



## THE VALLEY SCHOOL

### ACCREDITATION

REVIEW JULY 2024 (SCHOOL IMPROVEMENT COMMITTEE)

#### **“Different for Different”**

Our commitment is to ensure that all our students become good at learning, so that they can access anything they meet in their future, with the required skills and attributes to be influential, engaged and independent.

#### KEY SOURCES OF REFERENCE

Relevant examination boards and rules at the time of access.

#### KEY PRINCIPLES

##### **Accreditation**

We support our students to access qualifications of which they are capable, academically and emotionally, and which open up life choices and life chances in their futures. They access a range of accreditation routes while they are students at The Valley School. Our curriculum also prepares them for accessing higher level courses at college by providing a wide range of vocational subjects and activities, preparation for work & college and advice & guidance on post 16 choices. Quality is more important than quantity. Some of what The Valley School curriculum provides does not lead to a qualification, but may prepare students for accessing more advanced qualifications in Further Education provision.

Students are prepared with great care to access the rules and routines that apply in this formal setting.

Subject leaders are responsible for maintaining up to date knowledge of what is available in their subject area and for making decisions about what can be accessed in line with the needs of our students. The overall accreditation offer is monitored by learning leaders and senior leaders, so that students are neither overwhelmed nor disadvantaged in their provision. Choices take account of students' abilities, emotional development, interests and future plans.

Modular and sequential graded qualifications (for example, ASDAN, The Arts Award, Instrumental Grades etc.) are available on a “stage not age” basis and can be in either Key Stage. GCSEs, BTECs, and other examinations that are determined by end of course assessments are delivered in KS4 and students are entered when their learning and/or emotional development has reached the highest relevant level. Early Entry is not part of common practice.

Learning is closely tracked throughout every pupil's journey and a wide range of data is used to support decision making. Students and families are fully involved in making appropriate choices.

Our students have the right to access additional time, scribes, reader pens or other aids for some, but not all, qualifications. Teachers ensure that students are used to accessing support in these ways and ensure that the Exams & Data Officer is kept informed and can apply in good time. Details are recorded on ILPs.

The Learning 4 Life curriculum and progress trackers support and record a variety of practical, emotional and developmental steps which increase our students' ability to access and achieve well in public examinations and nationally recognised qualifications. This information is also used to support decision making.

### **Moderation**

Moderation is carried out to ensure the accuracy and consistency of teacher assessment across the school and to ensure that the levels are consistent with norm-referenced levels. It is the responsibility of the subject leader to ensure that moderation of their subject is carried out and to identify and resolve any differences within and across year groups, key stages and across the whole school. National and local moderation is required. This can be carried out singularly by the subject leader or with the teachers of the work being moderated.

Subject leaders (and single teachers of a subject) are required to compile exemplar portfolios and to link with other establishments to carry out moderation when required.

### **KEY PRACTICES**

Strict adherence to the rules and regulations in place at the time underpin all accreditation processes.

The Valley School is committed to understanding and tackling barriers to learning throughout all 5 years, so that access to accreditation is facilitated in a targeted and strategic way, with no "teaching to test".

Supporting activities (commonly referred to as access arrangements) are developed and embedded as normal practice and identified in ILPs.

### **REGISTRATION**

Selection for entering students for accredited courses is a collective activity and is determined by subject leaders and senior leaders, in consultation with students and families.

All students must be strictly registered according to the requirements of the relevant awarding body.

The Exams Officer is responsible for ensuring that current timescales and processes are made available and easily interpreted.

## **2. Qualifications**

The qualifications offered at this centre are decided by subject leaders in consultation with Deputy Headteacher.

The qualifications offered are GCSE, Levels 1 & 2 Awards and Certificates, Entry Level, Functional Skills, BTEC awards, Arts Award.

If there has been a change of syllabus from the previous year, the Examinations Officer must be informed with immediate effect.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the Learning Leaders/Subject Leaders and Teachers.

### **At Key Stage 4**

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

### **3. Examination seasons and timetables**

#### **3.1 Examination seasons**

Internal assessments are scheduled as appropriate throughout the academic year.

External examinations are mainly scheduled in February, May and June.

Learning Leaders/Subject Leaders decide which examination series are used in the centre.

On-demand assessments can be scheduled only in windows agreed between the Examinations Officer and the Senior Leadership Team.

#### **3.2 Timetables**

Once confirmed, the Examinations Officer will circulate the examination timetables for external examinations. Timetables can be found on Staff Share and all dates are on the school calendar.

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

#### **4.1 Entries**

Candidates are selected for their examination entries by the Learning Leaders/Subject Leaders and Teachers.

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

The centre does not accept entries from external candidates.

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

Entry deadlines are circulated to Learning Leaders/Subject Leaders via the school calendar and by email. The shared area of the network is where all details are made available, but should not be the sole copy.

Learning Leaders/Subject Leaders will provide entry and estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

#### **4.2 Late entries**

Late entries and amendments are authorised by the Senior Leadership Team.

#### **4.3 Re-sits**

Re-sits will meet the Awarding Body requirements.

### **5. Examination fees**

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

Late entry or amendment fees are paid by the 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.

The Examinations Officer will publish the deadline for actions in advance for each examination series.

