

Examination Policy

Purpose of the Policy

The purpose of this policy is to ensure that:

- The planning, administration and management of examinations and external assessment processes are conducted in the best interests of students.
- All examinations and external assessment processes are conducted in line with national and examining body regulations.
- All those involved in all aspects of examinations and external assessment processes are familiar with their roles and responsibilities.

Examination Responsibilities

Principal

Has Overall responsibility for the Academy as an examination centre.

SLT

Responsible for the effective provision of all internal and external assessments:

- Ensure that all examinations and external assessment processes are conducted in accordance with national and awarding body regulations.
- Ensure that all of the College's students are provided with the opportunity to undertake all external assessments in an organised, well controlled and supportive environment, enabling them to achieve their potential.
- Ensure that students, parents, teachers and all relevant parties are aware of key dates and details regarding all course entries and external examinations.
- Oversee all results analysis.
- Direct and advise on all departmental examinations analysis reports.
- Produce detailed analyses of the College's results for all key national measures, identify the performance of students from all relevant sub-groups and summarise all departmental reports.
- Oversee the dissemination, publication and celebration of results.

Data and Examinations Manager/Data and Examinations Assistant

Manage the administration of public and internal examinations, coursework and controlled assessments:

- Manage examination administration.
- Maintain systems and processes to support the timely entry of students for their examinations.
- Submit students' coursework and controlled assessment marks.
- Dispatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.

- Arrange for dissemination of examination results, any appeals/re-mark requests and certification.
- Prepare and present reports to the Senior Leadership Team (SLT) and Heads of Departments (CLs) showing results achieved in relation to expected grades and comparable data for previous years.
- Manage results on the Department of Education AAT checking site to ensure statistics informing the College CVA are correct.
- Oversee the efficient conduct of all examinations in the College.
- Advise the SLT, CLs, teachers, parents/carers, students and all relevant parties on annual examination timetables and application procedures as set by the various awarding bodies.
- Produce the relevant timetables.
- Provide information for the College website.
- Consult with CLs to ensure that necessary coursework and controlled assessments are completed on time and in accordance with Joint Council for Qualifications (JCQ) guidelines.
- Provide and confirm data on estimated entries.
- Advise SLT on suspicious or actual incidents of malpractice (refer to the JCQ document "Suspected Malpractice in Examinations and Assessments").
- Receive, check and store securely all examination papers and completed scripts including Science ISA's and controlled assessments (where necessary).
- Arrange locations for all examinations, both internal and external - inform SLT, staff and the sports centre of room usage, identifying and managing examination timetable clashes.
- Make applications for students with special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance.
- Provide additional support for students with access arrangements.
- Provide training for any staff providing access arrangements for students.
- Manage examination budget.
- Account for expenditures relating to all examination costs/charges including processing examination fee payments relating to re-sits and examination fees from external candidates.
- Create and manage Examination Board online accounts.
- Line manages the senior examination invigilators and organise the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Submit an annual report analysing examination procedures and reviewing the process for the following year.

Curriculum Leaders

To ensure that all relevant students for whom they are responsible are given the best opportunity possible to achieve in the relevant subject:

- Liaise with the Data Examinations Manager and inform them of any new qualifications being considered or offered.
- Ensure that they and their department are familiar with the relevant assessment frameworks and objectives for all relevant examinations.
- Ensure that all relevant students are best prepared for external assessments through.

- Long and medium term planning.
- Regular monitoring and formative assessment.
- Practice and intervention strategies.
- Ensure that all examination entries and coursework/ controlled assessment procedures are administered in a timely and efficient manner through.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry forms and all other mark sheets.
- Adherence to deadlines as set by the Data and Examinations Manager.
- Ensure that their relevant examinations run as smoothly and effectively as possible.
- Provide 'hot lessons' or timely revision sessions prior to all external examinations, wherever possible.
- Ensure that they or a representative of their department are present at the start of every formal examination in their subject, to ensure that students and invigilators are clear on the examination contents.
- Analyse their subject's examination performance data and review practice in light of this analysis, considering.
 - Performance by teaching group.
 - Performance by sub-groups including gender, ethnicity, FSM and SEN data.

Teachers

- Submission of students' names for entries, amendments, forecast grades, coursework and controlled assessment to CLs.
- Maintain accurate records of students' progress, enabling accurate predictions of results.
- Notify Curriculum Leaders and Data and Examinations Manager of students who may potentially require access arrangements (as soon as possible after the start of the course).

SENCO

- Test and identify students' requirements for access arrangements and maintain accurate records of all students entitled to access arrangements.
- Update the SIMs registers and Watch out List with details of students entitled to access arrangements.
- Notify Data and Examinations Manager and CLs of relevant details.
- Arrange support for those students entitled to access arrangements in examinations and communicate directly with the Data and Examinations Manager to confirm these arrangements.

Webmaster

- Manage and oversee examination information on College website.

Lead invigilator/invigilators

- Collection of examination papers and other material from the Examinations Office before the start of the examination.
- Oversee examinations, in line with national and examination body regulations.
- Take an accurate register of all students sitting examinations.

- Collect all examination papers in the correct order at the end of the examination and ensure their return to the Examinations Office.

Students

- Confirm accuracy and sign entries.
- Understand coursework and controlled assessment regulations and sign a declaration that authenticates the work as their own.
- Read, understand and comply with all examination regulations, following instructions from the Examinations team including the Data and Examinations Manager, Invigilators and Access Arrangement providers.

Parents/ Carers

- Confirm accuracy and sign entries.

