

## PUBLIC EXAMINATIONS & ENTRY

All pupils follow GCSE/equivalent courses in Years 10 and 11 and all are considered as potential candidates for entry to examinations. The School enters candidates with several different Examination Boards on syllabi chosen at the discretion of Curriculum Area Head's and subject co-ordinators.

The School's entry policy is clear and positive and must be consistently applied across all subject areas.

**All** Year 11 pupils will be expected to enter GCSE/equivalent examinations. Entries will be made for those pupils who fulfil the following criteria:

- They have finished and given in all coursework, projects, fieldwork, etc. Subject teachers must make every effort to ensure that all work is handed in.
- Their teacher considers the pupil is capable of achieving at least a grade G/equivalent.
- The pupil undertakes to attend classes and be present for the written examination papers.
- The teacher in consultation with parents/carers should make the decision on Tier of entry; ultimately the teacher's decision is final.

Examination entries are made in February each year. Amendments to entries will not be accepted after Easter.

Parents/carers of any candidate who fails to attend all examinations (except for certified medical reasons) will be charged the full cost of entry. In certain cases the school reserves the right to request a refundable deposit for examination entries.

### Re-sit entries

The cost of entering pupils for one re-sit will be paid for from the examinations budget, any other costs will be deducted from the Departmental budget.

### Re-Marks

The school will request re-marks of examination papers for individual candidates or groups of candidates for whom the published grades or marks appear unjust or unfair. The school will fund such re-marks in full.

- The school will administer the re-mark process when requested to do so for students on the borderline of a higher grade.
- You should discourage re-marks for students who fall short of a grade boundary by two or three marks – the boundary has to fall somewhere!
- Departmental Capitation or parent/student will meet the costs of such re-marks.
- Pupils must be made aware that results may go down as well as up.
- The school, will respond with due sensitivity to requests by candidates or parents/carers for re-marks wherever special or extraordinary circumstances exist.

**N.B.** In case of dispute the Examinations Officer in consultation with the Joint Headteacher(s), reserves the right to make the final decision.

## Appended

- Internal Examinations
- Appeals against Internal Assessment of work for External Qualifications
- Internal Appeals
- Access to Fair Assessment
- Plagiarism
- Internal Verification

## INTERNAL EXAMINATIONS

### Principles and Purpose

- To provide opportunities for assessment through internal examination procedures.

### Broad Guidelines

- All Year 10 pupils will take formal examinations in all subjects that they are studying at GCSE/equivalent level.
- All Year 11 pupils will take formal GCSE/equivalent preparation examinations (Mock's) in all subjects that they are studying at GCSE/equivalent level.

### Implementation

#### 1. Responsibilities

- The Data Manager will, in consultation with Curriculum Team Leaders, devise an examination timetable for both Year 10 and Year 11 examinations, which will be circulated to all staff (including non-teaching staff). This will include appropriate invigilation arrangements.

#### 2. Procedures

##### Curriculum Team Leaders

- All Team Leaders will ensure that sufficient numbers of the appropriate examination papers and stationery are provided for each session.
- Where there are specific instructions for the conduct of the examination, this is the sole responsibility of the relevant Curriculum Team Leader.
- In the event of the absence of the Data Manager, his/her responsibility is assumed by the Data Assistant.
- Curriculum Team Leaders are responsible for the provision of examination papers to absentees.

##### All Staff

- It is the responsibility of all staff to acquaint themselves with the examination timetable. Any problems arising from this will be directed to the Data Manager prior to the commencement of the examination.

##### Operational Guidelines

- The Data Manager will inform staff and students via the Bulletin, briefing, assemblies and written documentation.

## **APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**

Kingstone School is committed to ensuring that whenever its staff members assess students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

This procedure is available from the Data Office and is posted on the Exams Notice-board.

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last written paper in the June exam series).
- Appeals should be made in writing by the candidate's parent/carer to the Data Manager, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Data Manager is not able to conduct the investigation for some other reason, the Joint Headteacher(s) will appoint another member of staff of similar or greater seniority to conduct the investigation.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- The outcome of the appeal will be made known to the Joint Headteacher(s) and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the School and is not covered by this procedure. If you have concerns about it, please ask the Data Manager for a copy of the appeals procedure of the relevant awarding body.

