

# Leek High School



## Examinations Policy

The purpose of this policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system, giving clear guidelines for all relevant staff.
- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

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## 1. Exam Responsibilities

### Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks.
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected Malpractice in Examinations and Assessments*'.

### Exams Officer

Manages the administration of external (public) and internal exams and distribution of exam results:

- Advises the Senior Leadership Team (SLT), Subject Leaders, teachers and relevant support staff of annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that deadlines are communicated to heads of faculty so that necessary controlled assessment can be completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries (used also to set-up final entry mark-sheets and prepare school exam calendars/timetables).
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for adjustments in examinations.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges; prepares and forwards exam stationery orders to finance department.
- Line manages the senior exam invigilator and provides and supports the training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' controlled assessment marks, tracks despatch and stores returned controlled assessment and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and in consultation with SLT, forwards any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams (ensuring teaching staff meet school and exam board deadlines).

### Headteacher

- Organisation of teaching and learning.
- External validation of courses followed at Key Stage 4 / post-16.

### Subject Leaders

- Guidance and pastoral oversight of candidates who are unsure of exam entries or amendments to entries.
- Involvement in putting forward candidates' names for post-results procedures.
- Accurate completion of controlled assessment mark sheets and declaration sheets via SIMS as per deadlines set by exams officer.
- Accurate completion of entry and all other mark sheets on SIMS and adherence to deadlines as set by the exams officer.

### Entrust Careers and Participation Service

- Careers education, information, advice and guidance (CEIAG).



### Teachers

- Notification of access arrangements (as soon as made aware after the start of the course).
- Submission of candidates' names to Subject Leaders /school /curriculum and to include exams officer in communications.

### SENCO

- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support for spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment and to help candidates achieve their course aims.
- Makes access arrangement applications after specialised teacher assessments.

### Lead Invigilator/Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam and return in correct order to exams office after exam.
- Ensure examinations are run in accordance with JCQ guidance.
- Adhere to seat plans and ensure candidates receive correct exam papers.
- Ensure access arrangements noted on seat plans are allocated to candidates.
- Checks all exam papers and associated paperwork has been fully completed before candidates and staff leave exam room.
- Support checking and packing exam papers ready for despatch.

### Candidates

- Confirmation and signing of controlled assessments/coursework.
- Understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own.
- Read JCQ (and any other) exam related information for candidates as directed by exams officer and teachers.
- Sign to confirm authorisation of Review of Marking (EAR) and Access to Scripts (ATS).
- Sign Data Protection Form so Access Arrangement Application can be processed electronically to consent sharing of some personal data between organisations: JCQ, AQA, CCEA, OCR, Pearson (Edexcel) and WJEC.

## 2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the heads of subject together with the heads of faculties and departments.

The statutory tests and qualifications offered are:

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there is a change of syllabus from the previous year, exams officer must be informed as soon as the decision is made.

### At Key Stage 3 (Years 7, 8 and 9)

There are no statutory exams for Key Stage 3 at present.

### At Key Stage 4 (Years 10 and 11)

All candidates will be entitled, and enabled, to achieve an entry for qualifications with an external awarding body.

## 3. Exam Seasons and Timetables

### 3.1 Exam Seasons

BTEC on-screen/on-demand exams and internal exams are scheduled as required.

External exams/assessments may be scheduled November; January; March; May; June.



All internal (mock/year) exams are held under external exam conditions.  
The exam series used in the centre is decided by the heads of subject.

### **3.2 Timetables**

Once confirmed, exams officer will pass individual exam timetables for all exams to Heads of Year to issue to candidates through Form Tutors, ensuring fair notice is provided for.

The Exams Officer will display exam timetables on school noticeboards and on the student portal.

Subject teachers are also responsible for informing candidates of the dates and times of their examinations.

## **4. Entries, Entry Details and Late Entries**

### **4.1 Entries**

Candidates are selected for their exam entries by the heads of subject, Subject Leaders and the subject teachers.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.

The centre in general is not an open centre for external (private) candidates.

### **4.2 Late Entries**

Entry deadlines are circulated to Subject Leaders using email.

Late entries are authorised by Subject Leaders and must be approved by the Head of Centre.

## **5. Exam Fees**

The centre will pay all normal exam fees on behalf of candidates.

