



**Mildenhall College**  
A C A D E M Y

## Exam Policy

**Adoption Date: Feb 2017**

**Last Reviewed: Feb 2017**

**Next Review: Feb 2018**

*This policy is reviewed every three years. It can be reviewed sooner if amendments to legislation or educational practice necessitate a change.*

### Links to other policies:

- **Equalities Policy**
- **SEND Policy**
- **Accessibility Policy and Plan**

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## The exam policy

The purpose of this exam 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 with 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.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of centre and Exams officer.

## Exam responsibilities

Having overall responsibility for the Academy as an exam centre, the Head of centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document "Suspected malpractice in examinations and assessments" which is available on the Intranet.

### Exams Officer

Manages the administration of public and internal exams:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- 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 necessary coursework is completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all exam papers and completed scripts.
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 09/10.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.

- submits candidates' coursework marks, tracks despatch and stores returned coursework 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 forwards, in consultation with the SLT, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.
- Notify Reception of candidates missing from the exam so that calls home can be made.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Faculty/Subject Leader.
- Notifying their Faculty/Subject Leader about changes to entries e.g withdrawals.
- Preparing the students to meet the requirements of the examination course syllabus/specification.

The SEND Coordinator (SENCo) is responsible for:

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

Lead invigilator/invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Notifying the Exams Officer of candidates missing from the exam so that calls home can be made.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## Qualifications

The qualifications offered at this centre are decided by the Faculty/Subject Leaders.

The qualifications offered are GCE, GCSE and Entry level, BTEC, Cambridge Technicals, Cambridge Nationals and Welsh Joint Qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

Informing the exams office of changes to a syllabus is the responsibility of the Faculty/Subject Leader.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers.

For students joining during their examination courses where appropriate prior learning will be taken into consideration.

## **Exam series and timetables**

### **Exam seasons**

Internal exams and assessments are scheduled in November and February and are held under external exam conditions.

External exams and assessments are scheduled in November, January, May and June.

The Head of centre decides which exam series are used in the centre.

On-demand tests can be scheduled only in windows agreed between the EO and the SLT.

### **Timetable**

Once confirmed, the exams officer will circulate the exam timetable for External exams.

## **Entries, entry details and late entries**

It is Academy policy that every student is entered for the examinations relating to courses they have studied. This is occasionally reviewed in circumstances when:

- The Faculty/Subject Leader, after consulting with the subject teacher and having received the Principal's consent decide that the student has not completed sufficient work to satisfy the examination requirements to secure a pass. The Vice Principal with responsibility for KS4 must also be informed. Arrangements will be made for the parents to be notified of such decisions.
- Students who join the Academy late in the course and particularly when they have been studying another syllabus will be encouraged to complete the examinations at their former schools. Arrangements can be made for them to sit their terminal examinations at MCA under the category of 'Transferred Candidate'. Transferred candidates' results appear on their previous school's records.
- Students on home tuition who may not have completed all of the required elements or reached examinable standard.
- Students who will knowingly be absent from the Academy for the examination(s)

Candidates or parents/carers can request a subject entry, change of level or withdrawal. These are only made when the Exams Officer has received a written request from the Faculty/Subject Leader and Vice Principal.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Faculty/Subject Leaders via Email and Intranet.

Late entries are authorised by Faculty/Subject Leaders and approved by the Principal.

Only one GCSE, AS or A2 retake is allowed unless the Principal approves more than one in special circumstances.

Retake decisions will be made in consultation with Candidates and Faculty/Subject Leaders.

## **Exam fees**

Candidates or Faculties 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.

GCSE, AS and A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Faculties.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre and Candidates.

## **Disability Discrimination Act**

All exam centre staff must ensure that the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006 are met.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.'

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and by ensuring that the candidate has the best experience possible. This is the responsibility of the Head of centre.

## **Access arrangements**

The SENCo will inform subject teachers 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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of the SENCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo/Exams Officer.

Rooming for access arrangement candidates will be arranged by the SENCo with the Exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the Exams officer.

