



Henley Bank High School

Examination and Controlled Assessment Policy

This policy is the responsibility of: Head of School

This policy was approved by the Local Governing Body on: 5 February 2018

This policy is due for review by: February 2019

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This exam policy will be reviewed annually.

This exam policy will be reviewed by the head of centre, designated SLT member and the exams officer and changes approved by the Governing body.

1. Responsibilities

a) Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks.
- The head of centre is responsible for ensuring that all alleged, suspected or actual incidents of malpractice are reported to the awarding bodies. Refer to the JCQ publication 'Suspected Malpractice in Examinations and Assessments'.

b) Exams officer

Manages the administration of public and internal exams by:

- Advising the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Ensuring that candidates and their parents are informed of, and understand, those aspects of the exam timetable that will affect them.
- Consulting with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Providing detailed data on estimated entries.
- Receiving, checking and storing securely all exam papers, completed scripts and other materials.
- Administering access arrangements and making applications for special consideration using the JCQ access arrangements, reasonable adjustments and special considerations regulations.
- Identifying and managing exam timetable clashes.
- account for income and expenditures relating to all exam costs/charges
- Organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submitting candidates' coursework, controlled assessment and non-examination assessment marks.
- Arranging for dissemination of exam results and certificates to candidates and forwarding, in consultation with the SLT, any requests for post-results services.
- Maintaining systems and processes to support the timely entry of candidates for their exams.

c) Designated SLT member

- Ensures that decisions on whether a candidate should not take an individual subject will be taken in consultation with the parents/carers, SENCO, heads of subject.
- Liaises with heads of subject and the exams officer to publish a timetable of internal exams and related dates that are scheduled throughout the academic year.

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d) SENCO

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

e) Lead invigilator/invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Follow JCQ instructions for conducting examinations and maintain the correct atmosphere within the exam room.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

f) Candidates

Take responsibility for their own exam arrangements, including:

- Confirmation and signing of entries.
- Ensuring that they arrive in good time for each exam.
- Ensuring that they arrive fully prepared for each exam.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. Exam seasons and entries

External exams are scheduled in May and June. Some vocational exams may take place at other times of the year.

a) Exam entries

The centre may accept entries from external candidates.

b) Late entries

Entry deadlines are circulated to subject leads via email.

Late entries are to be authorised by the designated SLT member

c) Consortium entries

For consortium exams the exams officers in the schools concerned will liaise to ensure that the process is carried out efficiently and effectively. In general, the exams officer in the school that hosts the course will be responsible for all administrative arrangements concerning that course.

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3. Exam fees

- a) The centre will pay all normal exam fees on behalf of candidates.
- b) Late entry or amendment fees are paid by curriculum teams where the change is the result of a decision made by that team.
- c) Candidates who do not attend exams for which they have been entered or who fail to meet essential coursework requirements will be asked to pay the full fee for the subject concerned.
- d) Candidates or teams 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.

4. The Equality Act 2010, special needs and access arrangements

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Act, would be at a substantial disadvantage in comparison to someone who is not disabled. All staff have a responsibility to comply with school requirements to ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

a) Special needs

A candidate's additional needs requirements are determined by the SENCO who will consult with experts (medical/ educational psychologist / specialist teachers) as appropriate.

The SENCO will liaise with the exams officer, subject leaders and subject teachers to ensure that the needs of candidates with additional educational needs are met. The SENCO will then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

b) Access arrangements

Making access arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer. Access arrangements are agreed before an assessment.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and exams officer.

Rooming for access arrangement candidates will be arranged by the exams officer.

Invigilation and support for access arrangement candidates will be organised by the exams officer in conjunction with the SENCO.

5. Managing invigilators and exam days

a) Managing invigilators

External invigilators will be used for external exams.

The recruitment of invigilators is the responsibility of the exams officer and the HR Manager.

Securing the necessary DBS clearance for new invigilators is the responsibility of the HR Manager.



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

Invigilators are timetabled and briefed by the exams officer.

