



Agreed by Board of Governors: March 2019

To be reviewed: 2021

Rationale

The aim of Parkhall Integrated College is to “enable each pupil to achieve his/her academic potential’. Examinations provide information of an individual pupil’s experiences, achievements and subject knowledge. They identify what a pupil knows, understand and can do. Results of internal examinations provide important information which assists with planning for further learning experiences, target setting for pupils and provides information on class placements. Results of external examinations provide information on progress in year 11 and are used for further study/ workplaces at post 16-18

Purposes

- To ensure that the procedures in Parkhall Integrated College are compliant with the guidelines contained in the JCQ publication ‘Instructions for Conducting External Examinations’;
- To emphasize and remind all staff of their roles in carrying out internal and external examinations in a professional manner and to ensure incidents of malpractice do not happen;
- To emphasize to pupils the importance and significance of procedures involved in the running of internal and external examinations;
- To ensure that internal and external examinations are well organised and managed so that they run smoothly;
- To ensure that departments create internal examinations that are fit for purpose;
- To raise parents awareness of the importance of all procedures in the examination process;
- To ensure that whenever members of staff assess pupils’ work for external qualification; this is done fairly, consistently, standardised and in accordance with the specification for the qualification concerned.

Guidelines for External Examinations

This part of the policy is based on the principle that all pupils will be entered for the appropriate examination linked to the course that they have been following in years 11-14 unless there are very exceptional circumstances.

Before the end of September of each year, HODs will inform the examinations officer of any changes to the examination board or syllabus used by their department. The syllabus needs to be determined two years prior to final examination if modules are to be completed in year 11 and year 13

Before the end of October each year, the examination officer will provide parents of year 11 pupils with an outline of the main procedures involved in external exams including controlled assessment/coursework information and new year pupils entering in year 12 or 13

Accountability of Departments in Conjunction with Examinations Officer

The responsibility for entries/withdrawals is with HOD. The examinations officer will communicate with each department via the HOD on such matters.

1. Entries

All pupils will be entered by the due date set by the Exam Board. It is the responsibility of the HOD to provide the examination officer with an accurate list of entries by the date specified. All deadlines are set by the examination boards and are non-negotiable. The examinations



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officer will request this information in advance of examination board deadlines to allow for submission in the appropriate manner and to allow time for checking entries.

All final year pupils will receive a copy of their examination entries prior to the final set of parent interviews. This will provide an opportunity for parents to discuss with relevant HOD/subject teacher if necessary. Parents will be required to agree and sign the pupil entry statement as an acceptance of the entry.

Once entries have been submitted to the examination boards, pupils will be committed to those exams, and will be liable for the full entry fee if they do not meet coursework/controlled demands or fail to turn up for the exam on the appropriate day. All pupils in year KS4-KS5 will receive a copy of their examinations with fees prior to examinations taking place.

2. In exceptional circumstances a process for consideration for withdrawal may be considered

- Only after a documented history of parental involvement then the HOD must forward the request to withdraw, in writing (Performa available), to the examinations officer who will seek approval by SMT;
- There should be a written history of parental involvement in attempting to rectify the pupil's performance beginning with the subject teacher, particularly if the main issue is coursework/controlled assessment/ poor attendance. Parents must therefore be made aware of the problems as soon as they arise. This awareness should be in the form of a letter(s) as well as phone calls and meetings with parent, a record of this involvement will be retained by the HOD;
- Pupils may only be withdrawn if they are unlikely to achieve a grade at GCSE/equivalent award or a level 1 at entry level. Pupils will also be monitored at KS5 to ensure portfolios are up to date and have information on written examinations. Evidence must be provided by the HOD to illustrate that the pupil will be unable to achieve a grade:
- If permission to withdraw is given by SMT i.e. exceptional circumstances, the HOD/examinations officer must inform the parent/guardian, in writing, outlining the reasons.
- Pupils that are withdrawn must attend their timetabled classes as normal.
- A letter from a parent is not accepted as a reason to withdraw a pupil from any subject.

