

# Exams Policy



**Lealands**  
High School

Exams Policy

Lealands High School

October 2025

## 1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

### Our aims:

#### **Excellence in everything we do**

- Everyone achieves success and makes excellent progress
- We all continually improve what we do and work hard
- We care about being the best we can be and getting the best out of those around us

#### **Everyone has responsibility**

- To prepare young people for life and a positive future
- To ensure that school is a safe place
- To help and support others to grow and succeed

#### **Respect for all**

- Everyone is valued for their contribution
- All are cared for and supported so that needs are met
- We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

### Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect for all** and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

## 2. BROAD GOALS

2.1 The purpose of this exam policy is:

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

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

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

## 3. EXAM RESPONSIBILITIES

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

- 3.1.1 Advise on appeals and re-marks;
- 3.1.2 Be responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected Malpractice Policies and Procedures

3.2 The Exams Manager will:

- 3.2.1 Manage the administration of public and internal exams;
- 3.2.2 Advise the senior leadership team, directors of subjects, subject teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies;

- 3.2.3 Oversee the production and distribution to staff, Governors 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;
- 3.2.4 Ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them;
- 3.2.5 Consult with teaching staff to ensure that necessary assessments are completed on time and in accordance with JCQ guidelines;
- 3.2.6 Provide and confirm detailed data on estimated entries;
- 3.2.7 Receive, check and store securely all exam papers and completed scripts;
- 3.2.8 Administer access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration;
- 3.2.9 Identify and manage exam timetable clashes;
- 3.2.10 Account for income and expenditures relating to all exam costs/charges;
- 3.2.11 Line manages the senior exam invigilator and invigilators in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams. A record of the training given will be kept in accordance with current JCQ regulations.
- 3.2.12 Submit candidates' internal assessments, track despatch and store returned work and any other material required by the appropriate awarding bodies correctly and on schedule;
- 3.2.13 Arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests;
- 3.2.14 Maintain systems and processes to support the timely entry of candidates for their exams.
- 3.2.15 Maintain a record of any staff member or exam staff with a 'Conflict of Interest'; advising the relevant awarding bodies in accordance with the current JCQ regulations.
- 3.3 Teachers are responsible for:
  - 3.3.1 Notification of access arrangements requirements (as soon as possible after the start of the course);
  - 3.3.2 Submission of candidates' names to directors of subjects.
- 3.4 Directors of subjects are responsible for:
  - 3.4.1 Accurate submission of qualification and unit code entries to the exams office in writing by the centre deadline;
  - 3.4.2 Informing parents of any changes to entries, e.g. level/withdrawal;
  - 3.4.3 Informing the exams office of withdrawals/changes of level within centre deadlines;
  - 3.4.4 Checking correct exam papers upon receipt within centre prior to each exam season.
- 3.5 The SEN Co-ordinator (SENCo) is responsible for:
  - 3.5.1 Identification and testing of candidates, requirements for access arrangements;
  - 3.5.2 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.
- 3.6 Lead invigilator/invigilators are responsible for:
  - 3.6.1 Collection of exam papers and other material from the exams office before the start of the exam;

- 3.6.2 Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- 3.7 Candidates are responsible for:
  - 3.7.1 Confirmation and signing of entries;
  - 3.7.2 Understanding non-examination assessment regulations and signing a declaration that authenticates the non-examination assessment as their own.

#### **4. QUALIFICATIONS**

- 4.1 Qualifications Offered
  - 4.1.1 The qualifications offered at this centre are decided by the directors of subjects in consultation with the senior leadership team.
  - 4.1.2 The qualifications offered are GCE, GCSE, Entry Level, OCR National, Level 1/2 Awards and BTEC.
  - 4.1.3 The subjects offered for these qualifications in any academic year may be found in Lealands High School's published curriculum booklet for that year. If there has been a change of specification from the previous year, the exams office must be informed as soon as that change occurs.
  - 4.1.4 Informing the exams office of changes to a specification is the responsibility of the directors of subjects and SLT.
  - 4.1.5 Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the subject teachers, directors of subjects, head of year and the SLT.

#### **5. EXAM SERIES & TIMETABLES**

- 5.1 Exam Seasons
  - 5.1.1 Internal exams and assessments are scheduled in October/November and February/March are held under external exam conditions.
  - 5.1.2 External exams and assessments are scheduled in January, May and June.
  - 5.1.3 The Head of Centre decides which exam series are used in the centre.
  - 5.1.4 On-demand assessments are to be scheduled in agreement with the Exams Manager and the Head of Centre.
- 5.2 Timetable
  - 5.2.1 Once confirmed, the Exams Manager will circulate the exam timetable for internal exams and external exams.

