students and the effectiveness of re-sitting is analysed once the results are known, passing updated lists to the Data and Assessment Manager.
- The cost to the College of re-entering students is carefully monitored.

#### **At Post-16**

- The College will pay for the first sitting of any examination when students are fully prepared and have completed the relevant course requirements.
- The initial unit entry should NOT be considered a trial exam. Internal mocks should be used for that purpose.
- Students will be asked to pay for the costs of re-sitting any previously taken module that they wish to re-sit.
- Variations from the above will be considered by the Examinations Officer, the Assistant Principal - Post 16 and Deputy Principal.

## **Charging**

- If the course requirements have not been met due to low attendance or poor engagement, as stated in the “Charges and Remissions for College Activities” Policy. The cost of the examination will be recovered from the parent as stated in the Charging Exception (Part 1a).

## **Appeals against exam entry decision**

- Appeals against decisions on exam entry or payment for exam entry should be made in writing to the College Examinations Officer and will be considered by the College Exams appeal panel.

Exmouth Community College policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; WJEC; CCEA and others.

This document covers the College’s policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the College and any other parties involved in awarding matters.

## **Examinations and Procedures relating to Examinations**

Examinations policy is decided by the Senior Leadership Team (SLT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Head of Centre for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the College Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to the Principal.

At the time of the exams, candidates must be aware of the JCQ ‘Warning to Candidates’, a copy of which is posted inside and outside of each examinations room. During examinations, candidates must follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of controlled assessments, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The College undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.

## **Mobile Phones and Examinations**

The possession of a mobile phone in an examination, whether switched on or not, is an offence under JCQ regulation I.C.E. 9.3. College policy is that mobile phones must not be brought into the examination. Failure to observe this regulation will result in the loss of all results for the exam. Opportunity is provided for the collection and safe storage of mobile phones.

## **Internal Assessment**

Under section 2, paragraph 19, subsection IX of the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

The Awarding Body will moderate the assessed controlled assessments/oral recordings and the final mark awarded is that of the Awarding Body. This mark is outside the control of the College and is not covered by this procedure.

The College will ensure that:

1. work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
2. at the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of controlled assessment and the College's deadlines for submission. Information about the College's exams appeals procedure, together with this document, will be given at the same time;
3. within each department, candidates are given adequate and appropriate time to produce the controlled assessment;
4. internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
5. the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
6. the staff responsible for internal standardisation of a subject will attend any training sessions given by the relevant Awarding Body.

## **Internal Appeals Procedure**

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
2. The appeal must be made in writing to the College's Examinations Officer by 31 May of the year that the controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The Principal will nominate a senior member of staff, normally the Examinations Officer (EO), or Deputy Principal I.C. Assessment to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the

Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

### **GCSE Controlled Assessment procedure at Exmouth Community College**

1. Controlled Assessment is defined as any piece of written or practical work which is marked by the College or an external examiner and which contributes to a GCSE Award.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCSE Controlled Assessments Regulations (attached).
3. Irregularities in controlled assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in controlled assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Controlled assessment must be completed according to the agreed published schedule (see Calendar).
6. All students are given the same and sufficient time to complete the work. Some work is classified as preparation and can be done at home, other work must be completed under examination conditions in class. Heads of Department are responsible for planning appropriate time for all stages of controlled assessment.
7. Students are given clear instructions as to the time and place for completing the work.
8. The final piece of work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from College on any deadline day, a parent/carer or friend must bring the work to College to be handed in to meet the deadline.
10. If it is impossible to deliver the work to College, the Head of Key Stage must be contacted by phone on the deadline day for advice.
11. If the controlled assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of a controlled assessment deadline if a student is absent for a day or two during the period that the controlled assessment is being completed.

13. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Year or Deputy Principal. A letter / note will be sent to the parents and Head of Department parents to confirm the extension.

#### **Controlled assessment Appeals Procedure**

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing by 31 May of the year that the work was assessed to the Examinations Officer.
4. The appeal will be considered by a three person appeals panel consisting of the Examinations Officer **and** Deputy Principal I.C. Assessment with a Governor.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

**GCSE Controlled assessment Reply Sheet for [ACADEMIC YEAR]**

<b>Student Name</b>		
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<b>Form</b>		
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We have received the letter [DATE] containing

- Exmouth Community GCSE Controlled assessment Procedure
- Exmouth Community Controlled assessment Appeals Procedure
- The Joint Council Notice to Candidates about Controlled assessment Regulations
- The controlled assessment deadlines for [ACADEMIC YEAR}

We agree to Exmouth Community College and Joint Council regulations in the documents listed above.