### **6. Disability Policy - The Equality Act 2010 & Access Arrangements**

#### **6.1 The Equality Act 2010**

All examination centre staff must ensure that they meet the disability provisions under The Equality Act 2010 which replaced the Disability Discrimination Act (DDA) in 2010, extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

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

A person has a disability for the purposes of the Equality Act 2010 Chapter 4.4, when a person has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities.

The Valley School will recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. The centre will meet the requirements of the Equality Act 2010 by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Learning Leader/Subject Leader, Examinations Officer and the Invigilators.

## **6.2 Access arrangements**

The centre will comply with the Equality legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ.

All students at The Valley School have an Educational Health Care Plan.

A candidate's access arrangements requirement is determined by their Subject Teacher. The Subject teacher has the responsibility to provide the Exams officer with a picture of need providing evidence of a student's normal way of working, as instructed in the JCQ Access Arrangements and Reasonable Adjustments regulations. The need for access arrangements will be documented in a child's EHCP and ILP, coordinated by the SENCO.

It is the responsibility of the Examinations Officer to;

- Submit access arrangement applications to the awarding bodies
- Inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination, including examination dates.
- Rooming, Invigilation and support for access arrangement candidates

Candidates must sign a Data Protection Notice before Access Arrangements are applied for.

Making access arrangements for candidates to take examinations/controlled assessments is the responsibility of the Examinations Officer and Learning Leader/Subject Leader.

Evidence of the candidate's access arrangement requirements, their picture of need, usual way of working and Specialist Teacher assessments must be kept on file and made available for the JCQ Inspection.

Where an assessment has taken place without an agreed reasonable adjustment or access arrangement, the Learning Leader or Subject Leader will remove that assessment from the basket of evidence and alternative evidence will be obtained. This will be monitored through the school's internal quality assurance process.

Where illness or other personal circumstances might have affected performance in assessments used in determining a student's standard of performance, we will take account of this when making judgements.

We will record, as part of the Assessment Record, how we have incorporated any necessary variations to take account of the impact of illness or personal circumstances on the performance of individual students in assessments.

To ensure consistency in the application of Special Consideration, we will ensure all teachers have read and understood the document: [JCQ – A guide to the special consideration process, with effect from 1 September 2020](#)

### **6.3 Provisions for Candidates**

The Examinations Officer will be very familiar with making adjustments to existing examination arrangements. These are not 'concessions' for the individual candidates but adjustments designed to reduce/remove unfair disadvantage. They include:

- Modified test papers, for example enlarged print or Braille
- 25% extra time
- Over 25% extra time
- A reader or scribe/computer reader or voice recognition technology
- Supervised rest breaks
- Coloured Overlays
- Different coloured scripts
- A prompter
- Use of a bilingual dictionary
- Use of a computer or other technology
- Use of an individual room

**For guidance on the use of Word Processors see appendix**

### **6.4 Invigilators & Examination room support**

Learning Partners are trained as Invigilators and examination room support and are all recruited internally - The Valley School's normal disclosure policy applies.

A teacher who teaches the subject being examined is not permitted to act as an invigilator during the examination

Invigilators/examination support are trained to be sensitive to learning support needs.

Invigilators/examination support know how to communicate with disabled candidates. They are also aware of the Equality Act 2010.

Invigilators are aware of health & safety risks.

Invigilators are aware and sensitive to issues of language & communication.

### **6.5 Examination rooms**

The Examinations Officer is aware of provisions The Valley School already makes for disabled candidates. Examination rooms are allocated by taking the needs of the candidate into consideration. Relevant adjustments will be made as necessary.

At times candidates will be offered separate invigilation as part of their access arrangements. Separate invigilation will only be considered if a candidate has a medical condition or behavioural difficulties listed in the access arrangements of their EHCP.

Rooms used for examinations at The Valley School are accessible. Chairs are available outside of the examination rooms for any candidates needing to rest before entering.

There are accessible toilets near the examination rooms.

Emergency evacuation procedures are in place and are reviewed before each examination to take account of any needs of disabled candidates.

Any medication that may be needed by candidates during the examination will be accessible to them.

The Valley School operates an equality scheme.

## **7. Estimated grades**

The Learning Leaders/Subject Leaders will submit estimated grades to the Examinations Officer when requested.

## **8. Managing Invigilators and examination room support staff**

The Examinations Officer organises the training and monitoring of a team of examinations Invigilators responsible for the conduct of examinations.

The Examinations Officer also organises training and monitoring of examination support staff to ensure regulations are followed when supporting candidates with access arrangements. Securing the necessary Disclosure Barring Service (DBS) clearance for new staff is the responsibility of the Business Manager.

DBS fees for securing such clearance are paid by The Valley School.

Invigilators and support staff are timetabled by the Senior Learning Leader and Examinations Officer. They are trained and briefed by the Examinations Officer.

## **9. Examination days including paper release & malpractice**

### **9.1 Examination days & paper release**

The Examinations Officer will make sure other examination room users are aware of when examinations are taking place and make the question papers, other examination stationery and materials available for the Invigilators.

Site management is responsible for setting up the allocated rooms.

The Invigilator will start and finish all examinations in accordance with JCQ guidelines.