Invigilators' rates of pay are set by the finance team.

b) Exam days

The exams officer will book all exam rooms and make the question papers, other exam stationery and materials available for the invigilator.

The exams officer will liaise with the site team to ensure that the allocated rooms are set up for an exam and with the ICT staff to ensure that any ICT requirements are met. Additionally, for online exams technical staff must be available during the exam session.

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

Exam papers must not be read by subject teachers in front of candidates or removed from the exam room before the end of a session. Papers will be distributed to curriculum teams after the awarding body's published finishing time or later if a candidate is sitting the exam in a later session (due to a timetable clash).

In the event of a subject related issue during an exam, the exams officer will contact staff and the awarding body as appropriate.

6. Candidates, clash candidates and special consideration

a) Candidates

The centre will publish rules on acceptable dress, behaviour and candidates' use of mobile phones, MP3/4 players, smartwatches and all other electronic/web enabled devices before each exam period. These rules apply at all times.

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

Disruptive candidates will be dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

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

b) Clash candidates

The exams officer will be responsible as necessary for supervising clash candidates, including breaks, escorts, identifying a secure venue and arranging overnight stays.

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c) Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect.

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

The exams officer will apply for special consideration to the relevant awarding body within seven days of the exam where appropriate.

7. Review of marking and centre assessed marks

a) Coursework and controlled assessments

Candidates who have to prepare coursework, controlled assessments or non-examination assessments should do so by the end of the course or earlier if there is a specific date for coursework completion. The school will set a completion date to help candidates with their preparation for exam success.

Subject leaders will ensure that they are familiar with the JCQ Instructions and awarding body requirements for controlled assessments, non-examination assessments and that all materials related to them are kept under secure conditions. Coursework must be ready for dispatch at the correct time. The exams officer will keep a record of what has been sent when and to whom.

Marks for all centre assessed work are provided to the exams office by the heads of subject who will keep records of this information.

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

- I. Henley Bank High 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.
- II. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Henley Bank High 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.
- III. Henley Bank High 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.
- IV. Henley Bank High 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.
- V. Henley Bank High School will, having received a request for copies of materials, promptly make them available to the candidate.

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- VI. Henley Bank High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- VII. Requests for reviews of marking must be made in writing.
- VIII. Henley Bank High 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.
- IX. Henley Bank High 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.
- X. Henley Bank High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- XI. The candidate will be informed in writing of the outcome of the review of the centre's marking.
- XII. 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.
- XIII. 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 Henley Bank High School and is not covered by this procedure.

8. Results, enquiries about results (EARs) and access to scripts (ATS)

a) Results

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

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.

b) Enquiries about results (EARs)

Information about post-results services, procedures, dates and fees will be made available to staff and candidates. Staff will be available on results days to provide information and advice.

EARs may be requested by centre staff or candidates if there are grounds for believing there has been an error in marking.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense. Candidates and parents can request an EAR or other service at their own expense.

All requests must be made through the centre and candidates must give written consent for any enquiry to proceed.

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c) 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.

Any fee is to be paid by the person/ group requesting the return of the script.

9. Certificates

Certificates are collected from school during November/December following the summer exams. Candidates will be notified of the dates when they are able to collect certificates.

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

Certificates that are not collected will be posted (where possible).

The centre will retain certificates for three years in instances where they have not been able to be issued.

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Appendix 1 - Henley Bank High School Contingency Plan for Examination Administration

This plan is a requirement of JCQ General Regulations for Approved Centre's which states:

"The Centre agrees to have in place a written contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the SLT to have a robust contingency plan in place, minimising risk to examination administration should the examination s officer be absent at a crucial stage of the examination cycle".

"The plan ...should also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency."

