



Ysgol Clywedog

Public Examination Policy

Date Policy formally approved by Governing Body/Committee:	
Date Policy becomes effective:	
Review Date(s):	
Signed (Headteacher/School)	
Signed (Chair of Governing Body/Chair of Committee)	
Issue No:	1

Member of staff responsible: Examinations Officer

The school follows a policy of maximising entry of students to public examinations.

Students who embark upon courses at the beginning of Year 10 are expected to sit an examination in the subject, However, subject leaders, in consultation with subject teachers (if applicable) may decide, for various reasons such as poor attendance/failure to complete essential coursework, that it would be inappropriate for some students to be entered for a particular examination.

If a subject leader wishes to withdraw, or not enter a student for an examination, parents are informed by letter, at a suitable point prior to entry dates (and following discussion with the student concerned) to provide parents with the opportunity to discuss the decision. Such letters will be set under the headteacher's signature, following their compilation by the relevant progress manager, in conjunction with the examinations officer. Students who are not entered or who are withdrawn from an examination will continue to attend the lesson and complete the coursework set, as part of their overall educational programme.

Students are not withdrawn from examinations at their own, or parent's request, except in very exceptional circumstances. In such instances, cases would be considered individually.

Where GCSE courses are not considered suitable for the ability level of students, subject leaders are encouraged to consider providing alternative courses leading to recognised qualification e.g NVQs, City & Guilds.

It may be appropriate for some pupils to be "double entered" in some subjects e.g Entry Level & GCSE. However, subject leaders are expected to take account of the additional cost to the school.

Students embarking on courses in Year 10 are expected to complete course requirements through to accreditation within the department.

Students who refuse to attend examinations or to meet the minimum criteria for coursework will receive a bill for the cost incurred in entering them for the examination concerned.

Following publication of examination results, the data manager is expected to provide an analysis of departmental examination results e.g % of A-C grades, gender breakdown, coursework breakdown, feedback from moderation etc.

Should examination results be lower than expected, some indication of reasons for failure to achieve the anticipated grades would also be expected from subject leaders, together with a departmental strategy for remedial action.

GCE & GCSE Examining Bodies:- Checklist for Invigilators

The checklist summarises the most essential actions for the invigilation of examinations. Invigilators must be familiar with the “Instructions for the Conduct of Examinations” and should refer to this booklet for detailed instructions and guidance.

A. Arrangement of the Examination Room

1. Check that any charts, diagrams etc have been cleared from the walls.
2. Check that you have, on display, the following:-
 - warning to candidates;
 - a clock, clearly visible to all candidates;
 - a board showing (a) – centre number and (b) starting and finishing time of the examination.
3. Check you have:-
 - a copy of the current “Instructions for the Conduct of Examinations”;
 - any subject-specific instructions issued by each board;
 - a seating plan of the examination room.

B. Before the Examination

1. Refer to the front of the question paper for the precise requirements in respect of authorised materials, particularly dictionaries and calculators (see F).
2. Inform candidates they are now subject to the regulations of the examination and draw attention to the:
 - Warning to Candidates;
 - Notice to Candidates.
3. Warn candidates that any unauthorised materials must be handed to you.
4. Open the question paper packet in the examination room.
- 5 (i) Instruct the candidates to complete the details on the front of the answer booklet and any supplementary sheets.
- 5 (ii) Draw attention to the instructions on the front of the question paper.
6. Ensure details of any erratum notice are brought to the notice of candidates.
7. Remind candidates to write in black ink/ biro.
8. Tell candidates when they may begin and how much time they have.

C. Identification of Candidates

1. Satisfy yourself as to the identity of every candidate in the examination room.
2. Check documentary evidence presented by private candidates that they are the same person who made entry for the examination.

D. During the Examination

1. Complete the "Attendance Register" - indicate absent candidates.
2. Refer to para 11 of the "Instruction" if a candidate arrives late.
3. Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
4. Do not give information to candidates about:-
 - (i) suspected errors on the question paper, unless an erratum notice has been issued;
 - (ii) any question on the paper or the requirements for answering particular questions;
5. Ensure no candidate leaves the examination room until at least one hour after the published starting time.
6. Ensure no question paper is removed from the examination room until the end of the examination.
7. Ensure an invigilator is available to accompany any candidate who needs to leave the room temporarily.
8. Refer to para 15 of the "Instructions" in the event of a emergency.
9. Instruct candidates to stop writing at the end of the examination.

E. After the Examination

1. Check and sign the "Attendance Register". Ensure all absentees have been properly recorded.
2. Instruct candidates to check:-

- (i) all the required information has been entered on their scripts; including any supplementary sheets.
 - (ii) they have crossed out rough work or unwanted answers.
 - (iii) they have fastened any supplementary sheets in accordance with the instructions on the question paper or answer booklet.
3. Collect all scripts and all unused stationery before candidates leave the examination room.
4. Arrange scripts in Attendance Register/Mark List order.
5. Ensure scripts are kept in a secure place prior to despatch.