3. Amendments

Any changes to original entries must be reported to the examinations officer in writing. For terminal examinations, amendments made by HODs must also be communicated to parents (Performa available.) All parental requests for amendments to entries must be in writing and countersigned by the relevant HOD before forwarding to the examinations officer. HODs should discuss with parents the possible repercussions of requested changes.

All entries and amendments must be made by the specified date or a late amendment charge will be levied.

4. Controlled Assessment/Coursework

It is the responsibility of each HOD to ensure all controlled assessment/ coursework is presented to the examinations officer by the specified date. It is also the responsibility of the HOD to ensure that all accompanying forms are completed accurately.

It is the responsibility of the HOD to follow JCQ regulations for conducting controlled assessment and follow all procedures outlined in Parkhall Integrated College's controlled assessment policy. Staff must also be aware of procedures highlighted in the malpractice policy (see appendix 2) as well as procedures required for internal moderation of non-GCSE subjects, BTEC AND Cambridge Nationals (see appendix 1).

If an issue arises where a pupil wishes to appeal a mark received in a qualification, then the Parkhall Integrated College appeals policy is applied (see appendix 3).

When controlled assessment/ coursework is returned from the boards, it remains the property of the pupil. It must not be photocopied or used as exemplar material without the written



permission of the pupil. Controlled assessment/coursework will be retained in school for 1 year following the issue of results. Any unclaimed coursework will then be destroyed.

5. Estimated/Forecast Grades

These are requested by examination boards and must be submitted by the specified date and in the format required. Only single grades between A* and G are acceptable or AA*-GG for double award subjects. A 'U' grade is not an acceptable forecast and should not be used.

6. Timetables

When draft timetables are available, the examinations officer will distribute copies to each year 11-14 class teachers for display in registration rooms. Copies will also be displayed in the general office, staffroom and principal's office. Amendments will be made to these timetables should the examination boards make any changes.

Prior to pupils being released on study leave, the examinations officer will provide each pupil with a personal exam timetable. Once these have been issued, it then becomes the responsibility of the pupil to arrive on time and on the specified dates. All year 11-14 sitting external examinations will be issued with individual timetable as well as JCQ regulations regarding written/on screen tests

7. Fees

The school will pay for fees incurred in entering pupils for qualifications except when a pupil has been absent for an exam (in the absence of a medical note) or has failed to complete coursework (without a valid reason), then the pupil must pay the full entry fee. Failure to do so will result in delay in exam results being provided. If a pupil wishes to re-sit a module, the appropriate fee with a signed parental letter must be given to examinations officer.

Special Needs

It is the responsibility of the SENCO to liaise with the examinations officer about the arrangements for pupils with special needs. The SENCO will ensure that the examinations officer has all the information needed on each pupil with special needs. The examinations officer will ensure the requests for special arrangements are processed and a copy is kept for centre inspections.

Special needs pupils may qualify for any/all of the following:

- Extra time (25%)
- Rest periods
- A reader
- An amanuensis
- Enlargements
- Separate room/invigilator
- A prompter

A separate room and invigilator are required for anyone with a reader/amanuensis. It is preferable that the reader/amanuensis be a person within the learning support group who is familiar with the pupil taking the examination. Where possible, the pupil and reader or amanuensis will have previously worked together in similar situations, such as internal exams. It is the responsibility of learning support to ensure that no unauthorised help is given to these pupils and all instructions for conducting external examinations are followed.

Ad Hoc Special Consideration/Arrangements



On occasions it may be necessary to apply for special consideration for a particular pupil for a particular exam. The examination officer must be informed immediately of the need for such an application, and if appropriate, within one week of the date of the examination. All medical evidence must be in writing and must accompany the application. The conditions under which special consideration can be sought are set out in JQC booklet. Temporary arrangements may be required in the event of injury to a pupil. The examinations officer should be informed by the relevant HOD, prior to the examination date, where possible. The examinations officer will apply for and organise such arrangements. The conditions under which such arrangements may be sought are set out in JQC booklet

External Exam Sessions

The examinations officer is responsible for the organisation and conducting of all external exams in conjunction with the assistant examination officer and chief invigilator

