



Dawn House School

School Examination Policy

Rationale

The purpose of this policy is:

- To ensure that all candidates are entered for examinations and assessments appropriate to their needs while also providing challenging targets for their attainment.
- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the school's exam processes to read, understand and implement this policy.

The school is responsible for ensuring all learners have the best possible chances of success in external examinations and that they are not disadvantaged by organisational or curricular failures.

Principle duties and responsibilities

Examinations Officer

- Distributes information about the continuing viability of proposed school courses to the relevant subject coordinator.
- Distributes new information related to assessment requirements and required subject content.
- Liaises with examination boards.
- Liaises with colleagues in identifying examination entries.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Submits exam entries ensuring compliance with deadlines.
- Ensures SLG, teachers, therapists, LSAs and other relevant staff as well as pupils and families receive details of examination timetables.
- Identifies and manages any timetable clashes.
- Identifies and coordinates access arrangements for candidates.
- Carries out appropriate testing for access arrangements in public examinations for all relevant pupils.
- Liaises with colleagues to obtain relevant data to inform access arrangement applications.
- Administers access arrangements and makes applications for special consideration using the JCQ publication 'Access Arrangements and Reasonable Adjustments' <http://www.jcq.org.uk/exams-office/access-arrangements-and-special->

[consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-2014-2015.](#)

- Receives, checks and ensures security of exam papers and completed scripts.
- Coordinates all examination arrangements including invigilation, return of scripts etc.
- Collates moderators' reports to centres, to be forwarded to subject coordinators and the Principal.
- Ensures accurate recording of pupils' achievements in all accredited courses.
- Implements training of colleagues for their roles as readers, scribes, oral language modifiers and invigilators before the examination period commences.
- Submits candidates' coursework marks, tracks, despatches and stores returned coursework before passing on to the relevant subject coordinator.
- Arranges for dissemination of exam results to the Principal and to candidates.
- Forwards, in consultation with SLG, any appeals/re-mark requests to the relevant awarding body.
- Communicates all relevant examination information and timetables to parents and pupils.
- Ensures that all invigilators and access arrangement support staff are appropriately trained for their roles.
- Ensure that all invigilators are suitably qualified and experienced adults.
- Advise subject coordinators of the candidates' access arrangements and how they should be implemented in controlled assessments/exams which take place in timetabled lessons.

Subject Coordinators

- Annually check the current viability and any altered requirements for their courses by looking at the relevant specifications and guidelines.
- Inform the Examinations Officer of any changes in awarding bodies or courses offered at the beginning of the academic year.
- Ensure that all staff delivering courses which are subject to change are clearly informed of the changes prior to planning the course details.
- Submitting accurately exam entries and OMR sheets by the internal deadlines.
- Checking exam entries.
- Liaising with the Examination Officer regarding late entries and withdrawals.
- Informing the Examinations Officer of any specialist equipment that will be required for the exam prior to the start of the exam season.
- Informing the Examination Officer of any reasonable adjustments they make in their lessons which will inform the application for access arrangements.
- Immediately inform the Examinations Officer if errors occur which may adversely affect student performance.
- Ensure that approved access arrangements are put in place where exams/controlled assessments take place within timetabled lessons. This should be done in consultation with the Examinations Officer.

Invigilators

- Have a key role in upholding the integrity of the external examination/assessment process.
- Ensure all candidates have equal opportunity to demonstrate their abilities.
- Ensure the security of the examination before, during and after the examination overseen by the Examinations Officer.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

- Must be familiar with the JCQ *Instructions for Conducting Examinations* (ICE) <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>.
- Must give all their attention to conducting the examination properly.
- Must be able to observe each candidate in the examination room at all times.
- Be familiar with the JCQ *Warning to Candidates*, JCQ *Information for Candidates* and the JCQ *Mobile Phone poster* and any specific instructions relating to the subjects being examined <http://www.jcq.org.uk/exams-office/exam-room-posters> <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>.
- Must inform the Principal/Examinations Officer if they are suspicious about the security of the examination papers.
- Must not carry out any other task (e.g. reading a book or marking) in the examination room.

