

BISHOP WORDSWORTH'S SCHOOL

PUBLIC EXAMINATIONS POLICY

Definitions:

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the student or who has care of the student.*
2. *'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*

GENERAL

1. The Governors recognise the importance of assessment through public examinations at Key Stages 4 and 5 which provide students with academic qualifications.
2. The Governors further recognise the need to maintain the highest standards in administering public examinations in accordance with the requirements of the Department for Education, the Qualifications and Curriculum Development Agency, and the Joint Council for Qualifications and Examinations Boards.
3. The implementation of this policy is to take account of strategic planning and routine administration discussed in meetings of the Leadership Team, of Heads of Department and Faculty and of the full Staff.

RESPONSIBILITIES

4. **Examinations Officer.** The responsibilities of the Examinations' Officer are as follow:
 - a. To attend briefings/liaise with awarding bodies, find out changes to regulations, and ensure latest developments and best practice is followed; and to disseminate information as applicable to both students and teachers.
 - b. Communication with Examination Boards, Bishop Wordsworth's School (the School) candidates, parents and members of staff.
 - c. Be responsible for accurate and timely entries and amendments to examination boards and reminding teaching staff as required to ensure deadlines are met to minimise late entries.
 - d. Liaison with Special Educational Needs & Disabilities Coordinator (SENDCo) and Heads of Department and Faculty to ensure that any pupils with special needs are catered for (see also Paragraph 6 below); and incorporating these arrangements into examination timetables and maintaining accurate records for each candidate, which

are held securely in the examinations office/SENDCo's Office for scrutiny by Examination Board Inspectors.

- e. Check through all examination and other papers received from the examination boards to make sure they match the entries made and ensure secure storage.
- f. Organise exam materials, particularly the safe custody of question/answer papers together with the dispatch of completed papers. Download secure materials from the Exam Boards Secure Site.
- g. Provision and training of invigilators.
- h. Manage the running of exams eg timetables, special arrangements, briefing of candidates, resolving clashes, provision of materials, collection and dispatch of scripts.
- i. Ensure the examination rooms are booked and adequately equipped (eg exam desks) in liaison with the Site Manager, checking that they are set up in accordance with the examination board regulations.
- j. Meet with the examination board inspectors as required.
- k. Manage the downloading and issue of results and certificates, and liaise with Assistant Head for Assessment and Reporting in relation to statistics.
- l. Manage all communications received from and sent to the examination boards, parents, students etc including producing and despatching candidates' timetables and general post exam queries eg about re-sits, access to scripts, appeals or queries from employers and past students.
- m. Communicate with students/parents regarding the collection of fees and manage the processing of all examination fees in liaison with the school finance department.
- n. Take reasonable steps to contact candidates absent from an examination sitting.
- o. Management of Enquiries about Results, Appeals, Malpractice and Special Considerations.
- p. Control the exams' delegated budget in liaison with the Bursar.
- q. Contribute to the annual Leadership Team review of the Public Examinations Policy.
- r. Maintain the Non-Examination Assessment Risk Management Register in accordance with Joint Council for Qualifications and Examinations Board requirements.

s. Maintain a Register of Interests for staff undertaking work for Examination Boards. Form at Annex D.

t. Inform the Heads of Sixth Form and Middle School of the awarding bodies' national contingency day for papers that are not able to be taken at the published time due to emergencies.

5. **Absence of Examinations' Officer on an Exam Day– Contingency Plan.** If the Examinations' Officer is absent on the day(s) of a public exam the Contingency Plan is at Annex C.

6. **Access Arrangements Coordinator and SENDCo.** Responsible for the assessment of students' needs for access arrangements and special provision, including the use of Word Processors in examinations to comply with Joint Council for Qualifications Joint Council for Qualifications (JCQ) regulations. The requirements for the use of word processors are at Annex B.

7. **Receptionists.** Responsible for:

a. Taking receipt of deliveries.

b. Liaising with carrier collection/postage of scripts and coursework.

8. **The Invigilation Team.** The Team is made up of Invigilators, led by the Examinations Officer, who form a rota for taking materials to examination sittings, for starting and ending the sittings and returning the materials afterwards to the Examinations Office for packaging and safe storage prior to dispatch for marking.

9. **Invigilators.**

a. Invigilators, organised by the Examinations Officer, are drawn from past members of staff, parents and other known individuals and are paid at rates agreed with the Bursar.

b. Current members of staff are scheduled to attend examinations with larger numbers of candidates in a supervisory capacity should invigilators require assistance. Examinations with smaller numbers of candidates are supervised by invigilators who are drawn from the pool identified in subparagraph 9a above.

