



# WALTON HIGH SCHOOL

*Proud to be part of Walton Multi Academy Trust*



## EXAM POLICY

|                         |               |
|-------------------------|---------------|
| Reviewed by Governors:  | February 2026 |
| To be reviewed:         | February 2027 |
| Leadership link person: | Mrs S Barker  |

*Walton Multi Academy Trust refers to all schools within the Trust.  
When referring to Trust Boards, this includes Local Governor Boards, and the term 'Governor'  
includes all Trustees or Local Board Governors.*

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### **The policy purpose**

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The exam policy will be reviewed every two years.

The exam policy will be reviewed by the Head of Centre and Exams Manager.

### **Exam responsibilities**

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

- ensures compliance with the latest ICE JCQ guidance
- advises on appeals and re-marks where necessary.
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

## Exams Manager

Manages the administration of public and internal exams:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- produces student timetables for each exam season.
- Notifies students of exam regulations in the form of the JCQ Notice to Candidates and student timetable notes.
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that necessary assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all exam papers and completed scripts (including measures for the secure storage and handling of digital systems).
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges, and report this regularly to LG.
- line manages the Examinations Assistant
- ensures that the exam invigilation team are appropriately trained in line with the latest JCQ ICE guidance
- manages the exams invigilator team in the day to day conduct of the school's exams.
- submits candidates' coursework marks, tracks despatch and return of coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.
- Manage procedures for secure storage of examination materials and second-pair-of-eyes checks during preparation.
- Exams Manager and Exam Secretary to check subject name, code, date and time upon opening of exam papers on examination days.
- Use updated JCQ posters (e.g. unauthorised items) as required.
- Coordinate a procedure for late and very late student arrivals to exams which includes record keeping and reporting.

Heads of Department are responsible for:

- accurate completion of entry and all other mark sheets including assessment mark sheets and centre declaration sheets and adherence to deadlines as set by the Exams Manager.

- organisation and monitoring of controlled assessment tasks and ensuring security of tasks/students' work in line with JCQ guidelines and the school controlled assessment policy.
- provision to the exams manager of up-to-date syllabus information, assessment schedules, entries and amendments.
- provision of re-sit candidate lists at GCSE and communication with students who are offered re-sits.
- guidance of students who are unsure about exam entries or amendments to entries.
- involvement in post-results procedures where necessary (please refer to 'Procedure for Remarks at Walton' guidance).

Teachers are responsible for:

- provision of exam entry details to heads of department
- notification of access arrangements requirements to SENCo (as soon as possible after the start of the course) and pass evidence of need to the AA Coordinator and SENCo.
- provision of exam information and advice to students in their classes.
- Completion of authenticity checks regarding misuse of AI to produce exam or NEA materials

The Sen Coordinator SENCo and Access Arrangements Coordinator are responsible for:

- identification and testing of candidates requirements for access arrangements.
- Collating evidence for access arrangements as required
- notification of students requiring access arrangements, together with a copy of the application and evidence, to the Exams Manager in September each year.
- obtaining data protection permission signature from students concerned.
- application for access arrangements on-line.
- Provision of staff and word processors to support students with access arrangements in their exams.
- 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.

Senior invigilator/invigilators are responsible for:

- conduct of exams in accordance with JCQ regulations; reporting to the Exams Manager any incidents/issues arising during exams.
- collection of exam papers and other material from the Exams Office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and their return to the Exams Office.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding controlled assessment regulations and signing a declaration that authenticates the work as their own.
- adherence to JCQ regulations and school procedures governing exams
- prompt attendance for all exams.
- provision of all necessary equipment for exams.
- Students must not misuse AI to produce exam or NEA materials as guided by their teachers in accordance with the Malpractice Policy.

## **Qualifications offered**

The qualifications offered at this centre are decided by the Head of Centre Leadership Group and Heads of Department.

The main qualifications offered are GCE, GCSE, GCSE Entry level, Level 2 & 3, BTEC Forensics, Sport & Health and Health & Social Care and Adult Literacy and Numeracy. Other extended learning courses are also taken by some students at KS4 and KS5.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year and the school's Curriculum Policy. If there is to be a change of syllabus or new course, the Exams Manager must be informed by the beginning of July prior to the introduction of the syllabus/course.