Use of Word Processors

A word processor cannot be granted because:

- a candidate prefers to type rather than write
- can work faster on a keyboard
- they use a laptop or tablet at home.

Allowing the Use of Word Processors in Examinations - Pupils with SpLD

Pupils will be allowed to use a laptop or tablet 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 School.
- A candidate has been using the laptop or tablet as their normal way of working in any subject where they intend to use a laptop or tablet in an examination and has had specific practice and rehearsal in the use of a laptop or tablet under examination conditions (e.g. in mock exams).

Allowing the Use of Word Processors in Examinations - Pupils without SpLD

The use of a word processor must reflect the candidate's normal way of working (in the classroom, mock examinations, school tests) within the centre and be appropriate to their 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.

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 centre 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.

Provision of Laptop or tablets to Exam Candidates

We will ensure that JCQ regulations are strictly adhered to and provide a laptop or tablet according to the following regulations.

A word processor:

- must be used as a type-writer, not as a database, although standard formatting software is acceptable;
- must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;
- must be in good working order at the time of the examination;
- must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;
- must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;

- must be used to produce scripts under secure conditions, otherwise they may be refused;
- must not be used to perform skills which are being assessed;
- must not be connected to an intranet or any other means of communication;
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- must not include graphic packages or computer aided design software unless permission has been given to use these;
- must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;
- must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

A word processor cover sheet (Form 4) must be:

- printed from the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> and
- included with the candidate's typed script. Please refer to the relevant awarding body's instructions as different processing arrangements apply.

An awarding body cannot guarantee a word-processed script will be processed unless a cover sheet has been included.

Candidates will be advised:

To ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01.

If software does not allow this, once the candidate has completed the examination and printed off their typed script, they will be advised to handwrite their details as a header or footer. The candidate will be supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

To number each page appropriately.

To use a minimum of 12pt font and double spacing in order to assist examiners when marking.

That invigilators will remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop or tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.

Failure to Comply

Failure to comply with the regulations contained in the JCQ documentation has the potential to constitute malpractice which may impact on the candidate's result(s).

Failure to comply is defined as:

- putting in place access arrangements that are not approved; or

- permitting access arrangements within the centre which are not supported by appropriate evidence.

Non Examined Assessment

Senior leadership team

- Accountable for the safe and secure conduct of Non Examined Assessment. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule non examined assessment. (It is advisable that non examined assessments are spread throughout the academic years of Key Stage 4.)
- Map overall resource management requirements for the academic 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);
- Create, publish and update an internal appeals policy for non-examined assessment.

Heads of department/faculty

- 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 fully understand their responsibilities with regard to non-examined assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes **and** any other subject specific instructions.
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

Teaching staff

- Understand and comply with the general guidelines detailed within the JCQ publication *Instructions for conducting non-examined assessment*.

- Understand and comply with the awarding body's specification for conducting non-examined assessment including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for non-examined assessment.
- 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 candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, 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.

Exams office staff

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- **In exceptional circumstances** where non-examined assessment cannot be conducted in the classroom, arrange suitable accommodation where non-examined assessment can be carried out at the direction of the senior leadership team.

Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.

- Work with teaching staff to ensure requirements for support staff are met.

Appeals against internal assessments in external qualifications

Ysgol Clywedog is committed to ensuring that whenever its staff assess the work of candidates for external qualifications; this will be done fairly, consistently and in accordance with the specifications for the qualification, concerned. Assessments will be carried out by staff who have the appropriate knowledge, understanding and skills. When the assessment of a piece of work is divided among several members of staff, consistency will be maintained by internal moderation and standardisation. Pupils' work must be authenticated according to the requirements of the awarding body.

If a candidate feels these procedures have not been carried out in relation to his/her work, they should first discuss the matter with the subject leader. If the problem cannot be resolved in this way, the candidate may use the formal appeals procedure as described below.

Written Appeals Procedure

Appeals may be made to the school regarding the procedure used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the awarding body.

A written appeal must come from the parent/guardian of the candidate, not the candidate alone and must be received by the Examinations Officer as soon as the circumstances become known and therefore the start of the main written GCSEs.

An Assistant Headteacher, Examinations Officer and another experienced member of the teaching staff, not directly involved in the assessment concerned, will conduct the appeal and will decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body.

The outcome of the appeal will be reported in writing to the parents or guardian of the candidate before the end of the summer term. Any changes made to the assessment of the work, any changes made to improve the school's application of the procedures, and any correspondence with the awarding body will also be reported.