- Once exam papers arrive in school, they will be signed for and recorded by the office staff, then locked in a secure room and the examinations officer will be informed by email;
- All exam papers will be counted, seals checked and locked in exams' cupboard in Exam' store. Only the examinations officers will have access to exam store.
- The examinations officers will ensure that all notices/warnings to candidates are displayed appropriately;
- The examination officers will liaise with the building supervisor to ensure that clocks are accurate, visible and synchronised;
- The examinations officers will check that exam rooms used for practical and oral exams conform to JQC regulations;
- For modular and non-CCEA exams, the examinations officers will allocate pupils to desks by means of desk cards which match the boards' attendance registers;
- No exam papers will be removed from the exam room before the scheduled end of the exam;
- No pupils will be permitted to leave the exam room prior to the scheduled finish of the exam and before their exam paper has been collected;
- All exams will be conducted according to the rules laid down by the exams boards and within the start and finish times determined by the boards (for summer exams starting times will be 9.15am and 1.30pm). For other exams HODs will be informed (in writing) of starting times;
- Where there is a timetable clash, the examination officer will determine the most effective solution;
- Any misconduct or irregularity will be dealt with under the guidelines provided by JQC.

Dispatch of Exam Scripts

For CCEA exams the invigilator will store scripts in school safe for collection. For non-CCEA exams the scripts will be posted to the designated examiner (within 24 hours of completion). A certificate of postage will be obtained for each set. Prior to posting, the scripts will be stored in a secure location.

Invigilation

- Examinations will be supervised by invigilators at a ratio of 1:30;
- It is the responsibility of invigilators to ensure that the examinations are conducted according to exam board regulations with copies of instructions to invigilators in each exam room;
- Invigilators must not take any work into the exam room but give full attention to the conducting of the examination;



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- For CCEA terminal examinations, external invigilators will be appointed, and for modular and non- CCEA exams, the examination officer will be responsible for the organisation of invigilators;
- The examination officers will liaise with the SENCO with regard to the use of readers/amanuensis etc.
- It is the responsibility of the HOD to ensure that any specialist equipment required for their subject is in the exam room ready for the start of the exam.

Results

Pupils year12-14 will be informed of the dates in August when they may collect their results. Results will only be issued to pupils or those with written permission from a pupil. Year 11 pupils will receive results when they return to school. Results will not be available to staff prior to the publication date.

Enquiry about Results

After discussion with the relevant head of department/subject teacher, parents/pupils must inform the examination officer of any enquiries they wish to initiate within 10 days of results being issued. The examinations officer will advise on the options available to query the mark/grade and the costs involved. The pupils and parents will be made aware that a re-mark can result in marks/grades being raised, confirmed or lowered. Parents must sign a consent form to confirm that they understand the consequence of a re-mark and on receipt of the fee (as determined by the relevant board) the examination officer will process the request. Outcomes following the re-mark will be forwarded by the examination officer to the pupil/parent as soon as they have been received from the awarding bodies. If the re-mark is successful, the fee will be returned.

Certificates

Pupils can collect their certificates from the general office any time after the October half-term holiday. Certificates will be retained in school for two years. After that they will be returned to the relevant exam board or destroyed according to each exam board's regulations.

Guidelines for Internal Examinations

This part of the policy is based on the principle that all pupils will be entered for internal examinations twice per year. The results obtained from these exams will be used to create written reports which are distributed to parents/ pupils.

All internal KS4/5 exams will be held under external JCQ exam conditions.

Accountability of Departments in Conjunction with Assistant Examinations Officer

- All HODs, when requested by assistant examinations officer, will give information on requirements for examinations regarding numbers, timings, ICT provision and special needs consideration;
- Each HOD will take responsibility for the creation and photocopying of exam papers. The assistant examination officer will communicate with each department via the HOD. All examinations must be fit for purpose in terms of length, layout and suitability of questions for different levels of ability;
- All HODs are responsible for enclosing an exam evaluation sheet with each set of papers as provided by the assistant examinations officer;



- All exam papers must be left in resource room prior to the date of the examination.

