

Appeals procedure on the Internal marking of assessments for public Examinations

- 1 This procedure allows candidates and their carers to appeal against an internal assessment decision relating to public examinations taken at Fyling Hall School. The procedure is to be managed by the school Examinations Officer.
- 2 Any appeal must be communicated in writing to the school within one week of the publication of the Public Examination results to which the appeal relates.
- 3 The teacher who marked the work in question is to see a copy of the appeal and is to respond to the appeal in writing to the Examination Officer within one week. The Examination Officer will immediately forward a copy of this response to the candidate.
- 4 If the candidate is not satisfied with the initial written response, a personal hearing may be requested of the Examination Officer in writing within a week of the initial response being produced. The candidate will be given one week's notice of the date of the hearing, and may see all the relevant documents (e.g. the marks given, the assessments made) in advance of the hearing. A candidate who is presenting his or her own case may be accompanied by a single friend or carer. The teacher and the candidate should have the opportunity to hear each other's submission to the panel at the hearing.
- 5 The Examination Officer will convene an appeal panel consisting of at least two individuals who have not previously dealt with that particular case. One of the individuals should be a senior member of staff and the second another independent person, whether another member of staff or, for example, a governor.
- 6 The Examination Officer should maintain a written record of all appeals. This record should include the outcome of an appeal and reasons for that outcome. The Examination Officer will send a copy to the candidate and, where appropriate, to the carer within a week of the panel hearing.
- 7 The Examination Officer will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal. Any internal dispute or appeal against an internal assessment decision will be resolved speedily, since awarding bodies cannot change the date on which certificates are printed and issued. Careful consideration will be given to the dates between which an appeal can be heard, taking into account the results date for the relevant examination series.

Invigilation of Public Examinations

The Duties Of An Invigilator Of Public Examinations

As head of Centre, the Headmaster has a responsibility to ensure that all invigilators are fully conversant with, and are able to apply all the regulations stipulated by the Board. Copies of all the appropriate documentation will be available for consultation in the exam rooms.

We are inspected regularly by the Joint Council for Qualifications (JCQ), who have the power to censure and ultimately close Fyling Hall as a centre for public exams, if we are not abiding by their strict guidelines. It is therefore essential that colleagues maintain the highest professional standards at all times when invigilating. The key directive to invigilators is as follows:

'Invigilators' must give their full and undivided attention to the duties of invigilation. They must not engage in any activity other than that of their duty as an invigilator'

From the above it is clear that such activities such as reading (other than the JCQ Guidelines for Conducting Exams), marking books and the like are prohibited for invigilators.

The 'invigilator' should sit at a desk within the exam room where they are clearly visible to all the candidates, and have a clear view of the candidates working. If a second invigilator is present, known as the 'attendant', they should sit at the back of the exam room. Their role is primarily for emergencies and to accompany any candidate who needs to leave the room. However, assistance with the starting and finishing of examinations is allowed. If two members of staff are assigned to supervise one exam the first listed is 'the invigilator' and the second the 'attendant'

When there are few candidates there will be only one Invigilator and a mobile phone may be used to summon help.

Starting The Examination

The Examinations Officer will try to start every examination. However, colleagues should be aware of the starting procedure which is as follows:

- Candidates line up at 8.55 am or 1.55 pm, or five minutes before a specified time in number order. Please check that the silence board is in position.
- They must not bring in any pencil cases (unless they are transparent) or bags. Those with permission to use bilingual dictionaries must have these checked: they are **not** allowed in language examinations.
- Calculator cases. Instruction leaflets and similar materials must not be taken into the examination room. Programmable calculators may be used, the memories must be cleared, along with any prepared Programmable calculators may not be taken into the hall if they have facilities symbolic differentiation and/or integration. Calculators cannot be borrowed from another candidate during the examination.
- Correction fluid is banned, as is blotting paper.
- Candidates are admitted in silence and sit in candidate number order.
- They are told about the consequences of malpractice, including attempted communication with another candidate whilst under examination conditions.

- The sealed examination paper envelopes are to be opened and issued in the presence of the candidates. Supplementary material should also be distributed although candidates have been encouraged to bring their own personal equipment for all examinations.
- They may fill in their names and centre details on the front or their answer booklets before the examination begins. Only black ink and ball pen is permissible, except for diagrams and graphs where pencil may be used.
- No rough paper is to be issued. All working-out and rough notes are to be done on the approved examination stationery and handed in at the end.
- The rubric will be read aloud to all candidates. It is permissible to answer any rubric-related questions. Invigilators may not explain what they believe to be mistakes on the paper. If a mistake is suspected advice must be sought immediately from the Examinations Officer.
- The start and finish times should be written on the board. The Examinations Officer will notify invigilators of any candidate who is allowed extra time.
- The invigilator **must** complete a seating plan/invigilation record form.

During The Examination

- Please patrol up and down the rows from time to time to ensure malpractice is not occurring. Attendance registers should be completed by the first invigilator.
- Candidates are **NOT** allowed to leave the room before the end of examination.
- Colleagues are **not** allowed to remove any question papers from the room during the exam.
- It would be appreciated if subject teachers did not come into the room to look at the papers whilst the exam is in progress. This can disturb the candidates.

Fire Alarms

In the event of having to evacuate a room in which a public exam is being conducted, the Procedure for the Emergency Evacuation of an Exam Room (see below) should be followed. These guidelines should be read in conjunction with the Fire Safety Policy classroom evacuation, which can be found in the staff handbook.

