

SANDY UPPER SCHOOL & COMMUNITY SPORTS COLLEGE

Examinations Policy

Rationale

Public examinations provide vital summative assessment. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the school participates willingly in the organisation and administration of these examinations in the best interests of the students and the school. In addition other internally set and marked examinations will take place at other stages in a student's progress through the school in order to both prepare for public examinations and check student learning.

Purposes

To ensure that:

- The exams system in this school combines entitlement with flexibility
- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; with an administration that helps them to achieve their best
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour
- Students may be guided in their decisions about whether to withdraw an examination entry and do so with full knowledge of the implications for their careers or further education
- Staff understand fully their obligations and responsibilities with relation to examinations
- The school meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service
- Community education is provided with an administrative centre for GCSE and A level entries
- If required, accurate examination data is available to inform target setting.
- Curriculum planning, target setting and careers links take into account up-to-date information on the current examinations system
- To ensure cost effective management of this school function

Guidelines

Responsibilities for public examinations:

- **Head teacher**, overall responsibility for the school as an examinations centre
- **Assistant Head – Student Performance**, line management of the examinations officer and the data manager. Also responsible for the school calendar
- **Assistant Head – 14-19**, organisation of teaching and learning and therefore of the opportunities for external validation of courses followed at Key Stages 4 and Post 16
- **Key Stage Managers and Subject Leaders**, guidance and pastoral oversight of all students toward the correct course and level of examination for their ability/competence and involvement in results procedures
- **Exams Administrator**, administration of entries, relevant paperwork, organisation of examination sessions and examination data, training and booking of invigilators, communication with the examination boards, post results procedures
- **Careers**, guidance and careers information
- **Administrative staff**, support for the input of data, posting of examination papers

At Key Stage 3

- It is imperative that all students complete work, in all subjects, to enable accurate levels to be submitted at the end of Key Stage 3. This might include the setting of internally marked exams
- The school will consider the use of intervention or booster strategies in connection with all students and with any students who are likely to under perform
- If it is felt inappropriate for a student to take an individual subject, this decision should be made based on evidence and in consultation with the student, parents/carers, SENCO, Subject Leader, subject teacher, Key Stage Manager and Assistant Head (Student Performance)
- Any such decision should be made by the end of January in the year of the examination and after intervention strategies have been put in place

At Key Stage 4 and Post-16

- All students should be entitled, and enabled, to achieve an entry for qualifications from an external awarding body
- If a student's entry in any subject is to be denied or withdrawn there must be an initial concern expressed by the subject teacher in consultation with the Subject Leader and Deputy Head or Head Teacher. The student, parents/carers, the

relevant Key Stage Manager, the Subject Leader, subject teacher and Assistant Head (Student Performance) should be involved before a final decision is made

- All students will be monitored carefully throughout their time at the school, and issues relating to coursework, effort and attitude notified to the relevant Key Stage Manager as soon as they arise
- Controlled assessment coursework dates and deadlines need to be set well in advance and agreed by SLT so that students and parents are aware and can be prepared and clashes are avoided between departments
- Diploma students doing either Levels 1, 2 or 3 should be carefully tracked and results and important dates recorded wherever they are doing the course
- Any proposed major changes to the examination board, style or timing of examinations, e.g. modular courses, must be discussed and approved by the SLT based on information given by the relevant Subject Leader
- Amendment of entries, including changes of tier after certain dates, which incur a financial penalty from the examination boards will be charged to subjects if they arise from that subject's error or omission
- Withdrawals, made by the proper procedures, and alterations arising from administrative processes will not be charged to subjects

The school may impose a charge equal to the financial charges levied by examination boards on:

- Students whose entries are withdrawn because of lack of coursework
- Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline
- Students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances. This will be communicated in writing to students and parents/carers at the start of GCSE and post 16 courses
- Students who re-sit modules will be charged the entry fee. First sitting of all modules will be paid for by the school

At Post-16

- It is expected that AS modules will be completed during year 12
- Under normal circumstances, students will be permitted one sitting in each subject at AS and A2 at the school's expense. Any re-sits will be charged to the candidate. This policy will be communicated in writing to students and parents/carers at the start of year 12
- Re-sit decisions will be made in consultation with the student, subject teacher and subject leader, Key Stage 5 Manager and examinations officer

- After the release of results, subject teachers may request the return of papers or a re-mark at the school's expense. If a student requires this service against the judgment of the subject teacher, he/she will be charged
- AS certification after one year will be sought but will be scrutinized carefully by subject teachers/Subject Leaders and a decline of result may be sought within one month depending on the students academic circumstances

Examination Appeals Procedures

The School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**

The existence of this procedure should be made known to students at the start of their controlled assessment section of their examinations course and in this examinations policy, which is available on the web site.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
2. Appeals should be made in writing to the examinations officer who will investigate the appeal. If the examinations officer was directly involved in the assessment in question, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation, likewise if the examination officer is not able to conduct the investigation for any other reason.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and examination code of practice of the QCA. This will be done before the end of the series.
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.** Details of the appeals procedure for the relevant awarding body are available from the examination officer.

A copy of the internal appeals procedure is attached at the bottom of this document.

GCSE and A level results service

- When results are published appropriate staff will distribute results, be available to give guidance to students and prepare data for publication and monitoring purposes
- Subject Leaders should do a detailed analysis of results to determine if any appeals against results need to be made.
- Subject Leaders should also consider asking for copies of examination papers to use as future teaching aids.
- This service will be supported by member(s) of the administrative staff.