## **Overseas candidates**

Managing overseas candidates is the responsibility of the EAL Co-ordinator.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the Senior Leadership Team.

## **Private candidates**

Managing private candidates is the responsibility of the Exams officer.

## **Managing invigilators**

External staff are used to invigilate examinations.

These invigilators will be used for External exams.

Recruitment of invigilators is the responsibility of the Centre administration.

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

DBS fees for securing such clearance are paid by the Centre.

Invigilators are timetabled and briefed by the Exams officer.

Invigilators rates of pay are set by the Centre administration.

## **Malpractice**

The Head of centre is responsible for investigating suspected malpractice in accordance with the malpractice guidelines from JCQ, a copy of which can be found in the Examinations section of the Academy intranet.

## **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.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

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

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Faculty/Subject leaders the day following the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

## **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. The Academy reserves the right to scan students for electronic devices on entry into examinations.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams officer or senior invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams officer is responsible for handling late or absent candidates on exam day or subsequently.

### **Clash candidates**

For those candidates who require a supervised overnight stay the Exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and making all necessary arrangements.

### **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 by providing a letter from the candidate's doctor.

The Exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

### **Internal assessments and appeals**

Coursework/Controlled Assessment is defined as work assigned to and completed by a candidate during a course of study; it is evaluated as part of the candidate's final grade in the course.

Coursework/Controlled Assessment will form an element of the assessment procedures in both the internal and the external assessment (through the public examination system) of candidates.

Ensuring the validity of the marks produced from Coursework/Controlled Assessment is vital in maintaining the integrity and reputation of the Academy in the assessment of its candidates.

Each subject/faculty is responsible for:

- a. developing, maintaining and implementing its own internal assessment procedures within the parameters of the whole academy policy for Assessment, Recording & Reporting and these will be evidenced in ongoing faculty practice;
- b. implementing the procedures for setting, scheduling, marking, standardising, moderating and administering external Coursework/Controlled Assessment as regulated by the examination boards.

## Coursework/Controlled Assessment Procedures

### Faculty/Subject Leaders

The Faculty/Subject Leader is responsible for ensuring that:

- a. The assessment procedures, as outlined in the faculty policy and in the regulations published by the relevant examination boards, are properly implemented in practice;
- b. The workload of staff and candidates is a primary consideration and catered for in the planning, scheduling and assessment of Coursework/Controlled Assessment;
- c. Deadlines are clear, agreed with all teachers in the faculty, realistic, published for candidates and their parent(s)/guardian(s) and shared with all relevant parties, e.g. Vice Principal (Curriculum), House Leaders, Form Tutors, etc.;
- d. The procedures for both internal and external Coursework/Controlled Assessment are published and understood by both staff and candidates;
- e. All teacher feedback, throughout preparation, will refer to mark schemes and criteria;
- f. Records are maintained for the completion of Coursework tasks to schedule within all classes;
- g. All staff in the faculty follow the procedures for subject teachers as outlined.

At the beginning of each year, the Faculty/Subject Leader should publish the faculty assessment calendar. This calendar should set out for each year group:

- a. The subject assessment schedule for homework, tests, Coursework/Controlled Assessment as well as advising candidates of the public examinations sessions during which they will sit examinations;
- b. The number and value of each piece of Coursework/Controlled Assessment to be submitted;
- c. The percentage of the final grade produced by each of these elements;
- d. The time set aside to prepare and complete each Coursework/Controlled Assessment element;
- e. The approximate length and complexity of each component of Coursework/Controlled Assessment;
- f. The interim deadlines in the schedule, i.e. the progress in the preparation of Coursework/Controlled Assessment which is expected at key points during the year;
- g. The dates for the submission deadline and the final deadline;

h. The issue, to all faculty members, of dates and procedures for the internal marking, standardisation and moderation of the Coursework/Controlled Assessment;

i. The dates and procedures for internal appeals and disciplinary matters arising from academic misconduct.