Late Arrivals

Candidates who arrive late should be allowed to enter and sit the paper. The Examinations Officer will have to fill in a form for every late arrival. The Invigilator should mark on the script where the candidate had reached 'at the end of normal time'. Extra time can then be given so that the candidate is allowed the same time as all the others. However, the Board reserves the right to disallow work undertaken in 'extra-time' if the reason given for lateness is unconvincing. It is probably best if the Examinations Officer is informed immediately of any late arrivals.

At The End Of The Examination

Five minutes before the end of the examination the invigilator should inform candidates of the time remaining.

Again the Examinations Officer will always try to be present at the end of the papers. Candidates may complete any personal and centre details on any supplementary stationery issued during the session once the examination is over. Treasury tags should be issued to tie supplementary sheets to the main answer booklets. Scripts must be collected in candidate number order. Pupils are to be dismissed IN SILENCE and row-by-row. They are under examination conditions until they leave the room. Question papers should be given to the Examinations Officer, or the office, together with the completed scripts.

Further guidance on the conduct of examinations can be found in the General, Vocational and Diploma Qualifications: Instructions for Conducting Examinations produced by the JCQ. This is held in the invigilator's file in each exam room. **If in doubt contact the examinations officer.**

Controlled Assessment in GCSE Courses

Introduction

As part of the 2007 review of GCSE qualification and subject criteria, QCA commissioned a report on internal assessment in GCSE specifications. The report which was published in June 2007 recommended that coursework should be replaced in the majority of subjects by controlled assessment. Controlled assessment is a method of internal assessment where the control levels (High, Medium or Low) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

Roles and Responsibilities

The Deputy Head will:

Ensure, on behalf of the Headmaster, that each department carries out controlled assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ);

Heads of Department will ensure:

- the safe and secure conduct of controlled assessment in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions
- 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated
- all marking is standardised

- all teachers in each department understand their responsibilities with regard to controlled assessment and are familiar with the contents of the JCQ publication "*Instructions for conducting controlled assessments*"
- individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject specific instruction
- there is a clear policy in the department handbook on the carrying out of controlled assessment and appropriate staff training takes place on an annual basis
- all confidential materials, together with the work produced by the candidates, are stored securely at all times. Secure storage is defined as a secure locked steel cabinet, a metal cabinet or similar
- support staff are given sufficient notice in which to order and prepare materials needed for assessments;
- the Head of Learning Support is informed about any assistance required for the administration and management of access arrangements
- in the case of formal supervision (high level of control) candidates do not have access to e-mail, the internet, mobile phones or any other electronic devices
- where videos or photographs/images of the candidates are to be included as part of the controlled assessment consent is obtained from parents/carers/guardians
- a log is kept which contains
 - the date and time of each assessment together with its title
 - the name of the supervising teacher
 - a list of candidates who were present during the assessment
 - a list of any absent candidates
- a log of any incidents which occurred during the assessment is kept for each controlled assessment

Teaching staff must:

- comply with the general guidelines contained in the JCQ publication "*Instructions for conducting controlled assessments*"
- understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times
- supervise assessments (**at the specified level of control**) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- ensure that students and supervising teachers sign authentication forms on completion of an assessment
- mark internally assessed components using the mark schemes provided by the awarding body
- submit marks to the TLR holder at the date required, keeping a record of the marks awarded
- retain candidates' work securely between assessment sessions (if more than one)
- retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

The Exams Officer will:

- enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- enter students' 'cash-in' codes for the terminal exam series
- take responsibility for receipt, safe storage and safe transmission, whether in CD, digital or hard copy format
- download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines
- on the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out.

The Head of Learning Support will:

- ensure access arrangements have been applied for
- work with teaching staff to ensure requirements for support staff are met

Good Practice

- At the start of a formal sessions of controlled assessment candidates will be reminded to turn their phone off and disable alarms
- Staff are encouraged to go through the JCQ *Notice to Candidates* (for controlled assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice

Pupil Malpractice

The Headmaster will:

- report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice
- if the irregularity is discovered prior to the candidate signing the declaration of authentication form investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body

- if the irregularity is identified after the candidate has signed the declaration of authentication, the Headmaster will submit full details of the case to the relevant awarding body at the earliest opportunity
- supervise all investigations resulting from an allegation of malpractice
- ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation
- respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved

Teacher Malpractice

- The school will carry out an investigation where it is evident that a teacher has helped a child with their controlled assessment beyond the guidelines contained within each specification
- Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed

Monitoring and evaluation

This policy will be monitored on behalf of the Governing Body by the Trustees' Curriculum Committee on an annual basis.

Procedure for the Emergency Evacuation of an Exam Room

In the event of having to evacuate a room in which a public exam is being conducted, the following guidelines should be followed. These guidelines should be read in conjunction with the whole school policy on classroom evacuation, which can be found in the staff handbook.

The invigilator **must** take the following action:

- stop the candidates from writing
- tell candidates to leave all scripts, question papers on their desks
- collect the attendance register and evacuate the exam room using the procedure described in the staff handbook
- remind candidates that they remain under exam conditions i.e. no talking, use of mobile phones etc.
- make a note of the time of the interruption and its duration
- once the 'all clear' has been given, candidates may re-enter the exam room and resume the exam. Candidates should be allowed the full working time set for the exam
- if there are only a few candidates it may be possible to take the candidates to an alternative room. Seek advice from the exams officer
- once the exam has been completed the invigilator should make a full report of the incident and of the action taken. This should be passed to the exams officer who will send it to the relevant awarding body

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