Members of the Senior Leadership Team may be present at the start of the examination to assist with the identification and behaviour of candidates. The Valley School does not accept external candidates. Therefore all students are familiar to staff. Any staff present must be in accordance with the rules defined by the JCQ concerning who is allowed in the exam room and what they can do.

In practical examinations Subject Teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by Subject Teachers or removed from the examination room before the end of a session. Papers will be distributed to Learning Leaders/Subject Leaders in accordance with the JCQ recommendations. Currently 24 hours after the published finishing time for the examination.

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

After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## **9.2 Malpractice**

The Head of Centre is responsible for investigating suspected malpractice.

## **9.3 JCQ Inspection**

A senior member of staff or the Examinations Officer must be available to accompany any visit from an inspector, including giving access to the secure storage between 8.30am and 3.30pm during term time.

The member of staff must be available until afternoon examinations have been completed; examination scripts despatched or placed in secure storage for despatch the next working day.

## **10. Examination Emergency Policy see appendix**

## **11. Candidates, clash candidates and special consideration**

### **11.1 Candidates**

The Examinations Officer will provide written information to candidates in advance of each exam series. A briefing session for candidates may be given by the Subject Teacher and Examinations Officer.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an examination room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer.

Candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### **11.2 Clash candidates**

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

### **11.3 Special consideration**

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then

it is the candidate's responsibility to alert the centre, the Examinations Officer, or the Examination Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **12. Coursework**

Learning Leaders/Subject Leaders and Teachers must understand and comply with the general guidelines contained in the current JCQ publication Instructions for conducting coursework.

Learning Leaders/Subject Leaders and Teachers must also understand and comply with the latest awarding body specification for conducting coursework, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.

When coursework is marked, it must be annotated to show clearly how credit has been awarded. Candidates' work must be dated by teachers to reflect the time at which it was marked. It is the responsibility of centres to carefully check the marks they are submitting to an awarding body in order to minimise errors. Marks for all candidates, not just the sample submitted, must be checked by the centre for both addition and transcription errors before submission.

All Teachers must sign a declaration of authentication after the work has been completed confirming that the work is solely that of the candidate and it was completed under the required conditions.

Learning Leaders/Subject Leaders and Teachers will ensure all coursework is ready for despatch at the correct time. The Examinations Officer will keep a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the examinations office by the Learning Leader/Subject Leader. Any appeals will be dealt with in accordance with the centre's Internal Appeals Policy. The Internal Assessment Appeals Process (Appendix 4) is issued to candidates.

## **13. Controlled Assessment Policy**

### **14. Internal Appeals Policy**

#### **Appeals against internal assessments of work for external qualifications**

The Valley School is committed to ensuring that whenever internal 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 skill, and who have been trained in this activity. The Valley School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. The Valley School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.



2. The Valley School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Valley School will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Valley School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The Valley School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. The Valley School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The Valley School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. The Valley School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The Valley School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

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

### **15.1 Results**

Candidates will receive individual results slips on results days either in person at the centre or they will be posted to their home addresses on results day.

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

The provision of staff on results days is the responsibility of the Head of Centre.

### **15.2 EAR (Enquiries about Results)**

EAR 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 is required before any EAR is requested.

The Examinations Officer will provide information to candidates on the services provided by awarding bodies and the fees charged.

If a result is queried, the Examinations 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 uphold 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.

### **15.3 ATS (Access to Scripts)**

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.

An EAR cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of the Examinations Officer.

### **16. Certificates**

Certificates will be awarded to candidates at a presentation evening alternatively candidates are to attend the school to collect certificates. The school are unable to post record of achievements.

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

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

### **17. Risk Assessment & Contingency Planning**

#### **17.1 Risk Assessment**

Risk assessment is the responsibility of the Examinations Officer and School Business Manager. Details can be found in Appendix 5

#### **17.2 Contingency Planning**

#### **Exams Officer extended absence at key points in the exam process (cycle)**

The Exams officer is to ensure that the Deputy Headteacher is copied in to all correspondence sent via email.

It is the responsibility of the Examination Officer and Head of Centre to communicate and have regularly one to one meetings to ensure that both are fully updated with the progress made during the exam cycle.

The Exams officer will ensure that information is accessible to all showing entries made for the current academic year and results gained from previous academic years.

The Exams Officer will ensure that when the Curriculum offer for the academic year is agreed that all deadline dates for coursework, entries and submission of work are published in a timely manner and made available on Staff Share and on the Exams notice board in the staff room.

It is the responsibility of the Head of Centre to ensure that trained knowledgeable staff are available to keep the exam office basically running without occurring late fees and disadvantaging students when the need arises.

It is the responsibility of the Exam Office to produce a calendar of key events in the Examination cycle including information involving deadline dates for key events not exhaustive but to include

- Entry deadline dates
- Withdrawal dates

- Coursework deadline dates
- Exam dates.

The Exams officer is to brief a member of the office team who will be agreed with The Head of Centre and Deputy Headteacher. The staff member will be responsible for shadowing the Exams Officer to brief and able to carry out essential tasks in the event of the Exams Officers absence.

### **Entries**

The progress of entries is to be documented and recorded during the Exams Officer's monthly one to one meetings.

The statement of entries is to be signed by each Learning Leader once processed and kept on file for the academic year with the Exams Officer.