#### **6. ENTRIES, ENTRY DETAILS & LATE ENTRIES**

- 6.1 Candidates are selected for their exam entries by the subject teachers, who pass the information to directors of subject. Subject teachers wishing to remove a student from a GCSE must first obtain permission from their director of subject. All entries are submitted to the exams office in writing by the centre's deadline.
- 6.2 Candidates or parents/carers can request a subject entry, change of level or withdrawal which will be approved by the director of subject and SLT. Where a change has been made as a result of discussion with parents and it is they who insist on a change being made, an invoice will be sent to parents to recover the cost of the entry fee.
- 6.3 The centre does not accept entries from external candidates unless consent is given by the Head of Centre neither does the centre act as an exam centre for other organisations. If permission is obtained for an external candidate to sit exams at the centre, advance payment for exam entry fees, room rental and invigilation costs will be sought.

- 6.4 Entry deadlines are circulated to directors of subjects via email, briefing meeting and internal post/pigeon hole.
- 6.5 Late entries are authorised by directors of subjects and the costs incurred will be deducted from the departmental allowance.
- 6.6 Re-sit decisions will be made in consultation with candidates, directors of subjects, Exams Manager and Head of Centre.

## **7. EXAM FEES**

- 7.1 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.
- 7.2 Exam fees are paid by the centre.
- 7.3 Late entry or amendment fees are paid by the departments if amendments/entries are not notified in time to meet deadlines.
- 7.4 Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary assessment requirements without medical evidence or evidence of other mitigating circumstances.
- 7.5 Re-sit fees are paid by the centre if agreed by the SLT or the candidate should the estimated grade already have been achieved.

## **8. DISABILITY DISCRIMINATION ACT**

- 8.1 All exam centre staff must ensure that they meet the requirements of the Disability Equality Duty (DED), introduced in 2006 and the Equality Act 2010.
- 8.2 'A person has a disability for the purposes of the Equality Act 2010 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.
- 8.3 The centre will meet the disability provisions under the Equality Act 2010 by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre.
- 8.4 Access Arrangements
  - 8.4.1 The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.
  - 8.4.2 A candidate's access arrangements requirement is determined by the SENCo and Educational Psychologist/specialist teacher.
  - 8.4.3 Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Manager.
  - 8.4.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.
  - 8.4.5 Rooming for access arrangement candidates will be arranged by the SENCo with the Exams Manager.
  - 8.4.6 Invigilation and support for access arrangement candidates will be organised by the SENCo with the Exams Manager.
- 8.5 Contingency Planning
  - Contingency planning for exams administration is the responsibility of the SLT.

## **9. MANAGING INVIGILATORS**

- 9.1 Casual staff are used to invigilate examinations.

- 9.2 These invigilators will be used for internal exams and external exams.
- 9.3 Recruitment of invigilators is the responsibility of the exams office.
  
- 9.4 Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.
- 9.5 DBS fees for securing such clearance are paid by the centre.
- 9.6 Invigilators are timetabled and briefed by the exams office.
- 9.7 Invigilators rates of pay are set by the SLT.
- 9.8 Malpractice  
The Head of centre is responsible for investigating suspected malpractice.
- 9.9 Exam Days
  - 9.9.1 The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
  - 9.9.2 Site management is responsible for setting up the allocated rooms.
  - 9.9.3 The lead invigilator will start all exams in accordance with JCQ guidelines.
  - 9.9.4 Senior members of staff approved by the head of centre, who have not taught the subject being examined may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.
  - 9.9.5 In practical exams subject teachers may be on hand in case of any technical difficulties.
  - 9.9.6 Exam papers must not be read or removed from the exam room. Papers cannot be distributed to directors of subjects until 24 hours after the awarding body's published finishing time for the exam.

