

MANCHESTER HEALTH ACADEMY

EXAMINATIONS POLICY

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Approval History

Approved By:	Date of Approval	Version Approved	Comments
	2011/12	V1	
Standards Committee	01/10/15	V2	Approved
Standards Committee	12/10/17	V3	
Standards Committee	10/05/18	V4	

Revision History

Revision Date	Next Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
Sept 15		V2	Policy re-written and put into standard policy format	N	KG
Oct 17		V3	8 minor amendments	N	KT
May 18	May 20	V4	Minor amendments and appendix A removed to be put in a separate policy. JCQ links updated to 17/18	Y	KBL

1. Purpose

The purpose of this exam policy is to ensure that the planning and management of examinations and controlled assessments are conducted efficiently, in line with current regulations and legislation, and in the best interest of candidates. It will also ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

See Appendices for all relevant JCQ Regulations and other documents.

2. Scope

This policy covers all qualifications offered by the Academy and internal “mock” examinations. The policy will be reviewed every two years by the Senior Leadership Team.

3. Responsibility

It is the responsibility of everyone involved in the Academy’s examination processes to read, understand and implement this policy; these include:

The Principal
The Executive Leadership Team
The Senior Leadership Team
Curriculum Leaders
Subject Leaders
Teachers
SEND Leader
Examinations Officer
Parents/Carers
Students
Site Manager

The Principal has overall responsibility for:

- Ensuring that the delivery of qualifications and the conduct of examinations and controlled assessments are in line with current regulations and legislation.
- Investigation into potential breach of these regulations.

The ELT/SLT/Curriculum Leaders are responsible for:

- Conducting a briefing for all candidates immediately prior to each exam covering expectations of standards of behaviour.
- The SEND Leader is to escort students with access arrangements to their muster point.
- The Internal Appeals policy.
- A member of the centre’s SLT must produce a written statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations
- Identifying candidates at the start of an examination. Photographic ID cards are in place at the academy.

Curriculum and Subject Leaders are responsible for:

- Agreeing with the SLT Link and Assistant Principal overseeing Curriculum the specification to be offered in each subject and keeping the Examinations Officer informed of this.
- With the consent of the Raising Attainment Group the level of entry for each student.
- Providing the Examinations Officer with all entry and registration information in line with the key dates calendar.
- Ensuring all controlled assessments are conducted in accordance with JCQ Regulations and within deadline.
- Advising students and parent/carers of assessment deadlines.
- Ensuring all students have been fully prepared for all elements of the qualification.
- Ensuring all students have been fully prepared in their understanding of their role in the examinations process.

Teachers are responsible for:

- Notification to the SEND Leader and Curriculum Leader in the summer term of students about to move up to year 10 and year 12 and who require access arrangements.
- Submission of candidates' names and tier of entry to Curriculum Leader.
- Undertaking controlled assessments in line with JCQ Regulations.
- Ensuring students are aware of, and adhere to, JCQ Regulations for examinations and controlled assessments.
- Displaying those JCQ Regulations in their teaching area.

The SEND Leader is responsible for:

- Managing the testing for, and application and approval of, all access arrangements in line with JCQ Regulations.
- Producing and distributing a register of access arrangements for the use of all staff.
- Providing support staff to act as a reader and/or scribe during examinations, and training those support staff to ensure they undertake the role in line with JCQ Regulations.
- Advising students, and their parent/carers, in writing, of their approved access arrangement.
- The SEND Leader is to escort students with access arrangements to their muster point following the pre-exam briefing for each examination.

The Examinations Officer is responsible for:

- The administration of public and internal “mock” examinations in line with JCQ Regulations.
- Publishing a key dates calendar for Curriculum Leaders at the start of each academic year.
- Providing a review of the examinations process for SLT at the end of the summer examinations season.
- Publishing a timetable of examination dates for staff, parent/carers and students.
- Providing SLT, students and parent/carers with up to date JCQ Regulations in a manner suitable for the intended audience.
- Training invigilators.