The Head of Centre is responsible for ensuring that in the event of the Exams Officer being absent that entries are processed in good time to ensure that no late fees or penalties are incurred by the Centre.

As a special school, it is the responsibility of Teachers to communicate "normal way of working" for all of the students to the Exams Officer when students commence Year 10. This enables access arrangements to be applied for in a timely manner.

Teachers are to provide evidence of a student's normal way of working before any mock examinations occurs and evidence to be kept on file.

A pupil's Educational health care plan will document their normal way of working in class to enable access arrangements to be applied for in a timely manner.

In the event that a JCQ form 8 needs to be completed outside Professionals will be employed by the school to complete any formal tests to secure access arrangements not covered on a student's EHCP.

### **Pre-Exams**

Access arrangements agreed by awarding bodies and evidence are held on file with the examinations officer and a cover sheet is present confirming the needs and requirements of each student.

Details of deadline dates to order modified papers are added to the deadline dates in the office with the Exams Officer, should modified papers need to be ordered.

It is the responsibility of the Exams Officer to ensure that all learning partners who may support students in public examinations have received training and understand the support they are allowed to provide students.

It is the responsibility of the Exams Officer and Head of Centre to ensure that any access arrangements which have been granted are in place and any additional equipment required is sourced and in place before any mock examinations to ensure that they are fit for purpose.

Access arrangements are in place before the end of the spring term to ensure that any additional staff and equipment is ordered in good time. In the event of emergency access arrangements required these will be applied for by the Exams officer.

### **Exam Time**

A seating plan listing all candidates' needs and access arrangements are provided in each exam room to the respective invigilator. It is the responsibility of the Exams Officer to ensure that any access arrangements are in place in the examination room.

The Exams Officer will liaise with The Head of Centre and teachers to ensure that all deadlines set by the examination board are adhered to.

Deadlines will be circulated in a timely manner to all staff and published on staff share and visibly available on the exam noticeboard in the staff room. It is the responsibility of the Exams Officer to raise any concerns as soon as they are made aware to the Deputy Head teacher and the Head of Centre concerning any deadlines they are concerned about.

Learning Leaders to ensure that they regularly communicate with the Exams officer concerning deadlines and advice in advance of any difficulties.

The Exams Officer to keep an up to date list of all staff who are invigilator trained, and a list of those staff who have been formally trained in providing support to students for public exams.

Exams officer to ensure that training records are accurate and maintained including dates of when staff have been trained and the dates when scheduled training is due for renewal.

All teachers and Learning partners are trained to invigilate public exams.

Staffing for public exams is planned shortly well in advance. Dates for public examinations as soon as they are known are publicised on the Valley Calendar. Staffing is planned shortly after entries are made and continually reviewed to ensure that we have adequate staff to pupil ratio's taking on board the needs of our students and their access arrangements.

Exams Officer to liaise with SLT to ensure annual invigilator training

Exams Officer to highlight at the earliest opportunity any shortfalls of trained invigilators to the Head of Centre, and SLT.

Exams officer to ensure that invigilator training is available and up to date in all rooms used for exams.

Exams officer to ensure that all special access arrangements are clearly available for invigilators and fully understood.

### **Disruption to the school site**

The Valley school is a large site. We have a dedicated area in school where we host formal examinations. In the event that the main examination rooms cannot be utilised then the theatre area and sports hall within the school grounds will be utilised for examinations.

In the event that the school site cannot be used for formal public exams it is the responsibility of the Head of Centre, SLT and the Examinations Officer to seek alternative accommodation and to communicate this to all students and the Examination awarding body.

Examination scripts and stationary stored at the school will be transported to the new venue and security of the scripts and stationary will be maintained throughout. In the event that the school site cannot be accessed the Examination Officer will liaise with the awarding body.

The Exams Officer, in consultation with Awarding bodies and The Head of Centre, will organise for formal examinations to take place at neighbouring centres.

Entries are to be made by the examination officer in a timely manner. The Examination officer will collate entries in good time to ensure that entries are processed before the examination board deadline.

## ICT Issues

In the event of MIS system failure Exams Officer to collate results and log on to each examinations boards online portal in order for results to be processed.

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Head of Centre

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Examinations Officer

Date .....

The policy is reviewed annually and is further amended in the light of changes from DfE, JCQ or awarding bodies.

### APPENDICES:

- 1) Examination Responsibilities
- 2) Use of Word processors
- 3) Examination Emergency Policy
- 4) Examination Emergencies for display
- 5) Examination Room Notes
- 6) Examination Incident Report Form
- 7) Controlled Assessment Policy
- 8) Internal Assessment Appeals Process
- 9) Risk Assessment

## Appendix 1.

### Examination responsibilities

#### 1.1 Head of Centre:

- Has overall responsibility for the school as an examination 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*.
- Contingency planning

#### 1.2 Deputy Headteacher is responsible for:

- Organisation of teaching and learning
- External validation of courses followed at key stage 4
- Quality nominee (Btec).