10. **Senior Management.** Each summer the Assistant Head – (Assessment and Reporting after liaising with the Examinations Officer, is to process results for later statistical returns, and report on the quality of results to the Governors, Leadership Team and Staff, and, during departmental reviews, with Heads of Department and Faculty. Subsequently the Assistant Head – (Assessment and Reporting) is to discuss these

results with delegated representatives of the Governing Body. The Head is responsible for press releases.

11. Heads of Department and Faculty. Heads of Department and Faculty are responsible for checking provisional statements of entry, endorsing candidates' re-sit entries, completing non-examination assessment / coursework mark and estimated grade sheets and liaising with the Examinations Officer over the despatch of coursework for moderation/markings as well as in other routine matters.

12. Non-examination Assessment Responsibilities. The staff responsibilities are outlined at Annex A.

WORK UNDERTAKEN FOR EXAMINATION BOARDS

13. Any member of staff who wishes to undertake work for Examination Boards is first to seek the permission of the Head. The Register of Interests at Annex D (and see Subparagraph 4s above) is to be completed by members of staff who undertake any work, eg: as setting examination papers, moderating coursework/ non-examined assessments or marking examination papers.

FINANCE

14. Fees charged by the examination boards are met by the School, with the following exceptions which are invoiced to candidates:

- a. Fees for re-sit entries.
- b. Fees for subjects not on the curriculum and for which School candidates are prepared independently.

15. Any charges made by the examination boards for enquiries about results and for photocopied or original scripts are notified to candidates and parents with the details of the post results service that are sent by the Examinations Officer. This information is sent prior to the start of examination season. Any charges incurred must be met by the candidates.

ENTRIES

16. Entries are made by the School at which the student is on roll.

17. Entries at the School made for private or external candidates are treated on an individual basis and candidates cover the cost of the examination entry and any administration fee.

VENUES

18. During the main examination seasons in May/June, the majority of examinations are sited at the School with alternative venues used as necessary to accommodate particular requirements.

APPEALS

19. **Candidate Actions.** In this section 'parent' is to be substituted for 'candidate' if the candidate is less than 16 years of age.

20. **Appeals Against an External Examination Result.** A candidate may appeal the result of an external examination. There is a deadline for receipt of an appeal by the examination board which is advised to candidates. The procedure is as follows:

- a. Requests are to be made to the School Examinations Officer outlining the reason for the appeal. Details of the appeals process and form for completion are at Appendix E.
- b. The School Examinations Officer is to explain that there are two types of appeal: a clerical check of marks on the papers or a re-mark of the papers and that both could result in the candidate's marks and grade being raised or lowered. If the candidate wishes to continue with either type of appeal the Examinations Officer is to obtain the candidate's consent for the appeal in writing.
- c. The School may not support an appeal if it does not believe that this is in the best interest of the candidate. This decision can be appealed by the candidate: see Paragraph 22 below.
- d. If the School supports the appeal, the Examinations Officer is to complete the on-line application form which includes confirmation to the awarding body that the candidate's written consent for the appeal has been obtained and use the log at Appendix F to maintain a record of all such appeals.
- e. Written appeal consents are to be retained by the Examinations Officer for at least six months following the outcome of the appeal or any subsequent appeal.
- f. The Examinations Officer will be advised of the result and is to notify the Candidate.

21. **Appeals Against Decisions Not to Support an Appeal for an External Examination.** A candidate appeal regarding an external examination result will often be supported. However, if the School decides that there are no grounds for an appeal, this decision may itself be appealed as follows:

- a. The appeal is to be addressed to the Head stating the details of the appeal and the reason for the complaint. Details of the appeals and complaint process and form for completion are at Appendix E.
- b. All appeals are to be copied to the Examinations Officer within two working days of receipt. Any response by the Examinations Officer is to be made in writing to the Head who is to copy the response to the appellant within two working days and the Examinations Officer is to use the log at Appendix F to maintain a record of all such appeals.
- c. Should the appellant be dissatisfied with the response, they may request in writing a personal hearing with the Head which is to be arranged within five working days of the receipt of the request.
- d. The hearing is to be chaired by the Head with two other individuals who have not previously been involved in the appeal. One is to be a member of the Leadership Team and one a Bishop's Governor. The Examinations Officer and the appellant or appellants are to be invited to attend. If the candidate is the only appellant, their parents will also be invited to attend.
- e. A written record of the appeal is to be made, including the outcome of the appeal and the reasons for that outcome. The appellant is to receive a copy within two working days. This decision is final.