Informing the Exams Manager of changes to a syllabus is the responsibility of the Deputy Head Curriculum and Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Department in consultation with the Deputy Head Curriculum.

## **Exam seasons**

External exams are scheduled in November, January, March, May and June. The Head of Department decides which exam series are used for their course. On-demand tests are scheduled in agreement with the Exams Manager.

Year 11 Mock exams are scheduled in the Autumn term and are held under external exam conditions. Other tests are organised by departments as necessary and run by them internally.

Year 10 specific subjects are offered a mock under full exam conditions in the Summer of each academic year.

Year 13 Mock exams are scheduled in January of each academic year.

Controlled Assessment sessions are scheduled and run by Heads of Department throughout the year.

## **Timetable**

Once confirmed, the exams officer will circulate exam timetables for external exams and Yr 11 Mocks and post these on the school's website.

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

Candidates are selected for their exam entries by the Heads of Department and subject teachers.

Candidates or parents/carers cannot demand a subject entry, change of level or withdrawal but can make a request for an amendment to the Head of Department.

The centre does not accept private candidates but may accept entries from former students from time to time. The centre does not act as an exam centre for other organisations.

Exam materials and information are issued to Heads of Department via individual staffroom trays. Some information is also circulated via email.

Late entries are authorised by Heads of Department.

## **Re-sits**

### **GCSE**

Re-sits are at the discretion of the Head of Department who will invite students to re-sit units if appropriate. GCSE re-sits are not available on demand.

Students may be required to pay for re-sit entries unless extenuating circumstances apply.

Retake decisions will be made in consultation with subject teachers and the Deputy Headteacher (Curriculum).

### **GCE**

Re-sits for written units are available to all students on demand. Re-sits for coursework units must be approved by the Head of Department. There is no limit to the number of re-sits allowed.

Students will be required to pay for re-sit entries unless extenuating circumstances apply.

## **Exam fees**

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.

GCSE entry exam fees are paid by the Centre – one entry per candidate.

GCE entry exam fees are paid by the Centre – one entry per candidate.

Late entry or amendment fees are paid by the Centre where the amendment has been made by a department.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline or who fail to sit an exam or meet the necessary internal assessment requirements.

Entry fees for re-sit entries are paid by the Candidates unless extenuating circumstances apply.

## **Disability Discrimination Act**

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

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

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

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Exams Manager, SENCo and Access Arrangements Coordinator.

## **Access arrangements**

The SENCO and Access Arrangements Coordinator will inform subject teachers and the Exams' Manager of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO/ Access Arrangements Coordinator can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCO and Access Arrangements Coordinator.

Making access arrangements for candidates to take exams is the responsibility of both the SENCO, Access Arrangements Coordinator and Exams Manager.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and Access Arrangements Coordinator.

Rooming and invigilation for access arrangement candidates will be arranged by the Exams Manager.

The SENCO, Access Arrangements Coordinator and Exams team will organise the provision of support for these candidates in exams.

## **Overseas students**

Managing overseas students is the responsibility of the heads of department.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the Business Manager.

## **Exam Candidate Identification**

A means of student identification must be available for every exam. Therefore, production of Exam Cards on each student desk will be readily available detailing, their name, centre number & candidate number clearly with an identification picture.

## **Managing invigilators**

External staff are used to invigilate examinations. Support staff will also be used where necessary.

These invigilators will be used for external exams and YR11 mock exams.

Recruitment of invigilators is the responsibility of the Exams Manager and Business Manager.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Business Manager. CRB fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Office staff.

Invigilators rates of pay are set according to the LEA workforce agreement.

## **Malpractice**

The Exams Manager is responsible for investigating suspected malpractice in the first instance.

All instances of malpractice or suspected malpractice will be reported to the Head of Centre .

## **Exam days**

The Exams Manager will book all exam rooms with the Exams Officer and make the question papers, other exam stationery and materials available for the invigilator.

The Site Management team is responsible for setting up the allocated rooms as instructed by the Exams Officer.

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

Teaching staff are not normally present in the exam room. However, subject staff may be present outside at the start of the exams.

In practical exams subject teachers may be on hand in case of any technical difficulties. A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department once all scripts are checked and packed.

## **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines. All instances of disruptive behaviour will be reported to the Head of Centre or Leadership group member.

Candidates are expected to stay for the full exam time.

