



**The Tiffin Girls' School**  
**EXAMINATIONS POLICY**  
**REVISED FEBRUARY 2020**

## **Introduction**

1. The Examinations Policy is divided into the following sections:
  - A. External Examination Entries
  - B. Coursework and non-examined assessments: Appeals Against Procedures
  - C. Coursework and non-examined assessments
  - D. Early External Exam Entry
  - E. Sitting Examinations in Other Centres
  - F. Review of Marking Procedures for Externally Marked Examination Papers

APPENDIX 1: Reviews of marking - centre assessed marks (GCE coursework, GCE and GCSE non-examination assessments)

## **A. EXTERNAL EXAMINATION ENTRIES**

### **Year 12s**

2. Sixth form students will study four subjects in Year 12. They will not sit any AS examinations but will sit internal school examinations in all four subjects. They will then drop one subject after these internal examinations to specialise in three subjects to complete to full A level in Year 13.

### **A Levels**

3. It is anticipated that every sixth form student will study and complete three A levels in Year 13, with the exception of students studying Further Maths who will study and complete four A levels.

### **Study Leave**

4. If AS or A level examinations fall outside of the main allocated period of study leave, then the day before the examination may be granted as study leave.

### **Charging for resits**

5. If a student resits any examination they are required to pay a contribution towards the administration and invigilation costs that the school incurs, as well as the examination board fees. The entry will not be submitted to the examination board until payment has been made.

## **B. COURSEWORK AND NON-EXAMINED ASSESSMENTS: APPEALS AGAINST PROCEDURES**

6. Under the Joint Council of Qualifications (JCQ) Code of Practice, the Awarding Bodies require school centres offering their examinations to:
  - have a published appeals procedure relating to internal assessment decisions relating to coursework/non-examined assessments (NEA)
  - make this document available and accessible to candidates
7. This policy relates to any and all procedures involving internal assessment of work which contributes to GCSE or GCE qualifications. It relates to procedures adopted by the School and not to the professional judgements of staff with respect to marks. For issues relating to marks please see the guidance document 'Reviews of Marking – centre assessed marks (GCE coursework, GCE and GCSE non-examined assessments)' - Appendix 1.
9. All candidates will be informed through the Key Stage 4 or 5 option booklets that an appeals procedure relating to *procedures* involved in internal assessment decisions exists at the School.
10. The Deputy Head will manage internal appeals process, including the dissemination of information about the procedures. The Headteacher will be made aware of the existence and outcome of all internal appeals by the Deputy Head.
11. Appeals can only be submitted if a candidate considers that procedures for completion of the internal assessment were not followed in accordance with subject guidelines as issued by individual exam boards.
12. Appeals will be considered by at least three people, including the Deputy Head unless they have been involved in the award of the original mark, in which case another member of the Senior Leadership Team.
13. The appeal must be made in writing to the Deputy Head by 30 April of the year that the coursework/ NEA was assessed. The grounds for the appeal must be clearly stated.
14. The candidate can be supported in the presentation of their case by a parent / carer / adult friend.
15. A written record of all appeals will be maintained by the School. This should include a written record of the outcome of an appeal and include reasons for that outcome. A copy should be sent to the candidate.
16. All candidates will be able to gain access to:
  - Provisional marks awarded to them by the School for an internal assessment (if available and unless otherwise prohibited by the exam board)
  - All comments recorded by the School relating to their internally assessed work
  - Any correspondence between the School and the Awarding Body relating to their internally assessed work
  - Information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
  - Relevant Awarding Body procedures for the conduct of internal assessments
17. Appeals will include a review of the procedures used by the department to award marks for internal assessments and should consider whether those procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice.

18. All internal appeals will be considered and resolved by the date of the last externally assessed paper of the series i.e. by the end of June. Any difficulties in meeting this deadline will be raised with the Awarding Body.
19. The School will inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the centre.
20. Full details of any appeal will be made available to the Awarding Body on request.