#### 1.3 Examinations Officer:

- manages the administration of public and internal examinations
- advises the Senior Leadership Team, Learning Leaders/Subject Leaders, Teachers and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- collects estimated entries from Learning Leaders/Subject Leaders and informs examination boards where necessary
- maintains systems and processes to support the timely entry of candidates for their examinations
- liaises with Learning Leaders/Subject Leaders to identify candidate's requirements for access arrangements and arrange appropriate testing
- collects from Learning Leaders/Subject Leaders/Teachers evidence of candidate's normal way of working within the centre and collate for JCQ inspection
- processes any necessary applications for access arrangements and special consideration using the JCQ *Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations*
- arranges the access arrangements required by candidates in the examination rooms
- ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- consults with teaching staff to ensure that necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- receives, checks and stores securely all examination papers and completed scripts and ensures scripts are dispatched as per the guidelines
- identifies and manages examination timetable clashes

- accounts for income and expenditures relating to all examination costs/charges
- organises the training and monitoring of a team of examination Invigilators responsible for the conduct of examinations
- organises the training of examination support staff to ensure regulations are followed when supporting candidates with access arrangements. The main access arrangements used are a reader, scribe, prompt, supervised rest breaks and extra time
- ensures candidates' coursework/controlled assessment marks are submitted correctly and on schedule, including any other material required by the appropriate awarding bodies.
- tracks, dispatches and distributes returned coursework/controlled assessments
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests

**1.4 Learning Leaders/Subject Leaders** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- ensuring the Examinations Officer and candidates parents are aware of any changes made to entries in good time
- the 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
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer
- accurate completion of pupil examination access evidence forms to provide a picture of need/normal way of working and adherence to deadlines as set by the Examinations Officer
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets and adherence to deadlines as set by the Examinations Officer
- involvement in post-results procedures
- follow JCQ regulations at all times

**1.5 Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Learning Leader/Subject Leader and/or Examinations Officer
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Learning Leader/Subject Leader/Examinations Officer
- identification of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to put in place examination day arrangements (as soon as possible after the start of the course)
- accurate completion of pupil examination access evidence forms to provide a picture of need/normal way of working and adherence to deadlines as set by the Examinations Officer
- accurate completion of coursework mark sheets, declaration sheets and adherence to deadlines as set by the Learning Leader/Subject Leader/Examinations Officer
- submission of candidates' names to Learning Leaders/Subject Leaders

- Follow the JCQ regulations at all times. These can be found in the staff room, on the internal staff share and in the Examinations room.

**1.6 Invigilators** are responsible for:

- assisting the Examinations Officer in the efficient running of examinations according to the JCQ regulations
- collection of examination papers and other material from the Examinations Officer before the start of the examination
- supervising the examination according to the Examination Officers instructions, handbook and JCQ regulations
- recording any incidents during the examination on the Examination Room Notes Form (Appendix 2) and providing any other information needed
- collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Officer

**1.7 Examination room support** are responsible for:

- assisting the Examinations Officer and Invigilator in the efficient running of examinations according to the handbooks, JCQ regulations and Examinations Officer instructions

**1.8 Reception/School Office:**

- A log must be kept at reception recording the delivery of confidential materials. Each awarding body's deliveries and the number of boxes received must be logged. The Examinations Officer must be informed immediately of the delivery so that the materials are kept securely at all times. In the absence of the Examinations Officer the Office Manager will ensure the materials are locked in the secure storage and the Examinations Officer informed of the delivery on their return.

**1.9 Candidates** are responsible for:

- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own
- ensuring they conduct themselves in all examinations according to the JCQ regulations



## **APPENDIX 2**

### **The use of Word Processors**

Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties

The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate

The use of a word processor is not granted where it will compromise the assessment objective of the specification in question.

The use of a word processor for candidates is only granted if it reflects the support given the candidate as their “normal way of working” which is defined as support.

In the classroom where appropriate:

Working in small groups for reading and or writing

- Literacy support
- Literacy interventions
- Internal school tests/examinations
- Mock examinations.

The Valley School complies with JCQ access arrangements. A word processor will be provided in examinations under the following terms

Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).

Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand).

Provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification.

The Exams Officer will ensure The Valley School complies with the instructions for conducting examinations by ensuring :-

- Word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors have been cleared of any previously stored data, as must any portable storage medium used
- any unauthorised memory stick is not permitted for use by a candidate
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff
- word processors are in good working order at the time of the examination
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen

- where a candidate using a word processor is accommodated separately, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own
- word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body)
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication.
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate. Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments.

## **Appendix 3**

### **3.1 Examination Emergency Policy**

In an emergency such as a fire alarm or a bomb alert, the Invigilator must take the following action:

Candidates to stop work immediately leave all work in the examination room and to be evacuated to safety, Invigilator to secure the exam room.

Invigilator to note the time that the exam started and was stopped.

Examination Officer to be notified immediately as well as Head of Centre.

Invigilator to collect evacuation form on exit of the examination room.

Candidates to remain under exam conditions, supervised and separate from the main school cohort.

Candidates to be escorted to a separate area within the main designated safe area, to remain with the invigilator and Exams Officer.

Exams Officer to contact Examination Awarding bodies for advice.

Exams Officer to work with Head of Centre, SLT following advice sought from the Awarding bodies.

When site is declared safe for candidates to return and continue their examination. For appropriate paperwork to be completed and signed by the invigilator and Exams Officer.