## **APPEALS AGAINST EXTERNAL ASSESSMENT MARKS**

Where a candidate is unhappy with the mark awarded for a particular exam unit (eg written exam, coursework, practical assessment, etc), a clerical check or re-mark may be requested via the Data Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry will be made by the school on the basis of several factors, including knowledge of the exam system and professional judgement.

## **INTERNAL APPEALS**

The Code of Practice requires Centres offering their examinations to commit themselves to ensuring that “published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates”.

A Centre should:

- Have a written appeals procedure.
- Inform candidates that an appeals procedure relating to internal assessment decisions exists within the Centre.
- Let candidates have access to a copy of the internal appeals procedure.

### **STAGE 1**

If a candidate is unhappy about the mark awarded for internal assessment they should proceed as follows:

- Ask the subject teacher to explain why the mark was given.
- Speak with the Head of Department if not satisfied with the explanation received.

### **STAGE 2**

If the candidate still does not understand, or does not accept, the mark which has been awarded they can go to an appeals panel.

- The panel is to consist of 3 people: the member of staff concerned, the Head of Department and a member of Senior Management unconnected with the subject concerned.
- If the Head of Department is the teacher who awarded the disputed mark, another member of the department should be on the panel.
- The candidate can be supported in the presentation of their case by a parent, guardian or friend.
- A written record should be kept of the proceedings and should include the outcome of the appeal and the reasons for that outcome.
- A copy of the records should be sent to the candidate.
- Appeals should include a review of the procedures used by the Centre to award marks for internal assessment and should consider whether those procedures were in conformity with the requirements of the Awarding Body and the Code of Practice.
- All appeals should have been resolved by the date of the last externally assessed paper of the examination series.
- The Centre must inform the Awarding Body of any outcome of any appeal.

# **ACCESS TO FAIR ASSESSMENT**

## **Statement on Assessment**

- We aim to provide an assessment framework which provides all students with the opportunity to achieve their full potential by the most appropriate and direct route.
- Our assessment policy is based on the concepts of equality, diversity, clarity, consistency and openness.
- We will endeavour to ensure that all our assessment processes are fair and non-discriminatory.

## **Access**

Students are made aware of the existence of this policy and have access to it:

- On paper from the Data Office.
- Electronically on the school Intranet.

All tutors teaching at Kingstone School are made aware of the contents and purpose of this policy. This policy is reviewed annually and may be revised in response to feedback from students, tutors, and external organizations.

## **What students can expect from us**

Every student taking a course at Kingstone School will be assessed fairly. This means that:

- Assessment will be a test of the student's knowledge, what they understand, and what they are able to do.
- For any particular course, every student will be assessed using the same overall set of exercises and criteria.
- Assessments will be standardised across different tutors and classes to ensure that all students have been judged against the same standards.

Students can also expect

- An assignment schedule at the beginning of a course.
- Appropriate assessment opportunities during the course.
- Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear at the outset of a course and when assignments are given.
- All work will be assessed. Constructive and focused feedback, including written and verbal, will be given by the tutor, to enable the student to improve their performance.
- When work is required to be marked, it will be carried out within 2 weeks of submission by the student.
- Where a student's work does not satisfy the criteria for passing an assessment, in whole or in part, they will be provided with clear feedback on the basis on which the assessment was made.
- Students will gain full accreditation for all prior learning on production of the necessary paperwork.

## **What we expect from students**

- Students are expected to meet all deadlines for coursework and assignments.
- Students are expected to achieve the assessment criteria within the given timescale.
- All work submitted for assessment purposes must be the student's own. Any work submitted that is not completely their own, will be regarded as cheating.
- Submissions must not include any discriminatory or divisive language. Use of such language will result in failure of the assessment and the possibility of disciplinary action.
- Submitted assignments remain the property of the school and will only be returned to the student at the discretion of the school and then only after the moderation process has taken place.

## **Cheating and Plagiarism**

A fair assessment of a student's work can only be made if that work is entirely the student's own. Where a tutor suspects this is not the case, the student will be referred to the Plagiarism Policy.

## **Procedure for Appeal by Students**

If a student feels that they have not been assessed fairly then they should use the Appeals Procedure Policy available from the Data Office.