**Student Signature** .....

<b>Parent/Carer Signature</b>		
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<b>Date</b>		
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Please return this reply sheet to **The Examinations Officer** on [DATE]

## Assessed AS and A Level Coursework [ACADEMIC YEAR]

<b>Student Name</b>		
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<b>Tutor Group</b>		
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Several AS and A Level subjects have a coursework requirement whose marks contribute to the final grade. It is most important that you keep to the deadlines for the submission of coursework. A list of dates will be made available through Subject heads of department.

Many of you are extremely conscientious and our experience has shown that this can create problems. Please act on the advice of your teachers in regard to

- The amount of time to be spent on any coursework task
- The need for planning on long term projects
- Any deficiencies highlighted in the monitoring of coursework

Our approach to coursework planning and deadlines is a reflection of the importance of this element of AS and A Level courses and our intention to support our students in every way in order to reduce stress and pressure. This is why we have a procedure to ensure that all our students are treated fairly regarding the meeting of coursework deadlines. Please read this very carefully.

### **Assessed Coursework Procedure at Exmouth Community College**

1. Coursework is defined as any piece of written, practical or oral work which is marked by the school or an external moderator and which contributes to an AS or A Level grade.
2. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
3. An irregularity in coursework discovered after the signing the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
4. Students must read and understand fully the **Notice to Candidates** from the Joint Council for Qualifications about GCE Coursework regulations.
5. All students are given the same and sufficient time to complete the work.
6. Coursework must be handed in by the agreed published departmental deadline which is earlier than the final deadline for the Awarding Body. This is to enable work to be marked and standardized.
7. You will be given clear instructions by the department as to the time and place for handing in the work.
8. The work must be handed in by you and not given to another student in the school to hand in.

9. If you are absent on the deadline day a parent/carer or friend must bring the work to school to be handed in to meet the deadline. If it is impossible to deliver the work to school, you must contact the school by phone on the day to give an explanation.
10. If coursework has not been completed by the deadline, the incomplete work must be handed in by the deadline to receive a mark. There will be no further opportunity to complete this work for an improved mark.
11. Normally there will be no extension of a coursework deadline if you are absent for a few days during the period that the work has to be completed.
12. If there are any special circumstances e.g. an exchange, play rehearsal or extended absence covered by a medical note, there is the possibility of an extension but this must be negotiated with the school. A note will be given to the HoD to confirm the extension and parents will be informed if necessary.

### **Coursework Appeals Procedure**

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing to the **Examinations Officer, at Exmouth Community College by 31 May** of the year that the coursework was assessed.
4. The appeal will be considered by a three person appeals panel consisting of the Exams Officer and Deputy Principal I.C. Assessment with a Governor.
4. The appeals procedure is available for inspection.

### **[NAME OF EXAMINATIONS OFFICE]**

#### **Examinations Officer**

#### **What the Head of Department must provide for the Appeal Panel**

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework / controlled assessment was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. The mark scheme or marking criteria for the coursework / controlled assessment provided by the Awarding Body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework / controlled assessment if this differs from that of the Awarding Body.
4. Dates when the coursework / controlled assessment was set and to be handed in for that student.
5. Evidence that all teaching groups have been given the same length of time.

6. The departmental policy for candidates who were absent when the coursework / controlled assessment was set or were absent for part of the period during which the coursework / controlled assessment was being carried out.
  7. Dates when the coursework / controlled assessment was marked by the teachers.
  8. The name of the teacher in charge of the internal standardisation.
  9. Dates when the teacher attended the last Awarding Body standardisation meeting.
  10. Evidence that the information from this meeting was disseminated to the department.
  11. Dates(s) for departmental standardisation meeting and teacher in attendance.
  12. If the teacher assessing the piece of coursework / controlled assessment was absent, what was done to ensure that the information was given to the teacher?
  13. Copy of coursework / controlled assessment marks sent to the Awarding Body.
- The above information should be provided in a ring binder or suitably filed.
  - It would be advisable to set up this binder at the beginning of the course and update it each year.
  - If an appeal application is made, the HOD would only have a short time to provide this information for the appeal panel. **Appeals have to be made by 31 May in the year that the work was assessed.**
  - The evidence above may only be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panel's decision.