Invigilators are responsible for:

- Ensuring the examination runs smoothly and in line with JCQ Regulations under the guidance of the Examinations Officer.

Candidates are responsible for:

- Understanding and adhering to all examination and controlled assessment regulations.

- Adhering to the Academy's published rules on acceptable dress and behaviour.
- Attending all examinations for which they are entered.
- Arriving on time for all examinations.
- Bringing a pen and pencil to the examination.
- Staying for the full duration of the examination.
- Undertaking all controlled assessments within the deadline specified by the subject teacher.

Parent/Carers are responsible for:

- Ensuring their child attends every examination for which they are entered.
- Informing the Academy if their child will be absent for an examination and providing the Examinations Officer with medical evidence to support the absence if requested.
- Ensuring their child undertakes all assessments within the deadline advised by the teacher

The Site Manager is responsible for:

- Liaising with the Examinations Officer to ensure all examination rooms are set up as per requirements.
- Liaising with the Community Manager to minimise disruption to community provision during the examination season.

4. Qualifications

The qualifications and subjects offered at the Academy are agreed by the Senior Leadership Team and Curriculum Leaders.

5. Exam series

External exams and assessments are scheduled in line with examination board timetables and current legislation. Where an examination is offered in more than one series, the Curriculum and Subject Leaders decide in which series the examination will be taken.

6. Entries

- 6.1 Curriculum and Subject Leaders decide, in consultation with SLT, if a candidate has satisfied all the requirements of a course and will therefore be entered for an examination at an appropriate level.
- 6.2 Candidates or parents/carers may request a subject entry. Approval will be at the discretion of the Assistant Principal, Curriculum & Standards.
- 6.3 The Academy does not act as an examination centre for other organisations or private candidates.
- 6.4 Entry deadlines are shown on the Key Dates in the Examination Calendar.
- 6.5 Late entries are authorised by the Assistant Principal, Curriculum & Standards .
- 6.6 Re-sit decisions will be made by Curriculum and Subject Leaders in consultation with the Assistant Principal, Curriculum & Standards .

7. Fees

- 7.1 All examination and course registration fees are paid by the Academy.
- 7.2 Reimbursement will be sought from parent/carers if students miss external examinations for any unauthorised reason including holidays, lateness or other unexplained absence.

8. Contingency Planning

- 8.1 Contingency planning for exams administration is the responsibility of the Senior Leadership Team.
- 8.2 A separate contingency policy is available to identify specific issues and potential risks that may occur and affect the exam season.

9. Results

- 9.1 Candidates will receive individual result slips on results days, in person at the Academy. In exceptional circumstances, results can be collected on behalf of a candidate by a third party. The candidate must provide the Examinations Officer with written authority for this prior to results day. The person collecting must bring some form of ID.
- 9.2 Arrangements for the centre to be open on results days are made by the Principal.
- 9.3 The provision of staff on results days is the responsibility of the Principal.
- 9.4 Curriculum Leaders may request a review of marking of results, in line with JCQ recommendations, where there is a reasonable chance of a student obtaining a better grade. The written consent of the candidate is required before a re-mark can be processed.
- 9.5 After the release of results, candidates may ask subject staff to request the return of papers. This request must be within the key dates timeframe identified by JCQ and the exam boards.
- 9.6 Curriculum Leaders may also request the return of examination papers for teaching purposes. The written consent of the candidate is required.

10. Certificates

- 10.1 Certificates should be collected and signed for by the candidate. In exceptional circumstances, certificates can be collected on behalf of a candidate by a third party. The candidate must provide the Examinations Officer with written authority for this. The person collecting must bring some form of ID.
- 10.2 Uncollected certificates will be kept at the Academy for a period of two years, after which time they will be securely disposed of.