22. Appeals against Non-Examination Assessments of Public Examinations. A candidate may appeal the grade or mark given by the school for a Non-Examination Assessment by writing (or emailing) within five days from receipt of the mark to the School Examinations Officer stating the reasons for the appeal. The Examinations Officer is to inform the relevant Head of Department/Faculty/Teacher concerned within two working days so the procedure below can be initiated and completed before the awarding bodies' published deadlines for the submission of marks:

- a. Each candidate with an entry for centre-assessed work is to be informed of the mark(s) awarded and advised that he may request copies of materials to assist them in considering whether to request a review of the School's marking of the assessment.
- b. If a candidate requests copies of material, they are to be made available to them promptly.
- c. Candidates are to be given sufficient time (at least 5 days) in order to allow them to review copies of materials and reach a decision.

d. Sufficient time is to be planned for the marking review to be completed and the candidate informed, in writing or by email, of any changes to the marks before the awarding body's deadline.

e. The review of marking is to be 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 outcome of the review. The assessor is to be instructed that the candidate's mark is consistent with the standards set by the School as an exam centre. If the review is by an external assessor a fee will be charged. The fee is to be advised to the candidate before the review is commenced.

MONITORING AND EVALUATION

23. This Policy is monitored by the Deputy Head (Academic) and Examinations Officer working with the Head. It is reviewed annually by Governors; the most recent 3 years' review history is below:

22 nd March 2020	Editorial updates
22 nd March 2021	Editorial updates
8 th March 2022	Editorial updates
28 th February 2023	No changes
5 th March 2024	Minor changes

Annexes:

- A. Staff Responsibilities Non-Examination Assessment.
- B. Use of Word Processors in Examinations.
- C. Contingency Plan – Examinations Officer Absent on an Examination Day.
- D. Register of Interests.
- E. Appeals and Complaints Procedure.
- F. Appeals and Complaints Log.

**ANNEX A
TO PUBLIC EXAMINATIONS POLICY**

STAFF RESPONSIBILITIES - NON-EXAMINATION ASSESSMENT

1. The main staff responsibilities for Non-examination assessment are outlined below.

SENIOR LEADERSHIP TEAM

2. Responsible for the safe and secure conduct of non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

HEAD OF MIDDLE SCHOOL/ HEAD OF SIXTH FORM

3. Coordinate with Heads of Department to schedule non-examination assessments.

4. As part of this in conjunction with the Deputy Head (Academic) to resolve:

a. Clashes/problems over the timing or operation of non-examination assessments.

b. Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc).

5. Ensure that all staff involved have a calendar of events.

HEADS OF DEPARTMENT

6. Decide on the awarding body and specification for a particular GCSE/A Level.

7. Ensure that at least 40% of overall assessment (non-examination 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.

8. Standardise internally the marking of all teachers involved in assessing an internally assessed component.

9. 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.

10. Ensure that individual teachers understand their responsibilities with regard to non-examination assessment.

11. 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.

12. Supply to the Examinations office details of all unit codes for non-examination assessments.

13. 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.

14. Ensure that candidates' work is secure between assessment sessions (if more than one).

15. Post completion: retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been completed.

16. Ensure that the students and supervising teachers sign authentication forms on completion of an assessment.

TEACHING STAFF

17. Understand and comply with the general guidelines contained in the JCQ publication 'Reviews of marking – center assessed marks GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments' (outlined in Paragraph 24 above of this Policy.)

18. Understand and comply with the awarding body specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.

19. Supervise assessments (at the specified level of control). Undertake those tasks required under the regulations, only permitting assistance to students as the specification allows.

20. Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks directly to Exam Boards or through the Examinations office to the awarding body when required, keeping a record of the marks awarded.

21. Retain candidates' work securely between assessment sessions (if more than one).

22. Ask the access arrangements coordinator and SENDCo for any assistance required for the administration and management of access arrangements.

EXAMINATIONS OFFICE STAFF

23. Enter students for individual units, whether assessed by non-examination assessment, external exam or on-screen test, before the deadline for final entries.

24. Enter students' 'cash-in' codes for the terminal exam series.

25. Where confidential materials are directly received by the Examinations office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format. "Second pair of Eyes" form to be completed by Examinations Officer and Lead Invigilator checking date/time and paper code are correct before taking to examination room.

26. Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines. Download secure materials from the exam boards' secure website including non-interactive exam papers/modified papers.

27. If a non-examination assessment cannot be conducted in the classroom, arrange suitable accommodation where it can be carried out.

**ACCESS ARRANGEMENTS & SPECIAL EDUCATIONAL NEEDS and DISABILITIES
COORDINATOR**

28. Ensure access arrangements have been applied for and work with teaching staff to ensure requirements for support staff are met.