## **Subject Teacher**

While the Faculty/Subject Leader has overall responsibility, each teacher is responsible for the implementation of both internal and external assessment procedures relevant to the classes allocated to his/her timetable each year. Each teacher is responsible for implementing the faculty procedures for setting and managing Coursework/Controlled Assessment:

## **Managing Coursework**

a. Ensure candidates are fully aware of the Coursework/Controlled Assessment task requirements by giving them the course specification and marking criteria;

b. Ensure candidates are provided with copies of the published faculty assessment calendar;

c. Ensure candidates are provided with standardised examples of work from previous years or from examination board exemplars;

d. Ensure that candidates are fully aware of the Coursework/Controlled Assessment task deadlines and the procedures for marking, standardisation and moderation which will be carried out in the Academy;

e. Ensure candidates are made aware of the Internal Appeals Procedure and the regulations concerning Academic Misconduct.

## **Scheduling Coursework**

a. Ensure candidates are adequately paced in workload to complete the Coursework/Controlled Assessment tasks within the published timeframe, making sufficient progress at each of the deadlines outlined in the faculty assessment calendar;

b. Ensure that all candidates who fail to make sufficient progress are fully recorded and dealt with in a manner consistent with the Academy's Behaviour Policy;

c. Ensure that candidates log the Coursework/Controlled Assessment on their tracking sheets;

d. Ensure that candidates receive sufficient help to manage their workload by reminding candidates of the relative value of Coursework/Controlled Assessment versus examination work and to balance these in proportion.

## **Faculty Marking of Coursework**

- a. Mark all Coursework/Controlled Assessment within the timeframe published in the faculty assessment calendar;
- b. Throughout, the teacher should provide and retain written feedback on progress and standards to date. This may be evidenced electronically if submitted/maintained in this manner. Such feedback will be used as part of the appeals procedure where it is invoked by the candidate or their parent(s)/guardian(s);
- c. Provide the Faculty Leader/Subject Leader with the Coursework/Controlled Assessment marks and samples within the published timeframe;
- d. Faculty/Subject Leaders will retain a copy of all pupil marks and make these available to the relevant Line Manager;
- e. Attend standardisation and moderation meetings as required by the Faculty/Subject leader and carry out all agreed adjustments to Coursework/Controlled Assessment marks;
- f. Do NOT provide the candidate with the final mark for the Coursework/Controlled Assessment, either before or after the internal moderation and standardisation procedures.** Marks given will be indicators of how a final grade might be achieved;
- g. Annotate final Coursework/Controlled Assessment according to examination board guidelines to highlight how marks have been achieved. This will be important if the work is examined within either the Internal Appeals Procedure or any subsequent procedure carried out by the examination board.

### **Coursework/Controlled Assessment deadlines:**

The deadline for candidates is in two parts:

- a. the submission date - when all Coursework/Controlled Assessment should be handed in by candidates;
- b. the final acceptance date – for those candidates who failed to meet the submission date and after which no Coursework/Controlled Assessment will be accepted. The candidate is given either a mark for any incomplete work submitted or a zero mark if no work is submitted.

In determining these dates, the Faculty Leader/Subject Leader will consult with the teachers in his/her faculty and leave sufficient time for the marking, internal moderation, standardisation and administration.

All Coursework/Controlled Assessment should be handed in before or on the submission date.

If a candidate fails to meet set deadlines without acceptable medical authorisation:

- a. The teacher will inform the Faculty Leader/Subject Leader;
- b. The Faculty Leader/Subject Leader will treat this event as a serious disciplinary matter, inform the parent(s)/guardian(s) about what has occurred;
- c. If time allows before submission of marks to examination authorities, arrangements will be made, via a letter, for the candidate to attend compulsory study in school, until such time as the Coursework/Controlled Assessment is up to date;
- d. Repeated instance will see the same procedures implemented but a meeting with parent(s)/guardian(s) will be arranged, if deemed appropriate in line with the Behaviour Policy;
- e. Appropriate educational support will be given to the candidate.