11. Appendices and Regulation Documents

GCSE Controlled Assessment Policy – Appendix A

JCQ General Regulations for Approved Centres

<https://www.jcq.org.uk/exams-office/general-regulations/general-regulations-for-approved-centres-2017-2018>

JCQ Instructions for Controlled Assessments – Teachers

<https://www.jcq.org.uk/exams-office/controlled-assessments/instructions-for-conducting-controlled-assessments-2017-2018>

JCQ Information for Candidates – Controlled Assessments

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information>

JCQ Information for Candidates – Written Exams

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---written-exams-2017-2018>

JCQ Information for Candidates – On-Screen Tests

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---on-screen-tests>

JCQ Information for Candidates – Social Media

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---social-media-2017-2018>

JCQ Access Arrangements and Reasonable Adjustments

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

JCQ Suspected Malpractice in Examinations and Assessments

<https://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2017-18>

JCQ Instructions for Conducting Examinations

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

APPENDIX A

GCSE CONTROLLED ASSESSMENTS POLICY

Definition

Controlled Assessment is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment tasks set in accordance with their exam specification.

Controlled Assessment applies control over internal assessment at three points:

Task setting; task taking and task marking.

Three levels of control apply – high, medium and low.

Responsibilities

Head of Centre:

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

Examinations Officer:

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

Curriculum Leader:

- To be familiar with JCQ instructions for conducting controlled assessment
 - To understand and comply with specific instructions relating to controlled assessment for the relevant GCSE awarding body.
 - To undertake appropriate departmental standardisation of controlled assessments
 - In collaboration with the Examinations Officer, to submit controlled 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 controlled assessment materials
- Please check with FHB when planning controlled assessments outside of normal lesson time.

SENCO:

- To be familiar with JCQ instructions for conducting controlled assessment with reference to special access arrangements

- Co-ordinate requests for special access arrangements

Subject Teachers:

- To undertake controlled assessments in accordance with specific Instructions from the relevant GCSE awarding body.
- To take part in appropriate departmental standardisation of Controlled assessments

Task Setting

In accordance with specific GCSE awarding body guidelines, Curriculum Leaders will be responsible for the selection of controlled 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

Controlled Assessment tasks will be undertaken with three levels of supervision

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Curriculum Leaders will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task.

Levels of supervision are clearly outlined in each subject specification.

At this school formal supervision means:

- Candidates will be under direct supervision at all times – in most cases, supervision will be undertaken by the class teacher
- Use of resources and interaction with others will be limited to what has been specified by the GCSE awarding body
- Tasks will usually be undertaken during normal timetabled lessons in the usual teaching base
- Use of mobile phones and internet / email access will be prohibited unless specifically required for the purpose of the task given and sanctioned by the awarding body.
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible
- Subject specific display material with direct relevance to an assessment task will be covered
- A record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all students present for the session(s)
- A separate record of any incidents which occur during assessments will also be kept

At this school informal supervision means:

- Interaction with others, including group work is permitted
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final / formal assessment is the candidates own work
- Sources use by candidate are clearly recorded

At this school limited supervision means:

- Some aspects of work may be undertaken completely without supervision /outside the classroom – this may include research and data collection
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

Task Authentication and Marking

Each year, before the first controlled assessment is conducted in school Candidates will be reminded of the key points from JCQ Notice to Candidates GCSE and Principle Learning: Controlled Assessments. Document before completing each assessment task.

Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given / sources used have been acknowledged.

Class teachers responsible for supervising and marking controlled assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate.

This school will use the JCQ declaration of authentication for controlled assessments or a similar document provided by the relevant GCSE awarding body.

If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task. If candidate malpractice is suspected, this will be referred to the relevant Subject Leader and Examinations Officer who will follow the guidance set out in the JCQ instructions for controlled assessment.

Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated according to subject specification requirements.

Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard.

If a controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

Factors affecting individual candidates

If a candidate misses part of a controlled 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. This will be co-ordinated by the SENCO.

The school will consider requests to repeat controlled 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 controlled assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

Schedule for Controlled Assessment

The school will produce a schedule showing periods of controlled assessment for each subject. As far as possible the school will adhere to the published schedule of assessments.