Accountability of Subject /Class Teacher in Conjunction with Assistant Examinations Officer

- All class teachers must discuss rules and regulations regarding internal examinations with their form class and create a seating plan for examinations taking place in classrooms. All exam rooms should be cleared of posters which could help in the examinations;
- All staff must read staff guidelines regarding internal examinations and follow procedures especially in relation to invigilation;
- All subject teachers must mark examinations correctly and accurately with guidelines/mark schemes designed by HODs;
- All subject teachers must complete exam review form and return to assistant examinations officer after each internal examination.

Internal Examinations Quality Assurance

- All HODs are responsible for enclosing an exam evaluation form with each set of papers as provided by the assistant examinations officer;
- All subject teachers must complete an exam evaluation form and return to assistant examinations officer;
- Assistant examinations officer will collate exam feedback information for SMT and distribute to all HODs;
- HODs are responsible for amending exam papers as necessary;
- SMT/Assessment and reporting working party will monitor and evaluate the quality of internal examinations as required.

Role of Assistant Examinations Officer

- Collating information from departments on exam requirements and creating exam timetable for approval by SMT;
- Updating pupil and staff guidelines when appropriate;
- Distributing staff and pupil examination guidance/regulations;
- Liaising with SENCO regarding special needs provision;
- Collating exam feedback information for SMT and distributing to all HODs.

These policy guidelines are translated into action through other policies and procedures, for example:

Learning and teaching policy Curriculum policy Special Needs policy

Assessment policy Controlled assessment policy



APPENDIX 1

Non-GCSE Internal Moderation Policy

General Internal Moderation Principles

1. It is essential that assessment decisions are in line with the qualification standards. The internal and external moderation process is in place to ensure that all assessments are applied consistently for all pupils and that the final judgement is accurate, reliable and recorded.
2. Internal moderation should be on-going throughout the course, with feedback being given to the teachers. There should be evidence of feedback being actioned where necessary.
3. Summative internal moderation must be carried out prior to pupils being entered for external moderation. Only those teachers whose pupils have fully met the standards can be entered for external moderation. Entering those who have not met the standards will jeopardise the success of those who have met the standards. If a teacher is found to be entering candidates for moderation who have not met the standards, disciplinary procedures may be implemented.
4. It is the responsibility of all staff to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked pupil work as requested.
5. All assessment evidence, which has been internally moderated, must be kept on site until after the external moderation. The work remains the property of the pupil and can be returned to the pupil according to the requirements of the relevant awarding body.



Minutes from Internal Moderation Meetings

Persons present:	Date:
Issues arising:	Action agreed / person(s) responsible
Date agreed for next meeting:	



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Feedback to HOD Sheet for Formative Internal Moderation

Candidate name:		Date:
Teacher name:		
HOD name:		
Qualification title:		
Unit(s) moderated:		
Comments / feedback on how assessment / evidence meets the standards:		
Comments / feedback on completion of mandatory paperwork:		
Teacher signature:		Date:
HOD signature:		Date:
Date agreed for any action identified to be completed by:		
Co-ordinator signature to confirm action completed:		Date:



APPENDIX 2

Malpractice Policy

Part A: Staff Malpractice Policy

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications including GCSE, non- GCSE e.g. ASDAN COPE, BTEC and Cambridge Technicals and also examinations invigilated by staff at the school and marked externally.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications.

- Tampering with pupils' work prior to external moderation/verification;
- Assisting pupils with the production of work outside the awarding body guidance;
- Fabricating assessment and/or internal verification records or authentication statements.

The following are examples of malpractice by staff with regard to examinations:

- Assisting pupils with exam questions outside the awarding body guidance;
- Allowing pupils to talk, use a mobile phone or go to the toilet unsupervised;
- Tampering with scripts prior to external marking taking place.

Staff Malpractice Procedure

Investigations into allegations will be coordinated by the exams officer/assistant exams officer, who will ensure the initial investigation is carried out within an acceptable time frame and feedback given to headmaster. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of the allegation made against him or her;
- informed what evidence there is to support the allegation;
- informed of the possible consequences, should malpractice be proven;
- given the opportunity to consider their response to the allegations;
- given the opportunity to submit a written statement;
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- informed of the applicable appeals procedure, should a decision be made against him/her;
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the GTC



If work is submitted for moderation/verification or for marking which is not the pupil's own work, the awarding body may not be able to give that pupil a result.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, Parkhall Integrated College may impose the following sanctions through the direction of headmaster.

