



CONTENTS	Page
1.0 INTRODUCTION.....	1
2.0 EXAMINATIONS & PROCEDURES	1

1.0 INTRODUCTION

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; WJEC; CCEA and others.

This document covers the schools policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, staff members of the school and any other parties involved in awarding matters.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 EXAMINATIONS & PROCEDURES

The Examinations policy is decided by the Senior Management Team with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Headteacher for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the school Examinations Officer.

Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must be raised with the Headteacher.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted inside and outside of each examinations room. During examinations, candidates must follow any instructions given to them by the Examinations Officer or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.



Mobile Phones and Examinations:

The possession of a mobile phone in an examination room, whether switched on or not, is an offence under JCQ regulations. School policy is that mobile phones must not be brought into the examination room. Failure to observe this regulation may result in the loss of all results for the exam.

Internal Assessment:

Under the Joint Council Code of Practice, the Awarding Bodies require school centre's offering their examinations to:

- Have a published appeals procedure relating to internal assessment decisions;
- Make this document available and accessible to candidates.

The Awarding Body will moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

The school will ensure that:

- Work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
- At the beginning of the school year, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework, the school's deadlines for submission as well as information about the school's appeals procedure.
- Within each department, candidates are given adequate and appropriate time to produce the coursework;
- Internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
- The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
- The staff responsible for internal standardization of a subject will endeavor to attend appropriate training sessions given by the relevant Awarding Body.

Examination Coursework Procedure at Hillingdon Manor School:

Coursework is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE, AS or A Level Award.

Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework Regulations.

Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.

An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.

- Coursework must be handed in by the agreed published subject deadline.
- All students are given the same and sufficient time to complete the work.
- Students are given clear instructions as to the time and place for handing in the work.
- The work must be handed in by the student to the designated teacher and not given to another student to hand in.



- If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
- If it is impossible to deliver the work to school, the appropriate teacher or, in case of absence, his or her representative, must be contacted by phone on the deadline day for advice.
- If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
- Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed.
- If there are any special circumstances e.g. a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the subject teacher.

Internal Appeals Procedure:

The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.

The appeal must be made in writing to the school's Examinations Officer by 31st May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of his/her case by a parent/carer/friend.

The Headteacher will nominate a member of staff, normally the Examinations Officer, to lead the enquiry provided that the Examinations Officer has played no part in the original assessment process. An experienced subject teacher will also be on the panel to act as an independent member.

The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned.

The enquiry will be completed by the end of June of that examination series.

The panel's findings will be report back to the candidate/parent/carer, in writing, at the beginning of July. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

Procedures for the Emergency Evacuation of an Examination Room:

In an emergency, the lead invigilator must take the following action:

- Tell the candidates to stop writing and leave the question papers and scripts on their desks.
- Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.
- The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.
- Assemble the candidates in the school playground away from the other pupils.
- When assembled check the candidates against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room.
- Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.
- Make a note of the time of the interruption and how long it lasted.



EXTERNAL EXAMS POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – HILLINGDON MANOR SCHOOL

- At the end of the emergency, the examinations officer or a member of the senior management team will inform the candidates when they may return to the examination room.
- On return to the examination room, the candidates will be allowed the full working time left for the examination.
- After the examination, the lead invigilator will make a full written report of the incident and give it to the examinations officer.