If a candidate requests a Post Results Service against the advice of subject staff, they will be charged.

Late entry or amendment fees are paid by centre.

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.

## **6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

### **6.1 Disability Discrimination Act (DDA)**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.2 Special Needs**

A candidate's special needs requirements are determined by the SENCO, doctor and educational psychologist / specialist teacher.

The SENCO will inform subject teachers and exams officer of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

The exams officer updates list to provide access arrangements information for staff.

### **6.3 Access Arrangements**

Making special arrangements for candidates to take exams is the responsibility of the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the exams officer.



Invigilation and support cover for access arrangement candidates will be organised by exams officer.

Access arrangement support for internal exams will include invigilators but LSAs can be used, only when extra resources are required; external exams will include LSAs and invigilators and only supply staff if resources are short (ideally only supply staff who are familiar to both the school and candidates should be used).

## 7. Equality Act 2010 (Equality and Human Rights)

All exams staff to receive training for the Equality Act 2010 definition of disability.

Advice: JCQ General Regulations for Approved Centres pg. 5.5 (Access and Reasonable Adjustments):

Staff should familiarise themselves with the document published by the Equalities and Human Rights Commission (EHRC) Reasonable adjustments for disabled pupils – Auxiliary Aids, Technical Guidance:

<http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice/>

## 8. Estimated Grades

The Subject Leaders will submit estimated grades to the exams officer when requested by the exams officer (**\*Jan15: JCQ has withdrawn request except for those courses that require Preliminary Material, however the exams officer continues to require this information to determine internal exam timetables and to set-up mark-sheets and set deadlines**).

## 9. Managing Invigilators and Exam Days

### 9.1 Managing Invigilators

External invigilators will be used for internal exams and external exams.

The recruitment of invigilators is the responsibility of the Support Services Manager and Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) checks for clearance of new invigilators is the responsibility of the centre administration.

DBS fees for securing such clearance are paid by the centre (however if a future employee is offered a position after DBS and before start date and withdraw application they will be liable to refund/costs).

Invigilators are trained, timetabled and briefed by the exams officer; the lead invigilator may assist in this process.

Invigilators' rates of pay are set by the centre administration.

### 9.2 Exam Days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

At the request of the exams officer, site management is responsible for setting up the allocated exam rooms.

The lead invigilator, exams officer or designated member of staff agreed by the exams officer and head of centre will start all exams in accordance with JCQ guidelines.

Senior leaders or subject staff may be present at the start of the exam to assist with identification of candidates (these should be authorised by head of centre and agreed by exams officer); advice given must be in line with awarding bodies rules.

In practical exams subject teachers may be on hand in case of technical difficulties.

Timed Art and Design exams are normally invigilated by subject teacher; however because the subject teacher may need to give technical assistance to an individual candidate, additional invigilators should be deployed at the head of centre's discretion.

Exam papers must not be read by subject teachers or removed from exam room before end of a session. Papers can be distributed to Subject Leaders at the end of the awarding bodies finishing time/exam session and after exam papers have been checked and packaged for postage. This would include not distributing exam papers until after late exams have been sat/package (i.e. due to clashes or other reasons).

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam if required (as per awarding bodies guidance).



If a subject teacher reads questions in the paper they must remain in exam room until the end of the exam. Subject teachers are under strict instructions not to enter an exam room without permission or a malpractice could be referred to head of centre.

## 10. Candidates: General; Late and Clash Exams and Special Consideration

### 10.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices (including watches with data storage) apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Candidates showing inappropriate behaviour are dealt with in accordance with the awarding bodies' guidelines.

### 10.2 Late (Very) Candidates

Candidates arriving late should be allowed to sit exam (this is at the discretion of the centre).

Exams longer than 1-hour: candidates will not be allowed to leave the exam room unsupervised until at least 1-hour after the published starting time, after which they will not be allowed to return:

Candidates will be considered very late if they arrive 1-hour after awarding body's published start time. (General published start times are 9am and 1.30pm)

Exams less than one hour: candidates must remain supervised until published finishing time of exams:

Candidates will be considered very late if they arrive after awarding body's published finishing time).

Candidates who arrive very late should have evidence of being supervised. A Form '*JCQ/VLA-report a candidate admitted very late to examination room*' should be sent separately within 7-days of exam (refer to JCQ I.C.E instructions: candidates who arrive late).