- 1) **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- 2) **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- 3) **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- 4) **Suspension:** Bar the member of staff from all involvement in the administration of assessments for a set period of time
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the appeals policy.

PART B: Student Malpractice Policy

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding pupil malpractice in the assessment of internally marked qualifications and also regarding examinations marked externally.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by pupils with regard to portfolio-based qualifications.

- Plagiarism: the copying and passing of the whole or part of another person's work as the pupil's own work;
- Collusion: working collaboratively with other learners to produce work that is submitted as one pupil's;
- Failing to abide by the instructions of the teacher. This may refer to the use of resources which the pupil has been specifically told not to use;
- The alteration of any results document.

If a teacher suspects a pupil of malpractice, the pupil will be informed and the allegations will be explained. The pupil will have the opportunity to give his or her side of the story before any final decision is made. If the pupil accepts that malpractice has occurred, he/she may be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments, and these could also be rejected if similar concerns are identified.



The following are examples of malpractice by pupils with regard to examinations.

- Talking during an examination;
- Taking a mobile phone into an examination;
- Taking any item other than those accepted by the awarding body into the examination, such as a book or notes;
- Leaving the examination room without permission;
- Passing notes or papers to, or accepting notes or papers from another pupil.

If a teacher suspects a pupil of malpractice during an examination, the pupil will be informed and the allegations will be explained. The pupil will have the opportunity to give his or her side of the story before any final decision is made. If the pupil is found guilty of malpractice, the awarding body will be informed and the pupil's examination paper will be withdrawn. It is unlikely that the pupil will have the opportunity to repeat the examination.

Appeals

In the event that a malpractice decision is made, which the pupil feels is unfair; the pupil has the right to appeal in line with the appeals policy.



APPENDIX 3

Appeals Policy

Introduction

This policy addresses the situation where pupils may wish to appeal against a grade he/she has received for a qualification.

Access

This appeals policy can be accessed by contacting the exams officer/assistant exams officer, along with the appeals policy provided by the JCQ. All teachers should be aware of these appeal policies and how to access them in order that pupils can be supported.

Appeals Policy for Internal Assessment for External Qualifications

All pupils at Parkhall Integrated College have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

If a pupil wishes to appeal a decision on internal assessment e.g. controlled assessment/coursework, they should follow the following procedure.

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to the pupil why he/she received the grade/mark.
3. If the pupil is not satisfied with the explanation, the parent/guardian of a pupil wishing to appeal against the procedures used in internal assessment should write to the examinations officer.
4. On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the examinations officer/assistant examinations officer and a head of department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the awarding body.
5. The outcome of the appeal will be reported in writing to the pupil and parent/guardian, including any relevant correspondence with the awarding body
6. If the pupil wants to continue the appeal, he/she needs to contact the exams officer, who will provide the pupil with information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the pupil. A pupil must have the support of the centre to be able to appeal against a result.
7. A written record of the appeal and the outcome will be kept on file at the centre.

Appeals Policy for Internal Assessment for External Qualifications

All pupils at Parkhall Integrated College have the right to make an appeal about any of the marks/grades received for the qualifications they are undertaking

1. Pupils, after discussion with relevant head of department/subject teacher must inform the EO of any enquiries they wish to initiate within 10 days of results being issued.
2. The examination officer will advise on the options available to query the mark/grade and the costs involved. The pupils and parents will be made aware that a re-mark can result in marks/grades being raised, confirmed or lowered.



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3. Parents must sign a consent form to confirm that they understand the consequence of a re-mark and on receipt of the fee (as determined by the relevant board); the EO will process the request.
4. Outcomes following the re-mark will be forwarded by the examinations officer to the pupil/parent as soon as they have been received from the awarding bodies. If the re-mark is successful, the fee will be returned