On each Invigilator's desk there are Examination Emergency Instructions, laminated in orange (Appendix 4) along with an Examination Emergency List that must be given to the Officer in Charge at the assembly point, stating if all students and staff are present. Room evacuation details are located near each door.

The candidates must be allowed the full working time set for the examination, assuming resumption of the examination is viable. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

Invigilators must use the Examination Room Notes Form (Appendix 5) to record any incidents during the examination. If an incident needs to be reported to the Examinations Officer then the Examination Incident Report Form (Appendix 6) must be used. A full report must be made of the incident and of the action taken, and sent to the relevant awarding body.

Emergency evacuation procedures are reviewed before each examination to take into account any needs of disabled candidates. The Valley School Health & Safety Policy is followed.

### **3.2 In the event of a school closure**

If a centre is scheduled to hold examinations during a closure it is the responsibility of the Head of Centre, SLT and Exams Officer to agree an alternative site.

For the Head of Centre, SLT and Exams Officer to organise transport for all candidates to be transported to the alternative venue.

Subject leaders to work in consultation with SLT to plan arrangements to meet coursework

Appropriate teaching and pupil support arrangements to be made by Subject Leaders & teachers to enable subject to maintain teaching and support the meeting of deadlines. Exams Officer to contact Awarding bodies and to filter to Subject leaders the guidance provided.

Exams Officer to ensure that all alternative arrangements to support candidates in the event of a closure to be communicated to parents, by means of telephone, parentmail and the school website, to ensure that parents/careers are aware of exam arrangements for their child.

Exams Officer to work with Head of Centre, SLT and initiate the school contingency plan in the event of long term closure.

Exams Officer to ensure that all Awarding Bodies are notified and follow any protocols issued by the Examination Officer.

Any students arriving late as a result of an incident will sit their examination as normal and Exams Officer to ensure late attendance procedures are adhered to and the necessary paperwork completed.

Parents, carers and candidates to be kept informed about the situation via telephone calls, parent mail, and school website.

The Head of Centre, SLT and the Exams Officer will ensure that parents, careers and candidates are fully informed about the situation by telephone, parent mail and the school website.

The Head of Centre has agreed with a small number of staff that in the event the centre is closed due to inclement weather or a heating malfunction or other incidents that staff in the local area will still attend the centre to facilitate the exam when possible at the site.

The Exams Officer will liaise with the awarding bodies and follow their advice given.

If the site cannot be used an alternative venue will be arranged and all Parents, carers and candidates notified accordingly.

In the event that papers are not distributed to the centre. The Exams Officer will contact the Awarding body.

The Exams Officer will ensure that papers are downloaded from the secure portal and stored to JCQ regulations.

The Exams officer will ensure that all examination scripts are kept secure and to JCQ storage regulations.

The Exams officer will liaise with the Parcelforce worldwide the normal collection agency.

The Exams officer will co-ordinate with the awarding bodies and agree suitable alternatives.

Examinations will be administered as timetabled. Should the start time be delayed, the Exams Officer to be notified and for JCQ regulations to be followed.

In the event that assessment evidence is not available to be marked, the Head of Centre and Deputy Headteacher will be notified immediately.

The Exams Officer will contact the awarding bodies and notify them of such incidents and act upon the advice given.

In the event that the centre is not able to distribute results as normal, the Exams Officer, in collaboration with the Head of Centre, will agree a suitable alternative method of distributing results.

The Exams Officer will liaise with the Awarding bodies and act upon advice given.

Contingency plans are available via email and on the shared network and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### **3.3 In the event of a school lockdown**

#### **3.3.1 Before an examination**

- If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:
- A member of SLT will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door
- Where safe/possible, the SLT member will communicate (via mobile phone) the situation to the exams officer (ensuring that all mobile phones are on 'silent' mode)
- The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

Invigilators will :-

- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- take an attendance register/head count if possible
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

#### **3.3.2 During an examination**

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

Invigilators will:

- tell candidates to stop writing immediately and turn their papers over.
- collect the attendance register
- make a note of time when the examination was suspended
- instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk
- where safe/possible, communicate (via mobile phone) the situation to the exams officer (ensuring that all mobile phones are on 'silent' mode).
- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room

- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

### **3.3.3 After an examination**

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

Invigilators will:

- stop dismissing candidates from the exam room
- instruct candidates who have left the room to re-enter the exam room
- instruct candidates to remain silent and hide under examination tables
- where safe/possible, communicate (via mobile phone) the situation to the exams officer (ensuring that all mobile phones are on 'silent' mode).
- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

### **3.3.4 Ending a lockdown**

The lockdown will be ended by either

- the sound of a defined alarm or
- the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine
- Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT

- Where applicable and if advised to do so by SLT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination.

Invigilators will then:

- ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
- recalculate the revised finish time(s) to allow for the full exam time
- tell the candidates to turn their papers over and re-start their exam
- amend the revised finish time(s) on display to candidates
- note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log)

The exams officer will

- provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies)
- safely/securely store all collected exam papers and materials pending awarding body advice/guidance

Where applicable/possible/available, SLT/exams officer will

- negotiate any alternative exam sittings with the awarding bodies
- offer, arrange and provide support services to staff and candidates
- At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- Where possible, exams staff and candidates will be invited to attend an assembly lead by the head of centre to discuss the lockdown and offer ongoing support
  - If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

## Appendix 4

### Examination Emergencies for display

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- **Stop the candidates from writing.**
- **Collect the attendance register and evacuate the examination room** in line with the instructions given by the appropriate authority.
- **Advise candidates to leave all question papers and scripts in the examination room.**
- Candidates should leave the room in silence.
- **Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination (stay as a separate group, not going back to forms).** Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination, assuming resumption of examination is viable.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.