## PLAGIARISM

Students are made aware of the existence of this policy and have access to it:

- On paper from the Data Office.
- Electronically on the school Intranet.

All tutors teaching at Kingstone School are made aware of the contents and purpose of this policy. This policy is reviewed annually and may be revised in response to feedback from students, tutors, and external organizations.

A fair assessment of a student's work can only be made if that work is entirely the student's own. Therefore students can expect to fail their assessments if:

- They are found guilty of copying, giving or sharing information or answers, unless part of a joint project.
- They use an unauthorized aid during a test or examination.
- They copy another student's answer during a test or examination.
- They talk during a test or examination.
- They give test information to students who have not yet taken the test.

Where a tutor suspects cheating or plagiarism, they must make an assessment as to the seriousness of the incident. If it is considered to be a minor infringement then the tutor may:

- Deal with the matter and provide help and guidance to the student, or
- Issue a warning about future conduct.

If the incident is considered to be a major infringement, then the tutor will:

- Report the matter to the Data Manager and arrange a disciplinary hearing.
- Review the assessment policy with the student concerned; inform them of the disciplinary hearing, and also of their right to appeal.
- Attend the disciplinary hearing with the student.

The Joint Headteacher(s)/Head of Department will listen to evidence from the student and the tutor, and will take into account whether this is an internal or external assessment or examination.

For an internal assessment the Joint Headteacher(s)/Head of Department should:

- Refuse to accept the assignment and ask for the work to be redone.
- Issue a written warning as to the future conduct of the student.
- Strongly impress on the student the reasons for having policies.

For an external assessment the Joint Headteacher(s)/Head of Department should:

- Refuse to accept the assignment and ask for work to be redone.
- Refuse to submit the work for assessment or verification.
- Inform the moderator.
- Determine whether or not to withdraw the student from the course.

The decision of the Joint Headteacher(s) will be final, subject to appeal.

## **INTERNAL VERIFICATION**

### **Policy Statement**

Internal Verification (IV) is the process of monitoring assessment practice in order to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of marking, grading and overall assessment of student's work.

- To ensure that all students are fairly, accurately and regularly assessed in a consistent manner.
- To meet and exceed the requirements placed upon us by QCA, the awarding bodies, and the student charter.
- To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.
- To support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached.

### **Scope**

For the purpose of this policy, the term IV encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work.

Any task, activity, essay or project that contributes to the students' final achievement in a vocational area, academic subject or key skill will fall within the scope of this policy.

### **Responsibilities**

All staff have a responsibility to give full and active support for the policy by ensuring that the policy is known, understood and implemented.

### **Actions to Implement and Develop Policy**

- Every program with work that is internally assessed and which contributes to the final assessment outcome of a student must carry out internal verification.
- Appropriately qualified staff must carry out all IV. Where a trainee internal verifier undertakes IV, this must be checked by a qualified verifier and countersigned.
- Each program must have identified members of staff who will verify or standardize the assessments for that particular program.
- IV must be carried out continuously throughout the year. In addition to this, each program will identify dedicated periods of time when IV takes place. These times will be included in a course calendar, which each course must have in place in either the IV file or course file.
- Any evidence that is produced must meet the requirements of the awarding bodies.
- The evidence must be recorded on appropriate documentation, which takes into account the requirements of awarding bodies.
- Internal verification must take place before assessment decisions are finalized and notified to students and certification is requested.
- Evidence that IV practice has taken place must be available by the end of the first term for monitoring by quality team/lead verifier.
- Internal monitoring of IV activity will be carried out via quality team/lead verifier.
- Records of IV must be kept in a secure location and accessed only by staff authorized to do so.
- All IV or moderation must be in line with current awarding body and Joint Awarding Body recommendations.
- Sampling must be across all assessors, all types of evidence and all learners including plans, reviews and records in addition to candidate evidence.
- Verifiers must attend standards meetings and maintain a current continuous professional development file.
- With Direct Claim Status, the specific awarding body guidelines must be followed.

### **Monitoring and Evaluation**

This policy will be monitored by the quality team/lead verifier and through established quality audit procedures.

*Policy ratified by Governing Body – 2<sup>nd</sup> November, 2011*