#### **What the Head of Department must provide for an appeal panel**

21. Departmental minutes from a meeting in the school year, prior to commencement of the work, to indicate that the School procedure for internally assessed coursework/NEA was discussed and given out to new and existing members of the department. Absentees were given their copy.
22. The mark scheme or marking criteria for the coursework/NEA provided by the Awarding Body.
23. The departmental mark scheme or marking criteria given to the teachers for marking the coursework/NEA if this differs from that of the Awarding Body.
24. Dates when the coursework/NEA was set and to be handed in for that student.
25. Evidence that all teaching groups have been given the same length of time.
26. The departmental policy for candidates who were absent when the coursework/NEA was set or were absent for part of the period during which the coursework/NEA was being carried out.
27. Dates when the coursework/NEA was marked by the teachers.
28. The name of the teacher in charge of the internal standardisation.
29. Dates when this teacher attended the last Awarding Body Standardisation meeting.
30. Evidence that the information from this meeting was disseminated to the department.
31. Date(s) for departmental standardisation meeting and teacher attendance.
32. If the teacher assessing the piece of coursework/NEA was absent, what was done to ensure that the information was given to this teacher.
33. Copy of coursework/NEA marks sent to the Awarding Body.
34. The above information should be provided in a ring binder or suitably filed.
35. It would be advisable to set up this binder at the beginning of the course and update it each year.
36. If an appeal application is made, the Head of Department would only have a short time to provide this information for the Appeal Panel. Appeals have to be made by 30 April in the year that the work was assessed.
37. The evidence above may also be requested by an Awarding Body inspector visiting the School or the Awarding Body if a parent/carer makes a further appeal against the panel's decision.

## **C. COURSEWORK AND NON-EXAMINED ASSESSMENTS**

### **The Senior Leadership Team's (SLT) Role**

38. The Deputy Head will consult with the Link SLT for Key Stage 4 and Heads of Department and monitor the schedule for assessments. This should take account of timing and the need for additional/specialist rooms and IT facilities.
39. The Deputy Head will consult with Heads of Department and, in collaboration with the Assistant Headteacher: Head of Sixth Form, will monitor the schedule for assessments for Years 12 and 13. This should take account of timing and the need for additional/specialist rooms and IT facilities.
40. This schedule should be distributed to all staff and students in KS4 and 5 at the start of the academic year.

### **The Exams Office Staff's Role**

41. Ensure that all students in Years 10, 11, 12 and 13 receive a copy of the Notice to Candidates Concerning Assessments.
42. Forward copy of JCQ guidelines for Assessments to subject leaders
43. 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. To keep records of when these were accessed by Heads of Department.
44. Assist Heads of Department to download confidential assessment materials, to produce sufficient photocopies for students and mark schemes for teachers and to ensure that these are stored securely in the examinations office prior to the assessment.
45. Assist with the safe storage of candidates' work between assessments. Where possible this should be in the examinations office or in an agreed locked fireproof cabinet within the department.
46. Submit marks to awarding bodies before deadlines. To retain copies of these marks within the centre.
47. Liaise with the SENCO any access arrangements which may be required.
48. On the few occasions where assessments cannot be conducted in the classroom, agree with SLT and the Head of department suitable alternative accommodation.
49. Ensure that the Deputy Head is kept informed of updates relating to assessment that may demand alterations of this policy.

### **The Heads of Department's Role**

50. Run assessments in accordance with the agreed schedule distributed by the SLT member with responsibility for KS4/5. Any changes must be agreed in advance with this SLT member.
51. Ensure that the candidates will have produced work that can be authenticated as original work according to the Joint Council document.

52. 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 in the examinations office at all times.
53. Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
54. Agree arrangements with the examinations office staff well in advance especially if additional rooms or alternative rooming is required.
55. Ensure that individual teachers understand their responsibilities with regard to such assessments.
56. Take and retain registers for all sessions completed. Make suitable arrangements for absentees. Consider whether this affects the security of the assessment and provide alternatives if necessary.
57. Understand and comply with the general guidelines contained in the JCQ Instructions for such assessments and the Awarding Body specification, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website. Ensure that individual teachers are familiar with and understand these.
58. Before the start of the assessment ensure that students are reminded to re-read the contents of the Notice to Candidates Concerning Coursework and Non-Examined Assessments. Pay particular attention to the sections on referencing material from published sources and plagiarism.
59. Organise the supervision of assessments. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
60. Liaise with the examinations officer and SENCO to make arrangements for any students with access arrangements (e.g. extra time, use of laptops). Ensure that teaching staff are fully briefed about these.
61. Ensure that teachers understand that there must be no relevant display material on notice boards in rooms where assessments are taking place and ensure that candidates are seated in such a way that they can confidently confirm that the work produced was that of the candidate concerned.
62. Remind teachers to use a class list to take a register for each session. Record the date, time, name of supervisor and log any incidents on the reverse.
63. Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
64. Agree with the examinations office staff suitable secure storage arrangements for candidates' work between assessment sessions. Where possible this should be in the examinations office.
65. Standardise internally the marking of all teachers involved in assessing an internally assessed component. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded for ALL candidates in the cohort for their subject. These marks are retained until after the deadline for reviews and/or notification of the outcome of all reviews.