The Equality Act 2010 and Access Arrangements

At Dawn House School staff must ensure that the school meets the requirements of the Equality Act 2010 when considering access to examinations and assessment.

Generally, impairments have to meet the statutory requirements set out in section 6 and Schedule 1 to the Equality Act 2010 and associated regulations <http://www.legislation.gov.uk/ukpga/2010/15/contents>.

The JCQ publication on Access Arrangements and Reasonable Adjustments page 4 <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-2014-2015> outlines how the Equality Act 2010 impacts on assessing the need of access arrangements as follows:

'The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:

- *identifying a physical or mental impairment;*
- *looking into adverse effects and assessing which are substantial;*
- *considering if substantial adverse effects are long term; judging the impact of long term adverse effects on normal day-to-day activities.*

Factors that might reasonably be expected to have a substantial adverse effect include:

- *persistent and significant difficulty in reading and understanding written material where this is the person's native language, for example because of a mental impairment, a learning difficulty or a sensory or multi-sensory impairment;*
- *persistent distractibility or difficulty concentrating;*
- *difficulty understanding or following simple verbal instructions.*

Factors that might reasonably be expected not to have a substantial adverse effect include:

- *minor problems with spelling or writing;*
- *inability to fill in a long, detailed, technical document, which is in the person's native language without assistance;*
- *inability to concentrate on a task requiring application over several hours.'*

It is the responsibility of the Principal and the Examinations Officer to ensure that Dawn House School meets the requirements of the Equality Act 2010 by ensuring that it is accessible and improves candidate experience by implementing access arrangements for those candidates for whom they are required.

A candidate's access arrangements requirement is determined by the school's Examination Officer where that person is designated the Specialist Teacher for the purpose of assessing the candidate's needs. The relevant assessments and paperwork will be completed along with access arrangement applications by the Examinations Officer in this role. Staff will be informed by the Examinations Officer as to which candidates have approved access arrangements.

Malpractice

In the event of a member of staff suspecting malpractice before, during or after an examination referral to the Examination Officer/Principal is essential. The procedure for reporting malpractice to the awarding body should be followed as outlined by JCQ and the Awarding Body (see *JCQ Instructions for conducting Examinations p38*) <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>.

Appeals procedure

In the circumstances of a candidate wishing to appeal against the grade awarded in an external assessment the procedure is outlined by JCQ <http://www.jcq.org.uk/examination-system/the-appeals-process>. This is for appeals against the relevant Awarding Body.

For internal assessments (previously known as coursework),

- Subject Coordinators are responsible for ensuring that all internal assessment is ready to be dispatched at the correct time.
- The Examinations Officer will keep a record of each dispatch, including recipient details and the date and time sent.
- Subject Coordinators will provide marks for all internally assessed work and estimated grades to the Examinations Officer who will make copies of the submitted OMR sheets before despatch.

Dawn House School is committed to ensuring that staff assessment of candidates' work for external qualifications is done fairly, consistently and in accordance with the relevant subject specification. The candidate will be required to produce and authenticate assessment evidence according to the relevant specification. Where relevant, internal moderation and standardisation will be carried out by subject staff at Dawn House School.

If a candidate or parent/guardian feels that this may not have happened in relation to the candidate's work, he/she may follow the appeals procedure:

- By initially completing the Assessment Appeals Form (see Appendix 1).
- This form must be completed **within 10 working days** of the grade being notified to the candidate.
- The completed form must be sent immediately to the Principal, who will organise the appointment of an independent Arbitrator to consider the appeal.
- The Arbitrator will examine the disputed assignments and other relevant documents and, where necessary, question staff and the candidate.
- The Arbitrator should attempt to complete these tasks and reach a decision **within 15 working days** of receipt of the Assessment Appeals Form.
- If a decision cannot be reached within this timescale and more time is required, the student and relevant staff will be kept informed.
- The Arbitrator's written decision, giving reasons for upholding or dismissing the candidate's appeal, will be sent to the Principal.
- All participants in the appeal will then be informed.