Special Needs and Access Arrangements

The Equality Act (2010) and Disability Discrimination Act (2005) All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the specialist teacher, designated by the SENCO.

Access arrangements

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the designated SENCO.
- Locations for access arrangement candidates will be arranged by the Data and Examinations Manager, in conjunction with the designated SENCO.
- Invigilation for access arrangement candidates will be organised by the Data and Examinations Manager.
- Making special arrangements and arranging support for candidates to take examinations is the responsibility of the SENCO.

Entries, Entry Details and Late Entries

Entries

- CLs and subject teachers select students for examination entries.
- Students or parents/carers can request a subject entry, change of tier or withdrawal.
- Entry deadlines are circulated to CLs via email.
- Late entries need to be authorised by the SLT responsible for examinations.

Examination fees

- The College will pay all normal examination fees on behalf of students.
- Late entry or amendment fees are paid by the Academy, individual departments or students/parents/carers, according to who is responsible for the late action.

- Normally, students' families will be responsible for the payment of re-sit entries, but in some cases the Academy will cover these entries as well; for example, where the Academy has entered students into an examination early as part of a fast-track programme.
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Regulations, Clash Students and Special Consideration

Regulations

- The College's published rules on acceptable dress, behaviour and students' use of mobile phones and all electronic devices apply at all times.
- Students' personal belongings remain their own responsibility and the College accepts no liability for their loss or damage.
- Disruptive students are dealt with in accordance with JCQ guidelines. Students may temporarily leave the examination room for a genuine purpose, in which case a member of staff must accompany them.
- The examinations team and/or sixth form administrators (in the case of Key Stage 5 students) will attempt to contact any student who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash Students

- The Data and Examinations Manager will be responsible, as necessary, for supervising escorts, identifying a secure venue and arranging overnight stays (if necessary) for any student who faces an examination clash on their timetable.
- Special consideration
- Should a student be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the student/ parent/ carer's responsibility to alert the Academy, the Examinations Office, or the examination invigilator, to that effect.
- The student must support any special consideration claim with appropriate evidence within three days of the examination; for example, a letter from the student's doctor.
- The Data and Examinations Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.
- If an unforeseen event affects the running of an exam – for example a prolonged fire alarm or unexpected interruption – this instance should be reported to the SLT overseeing Examinations. It is the responsibility of the Data and Exam's Manager to apply for special consideration to the relevant exam board, in such an eventuality.

Controlled Assessments, Coursework and Appeals against Internal Assessments

Controlled assessments

Controlled assessments are the responsibility of CLs:

- All controlled assessments should be run in line with the relevant awarding body's regulations.
- The SLT responsible for examinations and Data and Examinations Manager should be informed of the running of all controlled assessments at least two weeks prior to their commencement; this information should be published in the staff bulletin and weekly newsletter.
- CLs will ensure that the Data and Examinations Manager and the SENCO are informed of all students requiring special consideration or access arrangements for their controlled assessments at least two weeks prior to their commencement.
- CLs will complete and pass relevant mark sheets and samples to the Data and Examinations Manager.
- The Examinations Office will dispatch mark sheets, controlled assessment samples and keep a record of what has been sent when and to whom.
- CLs provide the Examinations Office with marks for all internally assessed work and estimated grades

Coursework

The completion of coursework is the responsibility of CLs:

- All coursework should be completed in line with the relevant awarding body's regulations.
- Students should submit coursework before the deadlines provided by CLs.
- CLs will complete and pass relevant mark sheets and samples to the Data and Examinations Manager.
- The Examinations Office will dispatch mark sheets, coursework samples and keep a record of what has been sent when and to whom.

Appeals against internal assessments

The Academy is obliged to publish a separate procedure on this subject, which is available at the end of this document. The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Students may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 1st June to the Principal (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Principal's findings will be notified in writing, copied to the Data and Examinations Manager and recorded for awarding body inspection.

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Results

- Students will receive individual results slips on results days either in person at the centre or by post to their home addresses.
- The Data and Examinations Manager makes arrangements for the Academy to be open on results days.

- The provision of staff on results days is the responsibility of the Data and Examinations Manager.

EARs

- EARs may be requested by academy staff or students if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the Data and Examinations Manager, teaching staff and SLT responsible for examinations will investigate the feasibility of asking for a re-mark at the College's expense.
- When the centre does not uphold an EAR, a student may apply to have an enquiry carried out. If a student requires this against the advice of subject staff, they will be charged.
- The consent of students must be obtained for all EARs

ATS

- After the release of results, students may ask subject staff to request the return of papers within three days' scrutiny of the results.
- College staff may also request scripts for investigation or for teaching purposes. The consent of students must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.
- GCE re-marks can be applied for once a photocopied script only has been returned, but cannot be applied for once the original script has been returned. (Photocopy scripts are available for GCEs only within one week of result publication date).

Certificates

- Certificates are presented in person or posted to a designated address.
- Certificates may be collected on behalf of a student by a third party, provided they have written authority to do so and photographic identification.
- Replacement Certificated Statements of Results are only issued if a student agrees to pay the costs incurred.

Appeals against internally assessed marks

(GCSE controlled assessments and GCE Coursework units)

The City Academy Bristol is committed to ensuring that whenever its staff mark candidate' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The City Academy Bristol is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series)
2. Appeals MUST be made in writing by the candidates' parent/carer to the Data and Examinations Manager.
3. The head of centre will appoint a senior member of staff. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The City Academy Bristol and is not covered in this procedure.

Emergency evacuation procedure for examinations

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**)
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.