66. Post-completion, ensure that candidates' work is retained 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.

#### **A Member of Teaching Staff's Role**

67. Understand and comply with the general guidelines contained in the JCQ regulations and the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
68. Before the start of the assessment ensure that students are reminded to re-read the contents of the relevant Notice to Candidates. Pay particular attention to the sections on referencing material from published sources and plagiarism.
69. Supervise assessments. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
70. Ensure that instructions regarding any students with access arrangements are followed (e.g. extra time, laptops).
71. Ensure that no relevant display material is on notice boards in rooms where assessments are taking place and ensure that candidates are seated in such a way that they can confidently confirm that the work produced was that of the candidate concerned.
72. Use a class list to take a register for each session. Record the date, time, name of supervisor and log any incidents on the reverse.
73. Ensure that they and the students sign authentication forms on completion of an assessment.
74. Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks to the Head of Department when required, keeping a record of the marks awarded.
75. Retain candidates' work securely between assessment sessions (if more than one) as instructed by the Head of Department. This can either be in the examinations office or in an agreed locked fireproof cabinet within the department.
76. 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.

#### **D. EARLY EXTERNAL EXAMINATION ENTRIES**

After considering the educational implications of early entry for GCSE, IGCSE, AS/A Level and other external examinations, the governors have agreed that:

77. Internal candidates studying for subjects which are outside the curriculum offered at the School may be offered the opportunity to sit for qualifications in Y10 and above. For languages they will need to provide their own oral examiner. We are unable to make provision for any candidate to sit any subject which includes a unit of non-examined assessment. Internal candidates will not be allowed to sit for additional GCSEs or A Levels in subjects that are offered by the school but which they are studying outside of school.
78. Candidates for whom French or Spanish is their home language may be offered the opportunity to sit GCSE in that language in Y10 or earlier if deemed appropriate. The candidate will need to provide their own oral examiner, unless agreed otherwise with the French or Spanish departments.

79. A decision will be taken based on each candidate's individual circumstances, taking into account the professional judgement of the staff and the availability of resources. Administration and invigilation fees may be payable.
80. If a candidate is to sit an examination in a centre other than the School, parents/carers need to inform us via the absence request form. The candidate will then need to collect her UCI number from the exams office to give to the entering centre.
81. If candidates wish to sit the examination at our centre, providing they fulfil the requirements of paragraph 77 and 78 above, they must notify the Examinations Officer in writing by the end of December in the academic year in which they wish to sit the examination. This ensures that GCSE entries are made to the examination boards without a charge for late entry being incurred.
82. Candidates who are not students at the School will not be catered for in our examination arrangements.

#### **E. SITTING EXAMINATIONS IN OTHER CENTRES**

83. The School discourages students from sitting additional qualifications at other centres.
84. The School will not enter into any arrangements to accommodate clashes between external subjects and subjects being sat in School. The School examination must take priority.

#### **F. RE-MARKS PROCEDURES FOR EXTERNALLY MARKED EXAMINATION PAPERS**

85. All candidates will be informed of the post results services available and the deadlines by which requests should be made when they receive their results. These will be provided on a leaflet inside their results envelope.
86. The examinations officer or members of the exams office staff will be available, **by appointment**, to process requests for priority reviews on the Friday following the issue of A Level results and throughout the week between A Level and GCSE results. Candidates should make contact with the exams officer by e-mail. **This priority service can only be requested if the candidate has a university place dependent on the outcome of this enquiry.**
87. Non-priority reviews for AS level, A level and GCSE papers may be requested in the first week of the autumn term.
88. The examination board fees for any post-results services must be paid by the candidate and the school may make a small charge to cover administration costs. The exams officer must hold a cheque to The Tiffin Girls' School, cash or payment must be made on Parentmail for the maximum amount before the request will be submitted.
89. The candidate must sign the written consent form before their request is processed to ensure that they are fully aware that their mark and grade may go down. Any students who are out of the country will be advised to sign a consent form before the end of term.
90. The result of an enquiry will be communicated by e-mail or telephone as soon as it is received and copies of the paperwork from the board will be provided if requested.
91. Any appeals against the outcome of a review of marking must be made within 14 days of the receipt of the outcome. Requests for such appeals should be made in writing to the Head of Centre immediately after receipt of the outcome of the initial request.

## Appendix 1:

### Reviews of marking - centre assessed marks (GCE coursework, GCE and GCSE non-examination assessments)

The Tiffin Girls' School (the School) is committed to ensuring that whenever its 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 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.

- i. The 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.
- ii. The 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.
- iii. The School will, having received a request for copies of materials, promptly make them available to the candidate.
- iv. The School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- v. Requests for reviews of marking **must** be made in writing using the Proforma for Internal Review.
- vi. The 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.
- vii. The 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.
- viii. The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- ix. The candidate will be informed in writing of the outcome of the review of the centre's marking, using the Feedback on a Request for an Internal Review form.
- x. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The School and is not covered by this procedure.