**No Coursework/Controlled Assessment will be accepted by the Academy after a reasonable date before submission of marks to the examination authority.**

- a. Time must be allowed for verification of the candidate's work, through marking and moderation of work by the teacher and the faculty;
- b. Failure to do so will mean that the Academy will award the candidate either a mark for the incomplete work submitted or a zero mark if no work is submitted.

### **Disciplinary Procedures for Academic Misconduct**

Academic misconduct is defined as any attempt by candidates to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member of staff against a candidate.

Academic misconduct may include though not be limited to:

**Plagiarism** - Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

**Falsifying or fabricating data** - Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.

**Collusion** - Collusion involves two or more candidates working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.

**Copying** - Copying is when one candidate copies work from another candidate, with or without the knowledge of the first candidate.

Bribery or attempted bribery - Bribery is the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.

Personation- Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.

Any other wilful deception in any element of an assessment.

A candidate who aids and abets a fellow candidate to commit academic misconduct shall be deemed to have committed academic misconduct and will be dealt with accordingly.

When a case of suspected academic misconduct has been identified:

- a. The teacher involved will collect the evidence and bring the matter to the attention of the Faculty Leader/Subject Leader. They will examine the evidence, interview the candidate, consult with other staff and candidates as appropriate and establish the nature and extent of the misconduct.
- b. If, as a result of this investigation, the Faculty Leader/Subject Leader are satisfied that no academic misconduct has taken place, no further action will be taken against the candidate and the candidate and the subject teacher will be informed as soon as possible.
- c. Where the candidate admits to the academic misconduct, the Faculty Leader/Subject Leader will make a written record of the interview and request the candidate to sign the notes as representing an accurate record of the meeting. The Faculty Leader/Subject Leader will decide the appropriate penalty in accordance with the Behaviour Policy, taking account of the extent of the misconduct, whether wilful deception was involved and the extent to which the assessment would have contributed to the final award.
- d. The Faculty Leader/Subject Leader will ask the parent(s)/guardian(s) of the candidate to come to the Academy to discuss their child's misconduct and the penalty. The penalty for academic misconduct will include a disciplinary sanction and will require the candidate to repeat the assessment under the supervision of the Faculty Leader/Subject Leader within a specified timeframe. Failure to comply will result in a zero mark.

## **Ownership of Coursework**

The ownership and copyright of coursework assignments are retained by the teacher and the Academy.

On completion, the coursework submitted by candidates becomes examination material and the Academy holds it securely until it has no further value as examination material. Ownership of this original coursework is passed to the Academy on submission by the candidate.

Any sample of coursework sent to an examination board becomes the property of the board and they may decide to use the material for training purposes.

Candidates should retain a copy of their work, as the original work will not be returned.

Where the coursework results in a product, either a physical product or a software package, the Academy assumes ownership of the product, as it will have been developed using materials and/or facilities provided by the Academy and with assistance and/or guidance provided by the teaching staff.

The Faculty Leader/Subject Leader will have the discretion to decide if the product/package should be returned but all associated documentation will remain the property of the Academy.

## **Appeals Procedure**

This Academy is committed to ensuring that whenever its teachers assess candidates' work, this is done fairly, consistently and in accordance with the specification for the qualification concerned. However, to meet the requirements of the examination boards an internal appeals procedure is available.

An appeal may only be made against the process that produced the grade or mark to be submitted to the examination board and not against the mark or grade, i.e. where the candidate or his parents believe that the procedures for managing, marking, moderating and standardising coursework have not been carried out within the procedures set out above.

Internal marking, moderation and standardisation of coursework will always be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

When the coursework procedures have been carried out as described above, the candidate has met the submission dates and final deadline and received appropriate feedback then the final mark should not be a surprise.

Candidates will NOT have access to the final mark after internal moderation and standardisation has occurred and the mark is ready to be sent to the examination board.

The marks submitted to the Examination Boards are subject to further external moderation and standardisation procedures and the final mark is decided by the Chief Moderator for each subject faculty.

Access to coursework results will only occur after the examination results are provided by the relevant Examination Boards.

## **The Internal Appeals Procedure**

If a candidate believes that his work has not been treated in accordance with the procedures outlined above he may make use of the Internal Appeals Procedure.

Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in that examinations series.

Appeals should be made in writing to the Principal who will investigate the appeal. If, for any reason, the Principal is not able to conduct the investigation then the Vice Principal will be appointed providing they are not working within the faculty involved in the appeal.

The Principal or Vice Principal (appointed in the place of the Principal) will decide whether the process used for the internal assessment conformed to the internal regulations, the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the current examination series.

If the appeal results in a change in the mark awarded to the candidate or his fellow candidates then the relevant examination board will be informed of the change and the reasons for it.

The appellant will be informed in writing of the outcome of the appeal, including any correspondence with the examination board, any changes made to the assessment of the candidate's work, and any changes made to improve matters in future.

After a candidate's work has been assessed and moderated internally it is moderated by the examinations board to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work, this is outside the control of the academy and is not covered by the Internal Appeals Procedure.

If a candidate has concerns about external moderation, they should ask the Exams Officer for a copy of the appeals procedure of the relevant examinations board.

## **Results, enquiries about results (EARs) and access to scripts (ATS)**

### **Results**

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

Arrangements for the centre to be open on results days are made by the Principal and Exams Officer.

The provision of staff on results days is the responsibility of the Principal/Exams Officer.

### **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 candidates consent is required before any EAR is requested.

If a result is queried, the Exams Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

## **ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

## **Certificates**

Certificates are posted (CoP) and collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

Certificates are withheld from candidates who owe fees.

The centre retains certificates for one year.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Head of centre

Exams officer

Date

Ms S Byles

Mrs C Bailey

03/02/2017

The policy is next due for review in February 2018.

## Outlining staff responsibilities - GCSE controlled assessment

### Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Faculty Leaders/Subject Leaders to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes/ problems over the timing or operation of controlled assessments.
  - issues arising from the need for particular facilities (rooms, IT networks, time out of academy etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

### Faculty Leaders/Subject Leaders

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

### Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*. (Copy available on the Academy intranet).

- 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.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). 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 through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, 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.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

### **Exams office staff**

- 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.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets 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, at the direction of the senior leadership team.

### **Special educational needs coordinator/additional learning support**

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

## Domain assessors, line of learning leads, teaching staff and assessors

- Domain assessors and line of learning leads should decide on awarding body and specifications. (*In some cases this might be the responsibility of the consortium lead assessor depending on local circumstances*).
- Domain assessors must ensure that assessors understand controlled assessment requirements.
- Domain assessors and/or line of learning leads are responsible for ensuring that assessment tasks meet the requirements of the awarding body specifications, and for applying the relevant control requirements. (For example, by internally checking and approving assessments written by teaching staff and/or assessors, or ensuring they have been approved by the awarding body).
- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments* (Copy available on the Academy intranet).
- Understand and comply with the awarding body specification for conducting controlled assessments, including any line of learning, level and unit specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Where appropriate, obtain confidential materials/tasks set by the awarding bodies from the relevant exams office in sufficient time to make preparation for assessments.
- Develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Follow the requirements for supervision as set out in the awarding body specification at the specified level of control, only permitting assistance to students as the specification allows.
- Domain assessors need to work with assessors to standardise the marking of internally assessed units for each line of learning.
- Where an assessor will not be supervising the controlled assessment, he or she **must** arrange for a suitable person to do so, in line with the awarding body specification.
- Ensure that learners and assessors sign authentication forms on completion of an assessment.
- Mark assessments according to the mark schemes and guidance provided by the awarding bodies. Submit the marks through the relevant exams office to awarding bodies when required, keeping a record of the marks awarded.
- Retain learners work securely between assessment sessions (if more than one).
- Post-completion, retain learners' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain learners' work

securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre

- Ask the home centre special educational needs coordinator/additional learning support for any assistance required for the administration and management of access arrangements.

### **Exams office staff**

- Enter learners for all units, whether assessed by controlled assessment internally, or externally assessed, before the awarding body deadline.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for the use of teaching staff, and collect/send them to awarding bodies before deadlines.

### **Special educational needs coordinator/additional learning support**

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