Evidence of supervision should ideally cover from beginning of published start time of exam but must always cover candidate:

From 1-hour after published start time to arrival/starting exam (for exams 1-hour or more).

From the end of published finishing time to arrival/starting exam (for exams less than 1-hour).

Both Late and very late candidates must be recorded on incident forms.

Very late candidates must be warned the awarding body may not accept their work.

For any late issues that fall into above categories, exams officer will report to head of centre. The head of centre is responsible for candidates who are late for their exams, or do not turn up at all.

### 10.3 Clash Candidates

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Candidates will be formally supervised at all times between clash exams.

(See Special considerations 10.4 for information on clash exams).

### 10.4 Special Consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor. The exams officer will deal with issues up to and after the three days' deadline by liaising with exam boards if needed.

The centre may apply for special considerations when a candidate has been entered for three or more exams timetabled for the same day and the total duration of those exam papers is more than 5-hours 30-minutes (GCSE Exams).



## 11. Controlled Assessment and Appeals Against Internal Assessments

### 11.1 Controlled Assessment

Candidates who have to prepare controlled assessment should do so by the end of the course.

Subject Leaders are responsible under the direction of the head of centre to carry out controlled assessments exactly as per exam board regulations.

Internal deadline dates for controlled assessment are decided by subject leaders and published internally so that quality assurance checks can be carried out by senior leaders and/or exam board staff.

The Exams Officer will remind teachers of exam board deadlines using email.

Subject Leaders will ensure all controlled assessment work is ready for despatch at the correct time and in accordance with centre and final exam board deadlines. The exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and (estimated grades/CIE only) are provided to the exams office by Subject Leaders.

### 11.2 Appeals against Internal Assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office (see section 15).

Subject Leaders should advise candidates of their marks within a sufficient window in order to allow time for any internal appeal to be concluded prior to the submission of centre marks to the awarding body. (Candidates should also be informed that marks submitted may be subject to change through the moderation process).

#### 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.
- Candidates may appeal to the head of centre if they feel their controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- (Private candidates may appeal directly to awarding body).
- Appeals must be made in writing to the head of centre (or other nominee) and as soon as possible to ensure the internal process is completed prior to submission of centre marks to the awarding body. The head of centre (or nominee) will decide whether the process used conformed to the requirements.
- The Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## 12. Results and Post Results:

**Clerical Checks**

**Review of Marking (EAR)**

**Moderation Review and Access to Scripts (ATS)**

### 12.1 Results

Candidates will receive individual results slips on results days in person at the centre or by post to their home address.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of senior staff members and their availability immediately after publication of results will be the responsibility of the Head of Centre.

The provision of staff to distribute exams results will be the responsibility of the Exams Officer.

### 12.2 Post Results

Candidates will be made aware of 'access to scripts' and 'post results enquiries and appeals services' BEFORE they sit exams.

Centre must obtain written candidate consent for clerical checks and mark reviews before an application is made, as with these services candidates' marks and subject grades may be lowered. Failure to do so will be considered centre malpractice.

The centre must meet awarding bodies deadlines for post results services.



### 12.3 Clerical Re-Check (Service 1)

Clerical Re-Check is a re-check of all clerical procedures leading to the issue of a result.

Candidate consent must be obtained.

### 12.4 Review of Marking (EAR) (Service 2)

Review of Marking (EAR) requests may be put forward by centre staff or candidates to head of centre if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a review of marking at the centre's expense and the candidate will be asked to sign a form to agree understanding that marks may be lowered, remain the same as well as being raised (as JCQs rulings; not required for CIE).

Candidate consent must be obtained.

When the centre does not uphold a Review of Marking (EAR) request, a candidate may apply via the head of centre to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

### 12.5 Moderation Review (Service 3)

A Moderation Review is the review of the original moderation to ensure the assessment criteria has been fairly, reliably and consistently applied (please refer to current JCQ Post Results Booklet or relevant awarding bodies instructions).

A Moderation Review will be undertaken on the original sample of candidates' work and cannot be undertaken for the work of individual candidates or for the work of candidates not in the original sample.

Candidate consent is **not** required for a moderation review as candidates' marks may be lowered but their published subject grades will not be lowered in the series concerned, however a lowered mark can be carried forward to **future** certification.