Internal Examinations

- The exact nature of summative assessment in each subject will be determined ultimately by the Subject Leader within the rationale and purposes of this policy and other related policies
- The cost of internal examination papers is the responsibility of subject areas

First Implemented June 2009				
Review Evaluation	Re-Written Revised	Staff Responsible	Governors Sub-Committee	Review Cycle
Sept 2010	January 2010	RW	Standards Standards	Annual
January 2011		RW		Annual

SANDY UPPER SCHOOL & COMMUNITY COLLEGE

Internal Appeals Procedure

GCE/GCSE/GNVQ/ENTRY LEVEL

Sandy Upper School Policy on Internal Assessment for Qualifications with Examination Awarding Bodies.

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Sandy Upper School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff who are responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Written Appeals Procedures

Each Awarding Body publishes procedures for appeals against its decisions, and the Director of Examinations will be able to advise pupils and parents of these procedures.

Appeals may be made to Sandy Upper School regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school/ college for moderation by the Awarding Body.

The parent or carer, but not the pupil alone, wishing to appeal against the procedures used in internal assessments should contact the Examinations Administrator, as soon as possible to discuss the appeal, and a written appeal must be received by the School *at least two weeks before the date of the last external exam in the subject.*

On receipt of a written appeal, an enquiry into the procedures used in the internal assessment will be conducted by the Examinations Administrator. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for Students:

“If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework/ portfolio/ projects) you should see the Examinations Administrator as soon as possible.”

Notes

After the work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. External moderation may change the marks awarded internally but is beyond the control of the School.

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.

More information about the awarding bodies' procedures may be obtained from the School's Examination Administrator.

GCE/GCSE/GNVQ/AS/A2 COURSEWORK SUBMISSION TIMETABLE 2009/10

Responsibilities

Examinations Administrator is responsible for collecting the section of coursework mark sheets that are to be returned to the Awarding Body and ensuring that Subject Leaders have dispatched marked coursework and Moderator's copy of the coursework mark sheet by the correct date.

Subject Leaders are responsible for marking and internal moderation of coursework, accurate completion of mark sheets, sending marked coursework and mark sheet or sample to the moderator by the completion date for their own subject and any subjects within their area of responsibility.

Process

Examinations Administrator publishes "Notice to Candidates" re coursework and QCA's "Coursework - A guide for parents." to be given to Year 10, at the beginning of Year 10.

Examinations Administrator distributes coursework mark sheets, address labels and bags to Subject Leaders by specified date or as soon as they arrive in school.

Examinations Administrator distributes copies of candidate and centre declaration forms to Subject Leaders as soon as they become available.

Subject Leaders complete accurately the coursework mark sheets returning top copy to Examinations Administrator, second copy or second and third copy to moderator. Subject Leader retains school copy in their office immediately or when the moderator returns it.

Subject Leaders retain school copy of coursework mark sheet in their office for future reference.

Subject Leaders retain returned coursework in their office or storeroom until the end of November after the examination in case it is needed for an appeal against the result.

Session	Exam Level	Mark sheet to Subject Leaders	Final date for Mark sheet return to Exam Board
June 2010	GCSE	March	5 th May 2010
June 2010	BTEC	April	30 April 2010 (75%)
June 2010	GCE/Vocational Subjects	April	15 th May 2010
June 2010	BTEC	April	31 st June 2010 (25%)

Timetable for Submission of Entries 2009/10

Responsibilities

Examinations Administrator is responsible for setting up entry mark sheets on Sims Examination Organiser and for collecting entry information and for sending entries to the Exam Boards.

Subject Leaders are responsible for accurate completion of entry mark sheet and adhering to the entry deadlines provided.

Process

- Examination Administrator sends out sheets for return to Subject Leaders so that they can fill in correct information concerning the correct specification title and number, the modules and module codes/ numbers for the examination that they are taking in 2009/10.
- Examination Administrator sets up new seasons on the centre software.
- Examination Administrator downloads exam data for examinations to be taken.
- Examination Administrator distributes entry mark sheets for each class where examinations are to be taken on a specific date.
- Subject Leaders ensure that entry is completed and returned on time and accurately.
- Examination Administrator puts entries onto system.
- Examination Administrator generates a copy of entries on a mark sheet for each Subject Leader to distribute to each subject teacher.
- Subject Leaders ensure entries are checked and any amendments made and sheets returned to Examination Administrator by agreed date.
- Examination Administrator sends entries to Awarding Body.
- Students supplied with "Statement of Entry"
- Penalty fees for late entries will be charged to departments.

Session	Entry by estimated grade to Examination Administrator	Checklist to Subject Leader	Checklist return to Examination Administrator	Entries despatched
November 2009	28 th Sept.	30 th Sept.	2 nd Oct.	4 th Oct.
January 2010	14 th Oct.	16 th Oct.	19 th Oct.	21 st Oct.
March 2010	15 th Jan.	17 th Jan.	22 nd Jan.	21 st Jan.
June 2010 (a)	5 th Feb	12 th Feb	15 th Feb	21 st Feb
June 2010 (b)	17 th Mar	18 th Mar.	20 th Mar.	21 st Mar.
June 2010 (c)	20 th Apr.	23 rd Apr	24 th Apr	26 th Apr.

In table above

- (a) This is all summer GCSE entries including those that can be done for Science and Science modules plus AS/A2 modules for GCE that are not re-sit modules
- (b) GCE modules and re-sit modules for AS/A2
- (c) Science GCSE modules and re-sit modules