**APPENDIX 5**

**Examination Room Notes** (for Invigilator use)

Exam: ..... Date: .....

Invigilator: .....

| <b>Time stop</b> | <b>Time start</b> | <b>Pupil Name</b> | <b>Staff Name</b> | <b>Event</b><br>(eg rest break) | <b>Comment /</b><br><b>action taken</b> | <b>Need to inform</b><br><b>Exams Officer?</b> |
|------------------|-------------------|-------------------|-------------------|---------------------------------|---|--|
|                  |                   |                   |                   |                                 |   |  |
|                  |                   |                   |                   |                                 |   |  |
|                  |                   |                   |                   |                                 |   |  |
|                  |                   |                   |                   |                                 |   |  |
|                  |                   |                   |                   |                                 |   |  |

The Invigilator must use this form to record any incidents eg. supervised rest breaks, fire alarm evacuation and questions students ask. The form will be copied to the Subject Teacher for information and used to complete an Incident Report Form (appendix 6), if needed.

**APPENDIX 6**

**Examination Incident Report Form**

The Valley School

Centre Number 17732

**Examination details**

Examination title .....

Paper ..... Awarding body .....

Date ..... Start time ..... Room .....

Invigilator's name:

Invigilator's signature:

1 ..... 1 .....

2 ..... 2 .....

3 ..... 3 .....

4 ..... 4 .....

**Reporting different start time**

Revised start time .....

Reason for different start time .....

.....

**Reporting disturbances and irregularities**

Report below any disturbances or irregularities that occurred during the examination. Remember to note the time and duration of any disturbance or irregularity, and any action taken. Use additional paper if necessary and attach it to this report form. If the incident does not involve all candidates, please give details of those affected, quoting their name(s) and candidate number(s).

.....

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.....

## **APPENDIX 7**

### **Controlled Assessment Policy**

- 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 Learning 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 school etc)
- Ensure that all staff involved has a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

### **Learning Leaders/Subject Leaders**

- Decide on the awarding body and specification for a particular GCSE /Entry Level/Functional Skill/Arts Award/City & Guild.
- 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.
- Ensure Teachers comply with the general guidelines contained in the current JCQ publication Instructions for conducting controlled assessments.
- When coursework is marked, it must be annotated to show clearly how credit has been awarded. Candidates' work must be dated by teachers to reflect the time at which it was marked. It is the responsibility of centres to carefully check the marks they are submitting to an awarding body in order to minimise errors. Marks for all candidates, not just the sample submitted, must be checked by the centre for both addition and transcription errors before submission.
- All Teachers must sign a declaration of authentication after the work has been completed confirming that the work is solely that of the candidate and it was completed under the required conditions.

### **Teaching staff**

- Understand and comply with the general guidelines contained in the current 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.
- Supply to the examinations 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 examinations 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, or as otherwise instructed by the Awarding Body. 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.
- Request assistance from the Examinations Officer for any support required for the administration and management of access arrangements. Staff supporting students with access arrangements must be appropriately trained.
- On completion, notify the Examinations Officer of dates and times of all controlled assessments undertaken including supervising staff, other staff and all students present.
- Notify the Examinations Officer of any access arrangements used during controlled assessments.

### **Examinations Officer**

- Enter students for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal examination series.
- Where confidential materials are directly received by the examinations office, to be responsible for receipt, safe storage and safe transmission, whether in CD 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, at the direction of the senior leadership team.
- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for access arrangement support staff are met.

- Keep records of dates and times of all controlled assessments undertaken including supervising staff, other staff and all students present. Subject teachers will provide this information.
- Keep records of any access arrangements used during controlled assessments. Subject teachers will provide this information.

## Appendix 8

### Internal Assessment Appeals Process

**This applies to Entry Level, GCSE, BTEC coursework, performance etc providing the work is assessed internally.**

If at any stage during your examination courses you have concerns about the procedures used in assessing your internally marked work for public examinations (e.g. coursework / portfolio / projects), then you MUST initially discuss this with Mr Hawkins. Hopefully this will resolve the issue.

If the matter is not resolved for you then you should see the Examinations Officer as soon as possible to discuss whether a formal appeal could be made. Any appeal is very much a last resort, and a request for an appeal will not be accepted unless these other avenues have first been explored. It is expected that appeals will be extremely rare.

An appeal would be very weak if you have not kept to the agreed deadlines (unless this is what the appeal is about), or you have not tried to sort it out within two weeks of the problem arising.

The Valley School is committed to ensuring that:

- internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- the consistency of internal assessment is secured through internal standardisation
- staff responsible for standardisation have been properly trained
- the school will comply fully with the JCQ guidelines

Appeals may be made to the school regarding the procedures used in internal assessment, but not against the actual marks or grades. Appeals concerning matters outside the school's control will not be accepted.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal to the Head of Centre must be received by the school before the deadline for appeal has passed.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Head of Centre or his/her representative.