### 12.6 Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within one day for priority original copies (GCE only).

Centre staff may also request scripts for investigation or for teaching purposes.

Applications for ATS must be made online via the awarding bodies extranet sites.

The written consent of candidates must be obtained (consent via email is acceptable).

Candidates have the right to decline a centre from requesting ATS but if they do agree to ATS they have the right to request anonymity.

**GCSE** Review of Marking (EAR) cannot be applied for once a script has been returned; if a script is required this should be requested at time of request of Review of Marking.

## 13. Certificates

On receipt of certificates and before being issued to candidates, the school will check a sample batch to ensure exam grades are correct; all certificates previously subjected to a Review of Marking (EAR) will be checked.

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and sign and date to confirm receipt.

Replacement certificates will only be requested by centre if the centre is responsible for an error on the certificate (i.e. spelling of names) or the centre is responsible for loss.

If a candidate has lost or misplaced a certificate they must incur the costs. The Exams Officer will direct candidate to exam board websites to request replacement.

The centre is obliged to keep certificates for one year after receipt but will retain them for a minimum of three years; after this time they will be securely destroyed or returned to exam board.

The Exams Officer arranges the date for certificate collection evening.





## **14 (a) Appeals against Internally Assessed Marks (GCSE Controlled and Non-Exam Assessments)**

### **Policy: Appeals against Internally Assessed Marks**

Leek High School is committed to ensuring that whenever staff mark candidates' work, 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 skills, and who have been trained in this activity. Leek High School is committed to ensuring the work produced by candidates is authenticated according to the requirements of the awarding body. Where a number of teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate feels that this may not have happened in relation to his/her work, s/he 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 submitted by the school to the awarding body.

This procedure is available from the Exams Officer.

- 1 Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
- 2 Appeals should be made in writing to the Headteacher, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Headteacher was directly involved in the assessment in question another member of senior staff will conduct the investigation.
- 3 The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject specific associated documents.
- 4 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 the procedure relating to internal assessment.
- 5 The outcome of the appeal will be made known to the Headteacher 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 work has been assessed internally, 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 Leek High School and is not covered by this procedure. If you have concerns, please contact the Exams Officer for a copy of the appeals procedure of the relevant awarding body.

### **14 (b) Appeals against External Assessed Marks**

Where a candidate is unhappy with the mark awarded for an applicable external exam unit (written exam, controlled or practical assessment), a clerical check or review of marking may be requested by contacting the Exams Officer. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry will be made by Leek High School on the basis of several factors, including knowledge of the exam system and professional judgement (Refer to Section 12 of Exams Policy).

## **15. Examination Contingency Plan**

### **1. Disruption of teaching time – centre closed for an extended Period**

#### **Criteria for implementation of the plan**

**Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.**

**Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of the centre to prepare students, as usual, for examinations.**



### **Recommended actions:**

- If the disruption is for a limited period of time the school timetable will be adapted to provide opportunity for catch up lessons when the building is reopened.
- During extended closure of buildings, alternative centres will be found and utilised to provide lessons for accredited subjects where possible.
- During partial closure of buildings, a structured timetable will be created to ensure that every student will attend school during specifically identified periods.
- Teachers will prepare work for students which will be distributed to students either via email or posted out to students' place of residence.

The school will follow Department of Education Guidance on emergency planning and their advice on severe weather.

## **2. Disruption in the distribution of examination papers**

### **Criteria for implementation of the plan**

#### **Issues surrounding the distribution of examination papers to centres in advance of examinations**

### **Recommended actions:**

- Awarding organisations to source alternative couriers for delivery of hardcopies.
- Awarding organisations to provide centres with electronic access to examination papers via a secure external network.
- Leek High School does not have a fax machine, therefore if electronic transfer is not possible a nearby centre with this facility will be asked to receive information under supervision of a designated member of exams staff or from SLT.

The Examinations Officer is responsible for ensuring that copies are received, made and stored under secure conditions.