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

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

Students to place watches on exam desk in accordance with JCQ regulations.

## **Clash candidates**

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging supervised lunch breaks or overnight stays.

## **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 Manager, or the exam invigilator, to that effect.

Heads of Year/teachers should inform the Exams Manager of any students who might be eligible for special consideration.

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

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

## **Internal Assessments and Appeals**

**Internal assessment replaces the largely discontinued term coursework.**

It is the responsibility of Heads of Department to organise the completion of internal assessment tasks in line with JCQ regulations. The school has a separate policy document for Controlled Assessment giving details of responsibilities and assessment management.

It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Manager will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Heads of Department.

## **Appeals against internal assessments**

Students can appeal internal marked assessed work prior to submission to the Examination Boards. Students to register appeal in writing by 1<sup>st</sup> May.

Worked with then be assessed/marked independently via external agency within 5 working days and fed back to relevant department for consideration.

Departments will then follow up this appeal with the student concerned and in conjunction with the Leadership Team and feedback to student the outcome of their appeal 14 days after the date of the appeal received.

## **Results**

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

Arrangements for the centre to be open on results days are made by the Business Manager.

The provision of staff on results days is the responsibility of the Exams Manager.

## **Enquiries about Results (EARs)**

A review of marking may be requested by candidates if they feel there has been an error in marking. The candidate's written consent is required before any re-mark is requested as marks can go up or down as a result of EARs. Charges for EARs applications may be paid by the candidate.

Heads of Department may request re-marks on a student's behalf. However, they must obtain the student's written permission. These re-mark requests may be charged to the department concerned. Please refer to the 'Walton Procedure for Remarks' guidance.

## **Access to Scripts**

After the release of results, candidates may request the return of papers. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. A fee is charged for this service.

## **Certificates**

Certificates are presented in person on Presentation Evening. Remaining certificates can be collected and signed for at Reception during normal school hours.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authorisation to do so from the candidate.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for one year. After this time they are destroyed. Individual candidates are responsible for obtaining replacement certification from the exam boards.

# **Controlled Assessment**

**'Walton High School promotes the safeguarding and welfare of students in its care: all policies support the "Child Protection Policy" and are fully consistent with the government's agenda to 'help all children achieve more' and fully support the principles of equal opportunities for all and e - safety.'**

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### **Internal Appeals Policy**

### **Security Declaration**

## **Staff Responsibilities**

### **Senior Leadership Team**

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- LG Link to co-ordinate with Heads of Department to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of KS4).
- 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 have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

## Heads of Department

- Decide on awarding body and specification for a particular course.
- 
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification (GCSE).
- 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 secure storage of assessment tasks and students' work both during completion and after the assessment has taken place.
- Organise and supervise the completion of all assessment tasks ensuring that JCQ regulations contained in the 'Instructions for conducting controlled assessments' booklet are followed.
- Supply to the Exams Manager details of all unit codes for controlled assessments with details of anticipated completion dates and entry to awarding bodies.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Submit marks through the Exams Office to the awarding body when required, keeping a record of the marks awarded.
- Post-completion, retain candidates' work securely until the closing date for enquires 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.

## Teaching Staff

- Understand and comply with the general guidelines contained in the 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.
- 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.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Retain candidates' work securely between assessment sessions (if more than one).
- Ask the SENCo and Access Arrangements Coordinator for any assistance and student support required for the administration and management of access arrangements.

## **Exams Manager**

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are received directly by the Exams Office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- Obtain confirmation from Heads of Department that JCQ regulations will be followed and that materials will be stored securely.
- Liaise with Heads of Department and provide a link to awarding bodies where necessary.
- Report any problems to Leadership group.

## **SENCo and Access Arrangements Coordinator**

- Ensure that access arrangements have been applied for.
- Work with teaching staff to ensure that the necessary support is provided to students during their controlled assessment tasks.