This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the awarding body.

The school would encourage the candidate to be supported by a parent, carer or advocate in the presentation of their case. The appeal decision will be recorded and filed.

The candidate will be informed in writing of the outcome of the appeal, including details of any relevant communication with the awarding body and of any steps taken further to protect the interests of the candidate(s).

## APPENDIX 9

### Risk Assessment for examination procedure

| Risk                                 | Early warning                           | Control to prevent   | Control to resolve   |
|--------------------------------------|---|--|--|
| Invigilator does not turn up         | Telephone call or not in staff briefing |  | All Learning Partners are trained Invigilators. Allocate another.  |
| Fire alarm goes off                  |   |  | Ensure invigilators are aware of policy. SLT to assist in maintaining security of exam. Allocate specific area for exams.                      |
| Student taken ill during exam        |   |  | Students' medication will be available in the examination room. First aider on call. Special Consideration for all students.                   |
| Bad weather or transport problems    | Weather report                          | Possible delay to start of exam  | Delay start, contact Awarding Body (AB) isolation of candidates if late and hold staggered sessions if necessary. Special Consideration        |
| Students do not turn up for exam     | Do not register                         | Student timetables, calendars and information from Subject Teachers  | Examinations Officer or the school office telephones the student. If they arrive late find an Invigilator and room, if necessary.              |
| Students turn up who are not entered |   | Learning Leader/Subject Leader ensures entry checklists are correct  | Send them away if they are definitely not doing the exam or find a paper, seat them, amend attendance list, seating plans and make entry.      |
| Cheating in the room                 | Invigilator reports problem             | Warning to candidate and information from tutor  | Invigilator aware of policy, SLT on-call to deal with malpractice issue. Parent/Carer informed. Report made and dealt with as JCQ regulations. |
| Disruption in the room               | Invigilator reports problem             | Warning to candidate and info from tutors. Info from tutors to EO re problem students in order to isolate. | Invigilator aware of policy, SLT on-call to deal with malpractice issues. Parent/Carer informed.   |
| Late arrivals                        | Phone call or just turn up late         | Candidate timetables, calendars and information from tutors  | Invigilator aware of policy. Complete late arrivals form. Parent/Carer informed, if necessary.   |

|   |   |  |  |
|---|---|--|--|
| EO does not turn up                                     | Phone call  | Regular meetings with line manager   | SLT to have back-up policy.  |
| Exam room flooded                                       | Check room, or problem reported   | Regular premises checks  | Find alternative accommodation. Special Consideration  |
| Wrong entry made – incorrect paper                      |   | Learning Leader/SL to ensure entry checklists are correct  | Contact AB for copy of correct paper if necessary. Provide exam paper, seat and amend entry.   |
| EO leaves/long term sick                                | Notification from EO  | Regular meeting with line manager  | SLT to have back-up policy   |
| Curriculum model changes                                | Government white paper. Information from DfE and AB's                               |  | Planning and Action Plan to implement changes. Review of job description?  |
| Damage to office  |   | Regular premises checks  | Need AB's handbooks, new equipment, phone line and office space. Copies of relevant information from Learning Leaders/Subject Leaders.   |
| System failure or power cut                             |   |  | Contact IT support or site staff to contact an electrician, if necessary. Contact AB to inform entries will be late.   |
| Receiving inaccurate or late entry information          |   | Learning Leaders/Subject Leaders to ensure entry checklists are correct and on time.   | If problem is recurring see SLT.   |
| Change of syllabus and no notification                  | Pre-release material does not arrive. Materials arrive that are not expected.       | Learning Leaders/Subject Leaders to ensure entry checklists are correct.   | Contact AB   |
| Learning Leader/Subject Leader long term sick or leaves | Resignation or sick note.   |  | Replacement to be nominated and EO to have input in training.  |
| AB communications systems fail                          | Papers do not arrive, on-line systems incorrect, difficult to contact by telephone. |  | Contact JCQ to report problem. Give extra time for checking.   |
| Risk  | Early warning   | Control to prevent   | Control to resolve   |
| Absence of Exams Officer due to illness on exams day    | Exams officer contacts school   | Spare secure storage keys held by Office Manager. Exam room keys, Invigilator mobile in the secure storage. Exam arrangements in black box in the Exams Office if room not already set up. | Spare secure storage keys held by Office Manager. Exam room keys, Invigilator mobile in the secure storage. Exam arrangements in black box in the Exams Office if room not already set up. |
| Computer malfunction                                    | Unable to access online documentation   | Notify IT manager  | Contact awarding Body  |



|  |   |   |                                |
|--|---|---|--------------------------------|
| Fire during examination                    | Smoke/flames                                | Invigilators are aware of fire procedure;<br>Adequate fire alarms               | Follow evacuation procedures   |
| Fire in exam rooms cannot be used for exam |   | Contingency plans for spare rooms with furniture                                | Exams run in alternative space |
| Non-receipt of exam papers                 | Papers not available prior to exam day      | Check paper receipt well in advance – contact exam boards in good time          |                                |
| Human error                                | Students entered for wrong tier/examination | Checks by Student (statement of entry) and staff (exam lists) should avoid this |                                |