The candidate, supported by a parent or guardian, has the right to a personal hearing if they are not happy with the written response received. A candidate will be given notice of the date and access to all relevant documents in advance of the hearing, which will be conducted by a senior member of staff and a second independent person, such as a governor. The hearing should take place before the end of June, if there are any difficulties meeting this deadline the school will inform the awarding body concerned.

Written records of any appeal will be maintained at the school and will be available to the awarding body upon request. A copy will be sent to the candidate/parents/guardian within 2 weeks of the hearing.

The school will also inform the awarding body of any outcome from an appeal, which has implications for the conduct of the examination or the issue or results.

Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to procedures published by the awarding bodies.

Internal Assessment Appeals

All candidates will be informed of the marks awarded in the internally assessed component (coursework) of the course which they have undertaken.

- * **Candidates will be made aware that the marks awarded are subject to external moderation.**

All candidates and their carer(s) have been informed of the availability of the internal assessment appeals process.

Should a candidate/carer not agree with the internal awarded mark, and all house mechanisms of solution exhausted without the disagreement being resolved, the following appeals process will take place.

Appeals co-ordinator

Mrs Williams, Examinations Officer, will be the member of staff appointed by the Headteacher to manage appeals.

Mrs Williams will be responsible for:

disseminating information to all candidates and their carer(s) about the appeals procedure;

informing the Headteacher about the existence and outcome of all such appeals;

co-ordinating the appeals process and adhering to the set timescale outlined.

Internal Assessment appeals Procedure

All appeals should be made in writing and directed to Mrs Williams;

The appeal should clearly state the details of the complaint and the reason for the appeal;

The teacher(s) and subject leader responsible for the awarded mark will be given a copy of the written appeal;

The teacher(s) and subject leader responsible for the awarded mark will be given an opportunity to respond in writing to this appeal;

A copy of the written response made by the teacher(s) and subject leader responsible for the awarded mark will be forwarded to the candidate/carer;

Should the candidate/carer not be satisfied with the written response from the teacher(s) and subject leader regarding the appeal, an opportunity will be given for them to attend a 'personal hearing'.

The Personal Hearing

The personal hearing will take the following format:

The personal hearing panel will consist of Mrs Cookson (Deputy Headteacher) and the deputy chairperson of school governors;

Adequate notice of the date set for the personal hearing will be given to the candidate/carer and the teacher(s) and subject leader;

The candidate/carer will be entitled to copies of all relevant documentation (e.g. marks given, assessments made, etc) regarding the appeal prior to the personal hearing;

At the personal hearing, the candidate will have the opportunity to be accompanied by one carer/friend as will the teacher(s) if they so wish;

At the personal hearing, both parties will have the opportunity to hear each other's submission to the panel;

Minutes of the personal hearing will be taken.

Following the Personal Hearing

The appeals panel will inform, the candidate/carer/s, the teacher(s), the subject leader, and Headteacher, in writing, the outcome of the appeal with appropriate reasons of the outcome,

The centre will inform the Awarding Body if there is a change to an internally assessed mark as a result of an appeal;

A record of an internal assessment appeals will be kept on file.

Appendix 1

Exam Day Contingency Plan 2018/2019

<u>Exam Item</u>	<u>Location / Holders Name</u>	<u>Responsibility</u>
Keys to Secure Storage for exam papers and exam stationery	Bev – Data/Examinations Manager Miranda – Deputy Headteacher	
Exams Office - Centre Timetable / Rooming Timetable	Exam notice board and staff room	
Seating Plans	Notice Board - pupils subject folders – exam office	
Exam Desk Labels/Cards	Desks – Paul/Andy Labels – Bev in subject folders in exam office	
Setting out of Exams Room	Desks – site managers Labels/Posters – Exams secure room	Bev
Notices – Warning to candidates / No Mobile Phones. ICE Booklet. Clocks.	Exams Secure room	Bev
Attendance Registers	Subject folders – exams office	Bev
Invigilator Timetable	Invigilator file – exams office	
Register of Invigilators and contact details	Invigilator file – exams office	

Register of Access Arrangements	Senco - Gill Williams	
Access Arrangements Script Cover Sheets	In exams folders	Bev
Script Envelopes	Secure store room	
Examiner Address Labels	subject folders – exams room	
AB stationery booklet	Exam room	
Exam clash chart and candidate quarantine details	Exam notice board Subject folders – exam room also with pupils concerned	Bev
Collection of Scripts	Parcel force – folder in exam room Receptionist Mandy Williams also has details	Bev
Collation of Scripts	Exams officer	Bev
Completion of Proof of Posting Form	Reception	Reception
Postage of Scripts	Parcel force collection	Collection
	02920 265 000 0161 953 1180	