- If the candidate or her/his parent/guardian is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be **within 2 working days** of the receipt of the written reply to the original appeal.
- The candidate will be given **at least 2 working days'** notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal.
- The candidate (and/or parent/guardian if requested) and teacher(s) involved will be present at the hearing.
- The outcome of the appeal will be made known to the Principal and logged as a complaint.
- A written record will be kept and made available to the Awarding Body upon request.
- Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

After work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of Dawn House School and is not covered by this procedure. Each Awarding Body has its own appeals procedure which is available from the Awarding Body.

Enquiries about External Assessment Marks

Where a candidate is unhappy with the mark awarded for a particular element of the external examination (e.g. written exam, moderation of coursework, practical assessment etc.) two options are available:

- A clerical check
- A re-mark.

This will need to be initiated through the Examination Officer at Dawn House School. The candidate will need to be informed that her/his mark may be confirmed, increased or decreased. Where Dawn House School does not support the request, the candidate (or parent/guardian where appropriate) will be responsible for paying the relevant fee.

The decision as to whether or not to support an enquiry will be made by the Principal (in consultation with teaching staff) on the basis of several factors including knowledge of the examination system and professional judgement.

Results

- The Examinations Officer and Principal only will have access to results on 'electronic' results day (usually one day before general results publication).
- Candidates will be informed of their results on results day by the Principal or Examinations Officer (usually by phone). In the absence of these members of staff, the Admin Office will inform the candidates.
- The Principal will follow this up with written confirmation of results.

Enquiries about results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent (or that of parent/guardian) is required before any EAR is requested.

In the majority of cases candidates (parent/guardian) pay for EARs unless the Principal (upon consultation with relevant staff) has reasonable grounds to believe that marking is incorrect for a cohort/individual.

Access to Scripts (ATS)

Occasionally scripts may be returned upon request. The candidate will be required to complete a Post Results Services form and include payment for this service upon receipt of results. Dawn House School may request the return of scripts for investigation or for teaching purposes. In the latter case, the consent of the candidate must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates usually arrive at Dawn House School early in the autumn term after the summer examinations. These are kept securely by the school until the candidate leaves. Photocopies of the certificates are issued to the candidates as soon as they are received by Dawn House School.

Archives and Information Retention

Under the Freedom of Information Act 2000, Dawn House School is required to maintain a retention schedule which lays down the length of time which the records need to be maintained, and the action that should be taken when it is of no further administrative use. In matters relating to the examinations system, this is as follows:

- External exam results – indefinitely.
- Access arrangements files – 45 years (shred).
- Post-results enquiries about results – 10 years (shred).
- Special consideration applications – 10 years (shred).
- Moderators' reports – 5 years (shred).
- Attendance registers and seating plans – 6 months (shred).
- Estimated grades and coursework marks – 1 year (shred).
- Posting records – 1 year (recycle).

Reviewed: May 2015.

Review: May 2016.

Appendix I:

Assessment Appeals Form

Part A – to be completed by the student/trainee/learner

Name of student _____

Programme _____

Unit _____

Title of Assignment _____
(if appropriate)

Date due _____ Date submitted _____ Date returned _____

Assessment decision awarded Assessment decision expected

Has the decision been verified by the internal Verifier? Yes No Don't know

State your reasons for disputing the assessment decision

Part B – to be completed by the tutor

Has the disputed assessment decision been internally verified? Yes No

If Yes, by whom? _____

State the reasons for maintaining, and not amending, the assessment decision

The completed form should be sent, immediately, to the Assessment Coordinator and the Principal.