USE OF WORD PROCESSORS IN EXAMINATIONS

1. **Aim.** The aim of this Annex is to ensure that the Joint Council for Qualifications (JCQ) regulations and guidance are correctly followed and applied in determining the use of word processors in examinations/assessments. The term “word processor” is used to describe for example, the use of a computer, laptop or tablet.
2. **Fundamental Principle.** The normal way of working for students at Bishop Wordsworth’s School, as directed by the Head of Centre, is that candidates handwrite their exams. However, the use of a word processor in exams and assessments is available as an access arrangement/reasonable adjustment. A word processor may not simply be granted to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home. It is to ensure that, where possible, barriers to assessment are removed for a disabled candidate, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
3. **Permitted Use.** The use of a word processor must reflect the candidate’s normal way of working within the school and be an appropriate aid for their condition. The school will consider on a subject-by-subject basis if the candidate will need to use a word processor in each subject.
4. For example, the use of a word processor would be appropriate for a candidate with any of the following (and this list is not exhaustive):
 - a. A learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly.
 - b. A medical condition, affecting the speed or legibility of handwriting.
 - c. A physical disability, affecting the speed or legibility of handwriting.
 - d. A sensory impairment.
 - e. Illegible handwriting.
 - f. Planning and organisational problems when writing by hand.
 - g. A temporary medical condition, e.g. broken arm
5. **Arrangements during examinations.**
 - a. Candidates will be accommodated in the main examination hall, with access to a power point.
 - b. Candidates should ensure that the centre number, candidate number and the unit/component code appear on each page as a header or footer. However, candidates may handwrite these details once they have completed the exam. Each page should be numbered.

c. Candidates may use a word processor in an exam to type certain questions i.e. those requiring extended writing, and handwrite shorter answers.

d. In all cases, the school must ensure that a word processor cover sheet is completed and included with each candidate's typed script (as per instructions issued by the individual awarding body)

CONTINGENCY PLAN - EXAMINATIONS OFFICER ABSENT ON AN EXAMINATION DAY

1. If the Examinations Officer is absent for an exams' day the contingency plan is as follows.
2. Site Team to be detailed to open the Examinations Office.
3. A Deputy Head/Assistant Head to take the lead and instruct invigilators and IT Staff.
4. A Deputy Head/Assistant Head/Lead Invigilator to unlock the secure cabinet in order to access papers for the exam(s).
5. Lead invigilator to:
 - a. Move exam papers to the examination room.
 - b. Instruct other invigilators on their roles.
 - c. At the end of the exam(s) arrange for papers to be returned to the Examinations Office, package up the scripts with the Attendance Register and lock completed papers in the secure storage to await despatch.
 - d. Complete Parcelforce log and await collection and signature from a Parcelforce employee.
6. Senior Information Officer to assist in any timetabling issues.
7. The main key holders for the Examinations Office and the safe are:
 - a. Deputy Head (Academic)
 - b. Bursar.

**ANNEX D
TO PUBLIC EXAMINATIONS POLICY**

DECLARATION OF INTEREST REGISTER – 2023-2024

To be completed by those members of staff who work for Examination Boards and:

- Set Examination Papers
- Moderate Coursework / Non-Examined Assessments
- Mark Examination Papers

Name	Set Examination Papers	Moderate Coursework /NEA's	Mark Examination Papers	Signature	Date
An other	yes		yes	An other	DDMMYY
Interests: eg setting exams for AQA, marking exams for OCR					
Interests:					
Interests:					
Interests:					
Interests:					
Interests:					
Interests:					
Interests:					
Interests:					

Appeals and Complaints Procedure

1. Informal appeals process

- a. If a candidate wishes to appeal a result or has a general concern or complaint about the centre's delivery or administration of a qualification they have undertaken, the school encourages them to try to resolve this informally in the first instance with the Examinations Officer.
- b. The appeal may initially be in verbal form but should then be put in writing using the appeals and complaints form in this appendix.
- c. If the appeal or complaint fails to be resolved informally, the candidate can then submit a formal appeal.

2. Formal appeals process

- a. A formal appeal should be submitted to the Head in writing and must also be done by completing the appeals and complaints form in this appendix.
- b. Hard copies of this form can also be obtained from the Schools Examinations Office.
- c. Completed forms should be returned to the Schools Examination Officer who will log and acknowledge them within 2 calendar days.
- d. The appeal will then follow the process outlined in paragraphs 22 (b) to (e) of the Bishop Wordsworth's School Public Examinations Policy.

Appeals and complaints form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal/complaint

- Appeal against the outcome of an examination result
- Appeal/complaint against the centre's delivery of a qualification and subsequent result
- Appeal/complaint against the centre's administration of a qualification and subsequent result

Name of appellant/complainant	
Candidate name if different to appellant/complainant	
Please state the grounds for your appeal/complaint below:	
<p>Your appeal should identify the centre's failure to follow procedures as set out in the relevant policy, and/or issues in teaching and learning which have impacted the candidate</p> <p>If your complaint is lengthy please write as bullet points; please keep to the point and include relevant detail such as dates, names etc. and provide any evidence you may have to support what you say</p> <p>If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed</p>	
Detail any steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s)	
Complainant/appellant signature:	Date of signature:

This form must be completed in full; an incomplete form will be returned to the appellant/complainant.