In putting together this plan, due consideration has been given to the guidance provided by Ofqual – <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

Contingency Scenario	Actions to be taken	Persons Responsible
Disruption of teaching time- centre closed for a significant period of time	Identify alternative centre for educational provision e.g. Gloucestershire College or another school with Capacity. Prioritise education of those students facing public examinations in near future Ensure clear communication with students/parents/staff	Head of School Agreement with Gloucestershire College/other schools to be agreed by 28.03.2018
Students unable to attend examinations because of a crisis e.g. sickness bug	Liaise with students about possibility of sitting examinations at an alternative venue Apply to awarding body for special consideration Offer students an opportunity to sit missed exams at next available opportunity	Examination Officer
Disruption in distribution of examination papers	Ensure that centre communicates quickly and efficiently with Awarding Body to ensure that replacement papers can be sent	Examination Officer

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	Ensure secure electronic means of communication is in place	
Disruption to transportation of completed examination papers	Seek advice from awarding organisations about collection Ensure secure storage of examination papers whilst awaiting transportation Do not make alternative arrangements for transportation without expressed approval of awarding organisation	Examination Officer
Centre unable to open as normal for scheduled examination	If possible, only open for examination candidates Use alternative venues as above* Communicate with students/parents/staff and awarding bodies Apply for special consideration for candidates if unable to take exams and/or students take exams at next available opportunity	Head of School Examination Officer
Examination evidence not available to be marked – e.g. fire at centre destroys completed scripts	Communicate with awarding body at earliest possible moment to ascertain if they can generate an award for students based on other exam components Offer opportunity to re-sit examination at next available opportunity	Examination Officer
Centre unable to download or distribute results as normal due to closure	Identify alternative venue and communicate clearly with all stakeholders	Head of School to identify venue Examination Officer to communicate

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	Ensure ICT support available to remedy any downloading issues	ICT support in place on results days
Examination Officer incapacitated	Centre ensures that another colleague is trained and prepared to stand in for examination officer if required	Head of School to identify colleague and ensure adequate training by 28.03.2018
ICT System failure	Ensure that back up in place if ICT system fails – liaise with another school using similar system	Head of School to liaise with another school to ensure that back up in place if system fails

Summary of key responsibilities

1. Head of School to ensure alternative venues in place and stand-by examination officer is identified and trained and that students are prepared properly for examinations
2. Examination Officer (EO) to ensure that clear lines/methods of communication are in place and to support training of stand in colleague
3. EO ensures examinations are taken under the conditions prescribed by awarding organisations
4. EO ensure that exam materials are stored securely
5. EO ensures that submission for special consideration are made in a timely manner and meet the requirements of awarding bodies
6. EO liaises with awarding bodies in event of issues relating to transportation of exam papers
7. EO ensures that the post result service meets identified timetable.

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Appendix 2 -The successful operation of controlled assessment/non-examination assessments

Staff responsibilities:

SLT

- Accountable for the safe and secure conduct of controlled assessments + non-examination assessments
- Will co-ordinate with teaching staff to schedule controlled assessments taking into account requirements for ICT rooms, trips, school events etc.
- Arrange for dates to be added to school calendar and circulated to staff and parents
- Create an appeals policy for controlled assessments + non-examination assessments

Subject Leaders

- Decide on the awarding body and specification for their subject
- Standardise the marking of all teachers involved in assessing controlled assessment + non-examination assessments
- Ensure that all teachers in the department understand their responsibilities regarding controlled assessment
- Ensure that all teachers in the department understand the requirements of the specification and any subject specific instructions
- Produce plan of dates/times to conduct controlled assessments + non-examination assessments, taking into account room requirements and alternative sessions for absent candidates
- Comply with awarding bodies arrangements for monitoring and delivery of non-examination assessments

Teaching Staff

- Understand and comply with general guidelines and awarding body instructions for conducting controlled assessments (*see JCQ Instructions for conducting controlled assessments / Instructions for conducting non-examination assessments*)
- Obtain confidential materials/tasks set by awarding bodies in time to prepare for the assessment and ensure that these are stored securely at all times
- Liaise with SENCO to provide access arrangements for those students who are entitled to them
- Supervise assessments at the specified level of control. Under high control, students will be in exam conditions with no access to e-mail, internet or mobile phones. They will be supervised at all times and any related display material in the room must be removed or covered.
- Keep a record of the date, time, member of staff and students attending each session of a controlled assessment or non-examination assessments
- Store students' work securely between assessment sessions in a locked cabinet or office, including work stored on memory sticks or recordings
- Ensure that students and assessors sign authentication forms on completion of the assessment
- Mark work and submit marks to the exam board when required
- Store students' work securely until after the closing date for enquiries about results (September following end of Year 11)