| Risks and issues                                                         | Possible remedial action                                                                                                                               |                                                                                                                                 | Staff<br><br>R – responsible A – accountable<br><br>C – consulted I - informed |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                                                                          | Forward planning                                                                                                                                       | Action                                                                                                                          |                                                                                |
|                                                                          |                                                                                                                                                        |                                                                                                                                 |                                                                                |
| Timetabling                                                              |                                                                                                                                                        |                                                                                                                                 |                                                                                |
| Assessment schedule clashes with other activities                        | Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning                                               | Plan dates in consultation with school calendar – negotiate with other parties<br>Discuss at HoDs meeting/Leadership group      | R/A Heads of Depts<br>C Dep Head Curriculum<br>I Exams Manager                 |
| Too many assessments close together across subjects or lines of learning | Plan assessments so they are spaced over the duration of the course                                                                                    | Space assessments to at least allow candidates some time between assessments                                                    | R/A Heads of Dept<br>C Dep Head Curriculum                                     |
| Timetable of assessments not passed to students/other staff              | Plan all assessments as soon as possible                                                                                                               | Add to school calendar, yellow pages and school website as appropriate.<br><br>Ensure students know assessment dates in advance | R Heads of Dept/teacher<br>I Exam Manager/Sch Administrator                    |
| Accommodation                                                            |                                                                                                                                                        |                                                                                                                                 |                                                                                |
| Insufficient space in classrooms for candidates                          | Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment | Use more than one classroom or multiple sittings where necessary                                                                | R Heads of Dept                                                                |
| Insufficient facilities for all candidates                               | Careful planning ahead and booking of rooms / centre facilities                                                                                        |                                                                                                                                 | R Heads of DeptC Head of ICTC Sch Administrator                                |

| Risks and issues                                                                                     | Possible remedial action                                                                                  |                                                                                                                                                                                                         | Staff                                                              |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                                                                                                      | Forward planning                                                                                          | Action                                                                                                                                                                                                  | R – responsible A – accountable                                    |
|                                                                                                      |                                                                                                           |                                                                                                                                                                                                         |                                                                    |
| 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                                                                                                                     | R Head of Dept<br><br>C/I ICT technicians                          |
| Teaching staff/assessors unable to access task details                                               | Test secure access rights ahead of schedule every year and every session                                  | Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time                                                                                | R Heads of Dept<br><br>C Exams Manager                             |
| Loss of task details in transmission                                                                 | Download tasks well ahead of scheduled assessment date                                                    | Report loss to awarding body for replacement; download again                                                                                                                                            | R/A Heads of Dept<br><br>C ICT Technician<br><br>C/I Exams Manager |
| Absent candidates                                                                                    |                                                                                                           |                                                                                                                                                                                                         |                                                                    |
| Candidates absent for all or part of assessment (various reasons)                                    | Plan alternative session(s) for candidates                                                                |                                                                                                                                                                                                         | R Head of Dept                                                     |
| Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching) | Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes | Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of controlled assessment are limited |                                                                    |

| Risks and issues                                                                                                      | Possible remedial action                                                                                                                                        |                                                                                                      | Staff<br>R – responsible A – accountable<br>C – consulted I - informed |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|                                                                                                                       | Forward planning                                                                                                                                                | Action                                                                                               |                                                                        |
|                                                                                                                       |                                                                                                                                                                 |                                                                                                      |                                                                        |
| Control levels for task taking                                                                                        |                                                                                                                                                                 |                                                                                                      |                                                                        |
| Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)            | Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required                                     | Seek guidance from the awarding body                                                                 | R Head of Dept<br>C Leadership group<br>C Exams Manager                |
| Supervision                                                                                                           |                                                                                                                                                                 |                                                                                                      |                                                                        |
| Student study diary/plan not provided or completed*                                                                   | Ensure teaching staff/assessors 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 | R Head of Dept<br>R Teachers                                           |
| Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility               | Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision                                                       |                                                                                                      | R Head of Dept                                                         |
| Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are <b>not</b> supervising | A suitable supervisor must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification. |                                                                                                      | R Head of Dept<br>C Sch Adminisrator                                   |