## **10. CANDIDATES**

- 10.1 The Centre verifies the identity of all students that it enters for examinations and assessments, has processes in place to be satisfied that all candidates identities have been checked and has written procedures in place to verify the identity of all candidates at the time of the examination or assessment.
- 10.2 The identity of students on roll at Lealands High School is checked as part of the initial registration process. Each candidate is allocated a Unique Candidate Identifier (UCI), Candidate Number and has a Unique Learner Number (ULN) which are used consistently for the candidate over time to enable aggregation of units and qualifications.
- 10.3 Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes.
- 10.4 Invigilators will be informed of those candidate with access arrangements and made aware of the access arrangements awarded.
- 10.5 Individual candidate cards, including a photograph of the candidate, are used by the Exams Manager and invigilators to verify the identity of all internal candidates. Private candidates will be required to provide photographic evidence for all their examinations.
- 10.6 The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

- 10.7 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 10.8 Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Manager or senior invigilator.
- 10.9 Note: 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.
- 10.10 The Exams Manager is responsible for handling late or absent candidates on exam day or subsequently.
- 10.11 For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Manager.
- 10.12 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.
- 10.13 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.
- 10.14 The Exams Manager will then forward a completed special consideration form to the relevant awarding body by the relevant exam board's deadline.
- 10.15 No food is allowed in exam venues unless required for medical reasons. Arrangements must be agreed beforehand with the Exams Manager. Only water in a clear plastic bottle is allowed in the exam venues.

## **11. INTERNAL ASSESSMENTS & APPEALS**

- 11.1 Internal Assessment replaces the largely discontinued term coursework
  - 11.1.1 It is the duty of directors of subjects to ensure that all internal assessment marks are with the Exams Manager by the internal deadline, and so meet the exam board published deadlines. The Exams Manager will assist by informing staff of key dates and deadlines.
  - 11.1.2 It is the duty of directors of subjects to ensure that all internal assessment is ready for despatch/upload at the correct time. The Exams Manager will assist by keeping a record of each despatch/upload, including the recipient details and the date and time sent.
- 11.2 Marks & Appeals

Marks for all internally assessed work are provided to the exams office by the directors of subjects.
- 11.3 Appeals against Internal Assessments and Enquiries About Results (EAR)

The process for managing appeals against internal assessments and enquiries about results is detailed in a separate appeals policy, available from the exams office.

## **12. SPECIAL CONSIDERATION, ACCESS ARRANGEMENTS & APPEALS**

- 12.1 Access arrangements and special consideration decisions are based on JCQ publications Access Arrangements and Reasonable Adjustments and A guide to the Special Consideration Process
- 12.2 In accordance with the regulations, Lealands High School recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.

The school also complies with its responsibilities in identifying, determining and implementing

appropriate access arrangements and reasonable adjustments

12.3 Where Lealands High School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

12.4 Appeals against special consideration and access arrangements.

The process for managing appeals against special consideration and access arrangements is detailed in a separate appeals policy, available from the exams office.

## **13. RESULTS**

13.1 Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

13.1.1 Candidates will receive individual result slips on results days, either in person at the centre, secure email or by post to their home addresses, candidates to provide self-addressed envelope.

13.1.2 Arrangements for the centre to be open on results days are made by the Head of Centre.

13.1.3 The provision of staff on results days is the responsibility of the Head of Centre.

13.2 **EARs**

13.2.1 EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

13.2.2 If a result is queried, the Exams Manager, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

13.2.3 When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

13.3 **ATS**

13.3.1 After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

13.3.2 Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

13.3.3 GCSE re-marks cannot be applied for once a script has been returned.

## **14. CERTIFICATES**

14.1 Certificates are posted (recorded delivery) and collected and signed for.

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

14.1.2 The Centre retains certificates for two years.

14.1.3 All certificates are issued with the student’s legal name. If a student has not notified the school of a legal change of name prior to awarding bodies issuing certificates, the cost of reprinting the certificate(s) will be sought from the student’s Parent of Guardian.

.....  
Head of Centre

.....  
Exams Manager

.....  
Date

The policy is next due for review on: .....



# Exams Evacuation Policy

## 1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

### Our aims:

#### Excellence in everything we do

- Everyone achieves success and makes excellent progress
- We all continually improve what we do and work hard
- We care about being the best we can be and getting the best out of those around us

#### Everyone has responsibility

- To prepare young people for life and a positive future
- To ensure that school is a safe place
- To help and support others to grow and succeed

#### Respect for all

- Everyone is valued for their contribution
- All are cared for and supported so that needs are met
- We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

### Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

## 2. The assembly point in the event of a fire is the allocated exam area of the field at the front of the school.

2.1 In the event of an emergency the Exams Officer/Lead Invigilator should:

2.1.1 Stop candidates from writing

2.1.2 Advise candidates to close their answer booklets and leave all question papers and scripts in the exam room.

2.1.3 Collect the attendance register and evacuate the exam room.

2.1.4 Invigilators will be allocated specific rows to escort to the assembly point.

2.1.5 Candidates should leave the room in silence. The candidates must not attempt to collect coats, bags or any other personal belongings.