Exams Officer

- Enter students for assessments
- If confidential materials are sent directly to the exams office, to be responsible for receipt, safe storage and transmission of the materials
- Collect and send marksheets to the awarding bodies by the deadlines

SENCO

- Work with teaching staff to provide support staff and to ensure access arrangements are covered.

Appendix 3 - Controlled Assessment Risk Management Process

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Timetabling			
Controlled assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. at the start of the academic year)	Plan dates in consultation with school calendar – negotiate with other parties	HODs
Too many controlled assessments close together across GCSE subjects	Plan controlled assessments so they are spaced over the duration of the course	Space controlled assessments to allow candidates some time between them	HODs
Accommodation			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessments	Use more than one classroom or multiple sittings where necessary Book Hall if necessary and ask site staff to set up desks	HODs and staff
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities	Use resource/room booking system	HODs and staff
Insufficient / faulty equipment for recording arrangements	Plan ahead to ensure equipment is booked and IT technicians have checked it in advance of test dates.	Book equipment, with spare capacity in case of problems.	HOD / staff / IT technicians
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	HODs/subject staff

Teaching staff unable to access task details	Test secure access rights ahead of controlled assessment schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment schedule	Exams officer
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Exams officer
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates Allow time for catch up session/s	Keep accurate attendance register Set up alternative date/s	HODs/subject leaders
Candidates join the school during Key Stage 4 when all or part of controlled assessment has been completed	Contact previous school to find out what candidate has done there Plan for candidate to catch up if possible	Collect any controlled assessments from previous school	Exams officer/ HOD
Control levels for task taking			
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body HOD to ensure all staff are aware of requirements	HODs
Supervision			
Student study diary/plan not provided or completed*	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	HOD
Teaching staff do not understand that the supervision of controlled assessments is their responsibility	Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments	Exams officer to circulate JCQ Instructions to all subject leaders	Exams officer

A suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification	Staff to arrange cover with Exams Officer	Exams officer
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Mark what candidates have produced by the deadline Seek guidance from awarding body on further action	Teaching staff Exams officer
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork and moderation (Marks can then be processed and submitted ahead of awarding body deadlines)	Seek guidance from awarding body HoDs to ensure deadlines are met, using assessment calendar	HoDs/Senior Leadership team
Deadlines affected by staff absence	Curriculum teams to keep work and paperwork in central location so that another member of staff could take over	Curriculum teams to share information	HoDs and staff
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign on completion of task Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking	Find candidate and ensure authentication form is signed	HODs and staff
Teaching staff fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature	Return the authentication form to the teacher for signature Ensure authentication forms are signed as work is marked	HOD/Exams officer

Marking			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking using awarding body's CPD, either online or attending meetings Plan for sampling of marking during the practice phase	Arrange for re-marking Consult the awarding body's specification for appropriate procedures	HOD
Centre does not run the standardisation activity as required by the awarding body	Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted	Check with the awarding body whether a later standardisation event can be arranged	HOD/Exams Officer
Task setting			
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	HODs/Exams officer
Assessments have not been moderated in line with the awarding body's specification	HODs to check specification and plan required moderation appropriately	Seek guidance from the awarding body	HODs
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	HOD/Exams officer
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	HOD/Exams officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course (locked cabinet or cupboard in each department)	Find alternative storage within the centre Liaise with site manager	Site manager

Not all GCSE controlled assessments will require the completion of a study diary or study plans

** All tasks whether set by the awarding body or the centre **must** be developed in line with the requirements of the specification.