Not all controlled assessment whether for the Diploma or GCSEs will require the completion of a study diary or study plans

| Risks and issues                                                                   | Possible remedial action                                                                                                 |                                           | Staff                                                                |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------|
|                                                                                    | Forward planning                                                                                                         | Action                                    | R – responsible A – accountable                                      |
|                                                                                    |                                                                                                                          |                                           |                                                                      |
| Task setting                                                                       |                                                                                                                          |                                           |                                                                      |
| Teaching staff/assessors fail to correctly set tasks                               | Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification** | Seek guidance from the awarding body      | R/A Head of Dept<br><br>I Dep Head Curriculum<br><br>I Exams Manager |
| Assessments have not been moderated as required in the awarding body specification | Check specification and plan required moderation appropriately                                                           | Seek guidance from the awarding body      | R/A Head of Dept<br><br>I Dep Head Curriculum<br><br>I Exams Manager |
| Security of materials                                                              |                                                                                                                          |                                           |                                                                      |
| Assessment tasks not kept secure before assessment                                 | Ensure teaching staff understand importance of task security                                                             | Request/obtain different assessment tasks | R Head of Dept<br><br>C Exams Manager                                |
| Candidates’ work not kept secure during or after assessment                        | Define appropriate level of security, in line with awarding body requirements, for each department as necessary          | Take materials to secure storage          | R Head of Dept<br><br>C Exams Manager                                |
| Insufficient or insecure storage space                                             | Look at provision for suitable storage early in the course                                                               | Find alternative spaces                   | R Head of Dept                                                       |

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

| Risks and issues                                                                                         | Possible remedial action                                                                                                                                                                       |                                                                                                        | Staff<br>R – responsible A – accountable<br>C – consulted I – informed |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|                                                                                                          | Forward planning                                                                                                                                                                               | Action                                                                                                 |                                                                        |
|                                                                                                          |                                                                                                                                                                                                |                                                                                                        |                                                                        |
| Deadlines                                                                                                |                                                                                                                                                                                                |                                                                                                        |                                                                        |
| Deadlines not met by candidates                                                                          | Ensure all candidates are briefed on deadlines/penalties for not meeting them                                                                                                                  | Mark what candidates have produced by deadline and seek guidance from awarding body on further action. | R/A Head of Dept<br>R Teachers<br>C Exams Manager                      |
| Deadlines for marking and/or paperwork not met by teaching staff/ assessors                              | Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines | Seek guidance from awarding body                                                                       | R/A Head of Dept<br>R Teacher<br>C Exams Manager                       |
| Authentication                                                                                           |                                                                                                                                                                                                |                                                                                                        |                                                                        |
| Candidate fails to sign authentication form                                                              | Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in                                                                              | Find candidate and ensure form is signed                                                               | R Teacher<br><br>I Head of Dept                                        |
| Teaching staff/assessors fail to complete authentication forms or leave before completing authentication | Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature                                                                               | Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season    | R Head of Dept                                                         |

| Risks and issues                                                              | Possible remedial action                                                                                              |                                                                                      | Staff<br>R – responsible A – accountable<br>C – consulted I – informed |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|                                                                               | Forward planning                                                                                                      | Action                                                                               |                                                                        |
| <b>Marking</b>                                                                |                                                                                                                       |                                                                                      |                                                                        |
| Teaching staff/assessors interpret marking descriptions incorrectly           | Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.        | Arrange for remarking. Consult awarding body specification for appropriate procedure | R Head of Dept                                                         |
| Centre does not run standardisation activity as required by the awarding body | Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted. | Check with the awarding body whether a later standardisation event can be arranged.  | R Head of Dept<br>A Head of Centre<br>C Exams Manager                  |



## Walton High School

### Appeals against Internal Assessment for External Qualifications

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Walton High School is committed to ensuring that:

- all work submitted for internal assessment is marked fairly, consistently and in accordance with the specification for the qualification concerned;
- where a number of teachers are assessing work for the same specification, internal moderation and standardisation will assure consistency;
- internal assessments are conducted by appropriately trained staff who have the understanding, knowledge and skills required;
- assessment of Students' work should be produced and authenticated according to the requirements of the specification;

If a student believes that this may have not happened in relation to his/her work then s/he may make use of this appeals procedure.

Please Note: Appeals may *only be made against the process* that led to the assessment and not against the mark or grade.

#### Appeals Procedure

##### Stage One

- Appeals should be made as soon as possible, and should normally be made **by 30th April** for examinations in the summer series.
- Appeals must be made in writing to the Examinations Officer .
- The enquiry into the internal process will normally led by the Examinations Officer and a member of senior staff appointed by the Headteacher (provided that neither has played a part in the original internal assessment process).
- The Examinations Officer and other member of staff will decide whether the process used for the internal assessment conformed to the requirements of

the awarding body and the examination Code of Practice of the QCA. This will be completed before the end of the series.