## **3. Candidates unable to take examinations because of a crisis - centres remain open**

### **Criteria for implementation of the plan**

#### **Candidates are unable to attend examination centres to sit examinations as normal**

### **Recommended actions:**

- The Head of Centre, with agreement of relevant awarding bodies (via JCQ instructions where appropriate) to contact local school(s) (and/or possibly nearby Church Hall or Town Hall) to request permission to sit exam(s) at alternative site.
- Centre to liaise with candidates to identify whether examinations are to be sat at an alternative venue in agreement with awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website - <http://www.jcq.org.uk>
- If alternative site used, the Exams Officer will complete the correct associated paperwork.
- The centre will offer candidates an opportunity to sit any examinations missed at the next available series
- The centre will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will not apply.

- JCQ guidance on special consideration can be accessed through the JCQ website: <http://www.jcq.org.uk>



#### **4. Centres are unable to open as normal during the examination period**

##### **Criteria for implementation of the plan**

###### **Centre unable to open as normal for scheduled examinations**

- If the centre is unable to open for examinations as normal, the Exams Officer must inform each awarding body which exams are due to be taken; this should be done as soon as possible.
- The responsibility for deciding whether it is safe for a centre to open lies with the Head of Centre: The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.

##### **Recommended actions:**

- Centre to open for examinations and examination candidates only, if possible.
- Centre to use alternative venues in agreement with relevant awarding organisations if possible.
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to awarding organisations for Special Consideration for candidates where they have met the minimum requirements.

#### **5. Disruption to the transportation of completed examination scripts**

##### **Criteria for implementation of the plan**

###### **Delay in normal collection arrangements for completed examination scripts**

##### **Recommended actions:**

- In the first instance centre to seek advice from awarding organisations and normal collection agency regarding collection.
- The centre is not to make their own arrangements for transportation without approval from awarding organisations.
- Exams Officer to ensure secure storage of completed examination scripts until collection.

#### **6. Assessment evidence is not available to be marked**

##### **Criteria for implementation of the plan**

###### **Large scale damage to / or destruction of completed examination scripts / assessment evidence before it can be marked**

##### **Recommended actions:**

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
- Candidates to retake affected assessment at subsequent assessment window.

#### **7. Teacher unable to mark internally assessed course work according to marking schedules.**

##### **Criteria for implementation of plan**

###### **Teacher is unable to mark coursework resulting in a risk to the delivery of results by scheduled dates**

##### **Recommended actions:**

- Prioritisation of marking to be based on results dates.
- Centre to negotiate with teaching staff in centre who are delivering in same subject to mark coursework
- In the event of no subject specialist being available in school the centre will seek advice/guidance/recommendations for an alternative marker for the subject.



## 8. Centres are unable to distribute results as normal

### Criteria for implementation of plan

Centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services:

### Recommended actions:

- In first instance, parents to be notified of delay of results by **phone/text (or email)** and provided with expected date for receipt of results (a letter may be sent depending on advance notice).
- In the event of a system failure on the main site, the school IT Manager or Exams Officer or Senior Leader to go to an alternative site to download and collate results.
- In the event of the absence of the school IT Manager during the period of receipt of results the Exams Officer, or Senior Leader would take over the responsibility of downloading the results and ensuring that students are notified of outcomes of examinations.
- In the event of absence of all examination administrative staff the Headteacher (Head of Centre) will contact the relevant examination boards to seek alternative means of receiving results.

## 16. Fire and Emergency Exam Policy and Procedures

### **Staff and Pupils should follow the evacuation procedures shown:**

- Candidates to remain in seats and follow Invigilator instructions carefully.
- Candidates to leave all question papers and scripts on desks.
- Appointed Invigilator should take with them the Exam Attendance Register.
- Candidates should leave room in silence.
- Evacuate rooms using nearby safest exit and escort candidates to assembly area.
- At all times avoid close proximity to non-exam students.
- Candidates should be closely supervised to ensure there is no discussion about the examination.
- Exams Officer should each be in possession of a full list of exam candidates.
- Exams Officer to liaise with Invigilators and note any absences.
- Invigilators should make a note of the interruption and how long it lasted (please use Incident Forms).
- Once the building is deemed safe to enter, candidates should be allowed the full working time set for the examination (i.e. awarded back any missing time).
- The Exams Officer will make a full report of the incident and the action taken and send it to the relevant awarding body.
- (Depending on severity of disruption and/or the possibility of not being able to resume Exam, Awarding Bodies may allow Special Considerations).

**ADOPTED BY THE GOVERNORS ON: 15th March 2018**

**POLICY REVIEW DATE: March 2020**