- A copy of the appeal will be given to the teacher who made the original assessment. The teacher will be able to respond to the appeal in writing, and a copy of this will be sent to the appellant.

The appellant will be informed in writing of the outcome of the appeal, including any correspondence with the board; any changes made to the assessment of the work; and any steps taken to further protect the interest of candidates.

The outcome of the appeal will be made known to the Headteacher. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

If the appellant is unhappy about the response in writing, s/he can ask for a further investigation.

## **Stage Two**

If the appellant is still dissatisfied with the decision after Stage 1, s/he has the right to appeal to the 'Appeals Panel'.

- The Appeals Panel will consist of two persons not previously involved, normally the Head Teacher and another.
- The appellant will be asked whether s/he wish to speak to the panel or wishes to be represented or accompanied by a parent, guardian or friend or make a written submission.
- The details of the investigation conducted in Stage 1 will be made available to the panel.
- The Examinations Officer and original assessor will be asked to meet the Panel to answer any further questions.
- The Panel will discuss and consider the information and the decision will be given to the appellant in writing within 5 working days of the meeting.
- A written record of the second appeal will be kept and made available to the Awarding Body at their request.

## **Note**

Each Awarding Body specifies detailed criteria for the internal assessment of work. After work has been assessed internally, it is moderated by the Awarding Bodies to ensure consistency between Exam Centres and between cohorts. Such moderation frequently changes the marks awarded for internally assessed work. It must be noted that this is outside the control of the school and can not be covered by this appeals procedure. If you do have concerns about this, please ask the relevant Examination Officer for a copy of the appeals procedure of the examination board.

## **Results Enquiries**

If for any reason the school refuses to process an application for Results Enquiries, the student will have the right to make a complaint following the same route as in the above procedures.

## **Security Declaration**

### **WALTON HIGH SCHOOL**

### **EXAMS OFFICE**

**fao    Heads of Department**

**Date :**

### **CONTROLLED ASSESSMENT – SECURITY OF MATERIALS**

You have received a copy of the JCQ Instructions for conducting controlled assessments.

This emphasises the need for secure storage of assessment materials and students' work both during and after the assessment has taken place. As the board now uses the internet to issue much of its assessment material, it is crucial that any downloaded material does not find its way onto insecure areas of the school network.

Please sign below to confirm that you will carry out controlled assessment in line with the Exam Board regulations and that provision has been made for the safe storage of materials and candidates' work both during the assessment task and after completion.

If you would like another copy of the regulations please let me know.

Miss M Beddoes  
Exams Manager

**Department .....**

I confirm that I have read the JCQ Instructions for conducting controlled assessments and will abide by the regulations. I have made provision for the secure storage of all assessment materials and candidates' work in lockable steel cabinets or similar.

Signed ..... Head of Dept

Date .....

## SCHOOL POLICY ON EXAMINATION ENTRIES

**‘Walton High School promotes the safeguarding and welfare of students in its care: all policies support the “Child Protection Policy” and are fully consistent with the government’s agenda to ‘help all children achieve more’ and fully support the principles of equal opportunities for all and e - safety.’**

In order to fulfil the school’s obligations of public accountability, students will be entered for public examinations in subjects they have studied.

It is the policy of Walton High School that the curriculum deputy will determine which students are entered for which exams. Under normal circumstances the examination officer will enter all students undertaking a course for the terminal examination.

It is possible that a student who has been studying a course does not satisfy the awarding bodies entry requirements. In these circumstances the student may be withdrawn from the exam and the parents may be billed for the cost of the entry.

Parents are asked to confirm in writing that they are aware of which public examinations their child has been entered for. This will apply to all terminal public examinations post year 9. In the event of a request from a parent that a student should not be entered for an exam or wishes to change the tier of entry the Deputy Headteacher will consult with the relevant head of department before responding to the request.

### Appendixes

- I. Charging
- II. Resits
- III. Students wishing to be entered for examinations for courses not done on site
- IV. External requests for exam entries
- V. Appeals for coursework

### Associated Policies

SEN Policy

Assessment Policy

Equal Opportunities

**This policy is**

|  |                                  |
|--|----------------------------------|
|  | <b>DESAP compliant</b>           |
|  | <b>Dyslexia compliant</b>        |
|  | <b>Healthy Schools compliant</b> |
|  | <b>Gender Equality compliant</b> |