2.1.6 Make a note of the time of the disruption and how long it lasted.

2.1.7 If only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the exam

2.2 Once assembled

2.2.1 The candidates should be checked against the exams register and passed to the fire officer.

2.2.2 Candidates should be informed that they are still under exam conditions; any communication will result in them not being able to return to the exam venue to complete the exam.

2.2.3 A log of any malpractice should be kept

2.2.4 A full written report by the Exam Officer should be made after the incident and special consideration applied for to the relevant Board.



# Policy for Non-Examination Assessments(NEA)

## 1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

### Our aims:

#### Excellence in everything we do

- Everyone achieves success and makes excellent progress
- We all continually improve what we do and work hard
- We care about being the best we can be and getting the best out of those around us

#### Everyone has responsibility

- To prepare young people for life and a positive future
- To ensure that school is a safe place
- To help and support others to grow and succeed

#### Respect for all

- Everyone is valued for their contribution
- All are cared for and supported so that needs are met
- We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

### Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

## 2. PURPOSE OF POLICY

- 2.1 To ensure the planning and management of the non-examination assessment is conducted efficiently, legally and in the best interest of the candidates.
- 2.2 to ensure the operation of an efficient non-examination assessment system with clear guidelines for all relevant staff.
- 2.3 It is the responsibility of everyone involved in the centre's exam process to read, understand and implement this policy.
- 2.4 The non-examination assessments policy will be reviewed annually.
- 2.5 This policy will be reviewed by the Head of Centre, Senior Leadership Team, Exams Officer and the Governors.

## 3. NON-EXAMINATION ASSESSMENTS RESPONSIBILITIES

### 3.1 Head of Centre

- 3.1.1 Provide a signed declaration as part of the National Centre Number Register Annual Update to confirm awareness of and that relevant centre staff are adhering to the latest version of the Non-Examination Assessment policy.

- 3.2 Senior Leadership Team
- 3.2.1 Accountable for the safe and secure conduct of non-examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
  - 3.2.2 To coordinate with directors of subjects to schedule non-examination assessments.
  - 3.2.3 Create, publish and update an internal appeals policy for non-examination assessments
- 3.3 Directors of subjects
- 3.3.1 Decide on the awarding body and the specification for a particular GCSE.
  - 3.3.2 Standardise internally the marking of all teachers involved in assessing an internally assessed component.
  - 3.3.3 Ensure that individual teachers understand their responsibilities with regard to non-examination assessment, the requirements of the awarding body's specification and are familiar with the relevant teachers' notes and any other subject specific instructions.
  - 3.3.4 Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
  - 3.3.5 Sets timescales for teachers to inform candidates of their centre-assessed marks that will allow sufficient time for a candidate to appeal an internal assessment decision/request a review of the centre's marking prior to the marks being submitted to the awarding body external deadline.
  - 3.3.6 Liaises with the Exams Officer when special consideration may need to be applied for or to report loss of work to the awarding body.
- 3.4 Teaching Staff
- 3.4.1 Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments (Vocational and Technical Qualifications), Informing candidates of their centre assessed JCQ Information for Candidates – AI Assessments and JCQ AI Information for teachers*
  - 3.4.2 Understand and comply with the awarding body specification for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on awarding body's website.
  - 3.4.3 Supply to the exams office details of all unit codes for non-examination assessments.  
Arrange dates for assessments and notify the exams office to enable them to arrange venues and invigilation where necessary.
  - 3.4.4 Obtain confidential material/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.
  - 3.4.5 Ensure that supervision of assessments is carried out at the specified level of control and only allowing assistance to students as the specification allows.
  - 3.4.6 Ensure that students and teachers sign authentication forms on completion of the assessment; with staff being aware of the Centre's procedures relating to the authentication of learner work  
  
Internally assessed components are to be marked using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
  - 3.4.7 Retain candidates' work securely between assessment sessions.
  - 3.4.8 Retain candidates' work securely until the closing date for enquiries about results. In the event of an enquiry being submitted the candidates work should be securely retained until the outcome of the enquiry has been conveyed to the centre.

- 3.4.9 Ensure 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.
- 3.4.10 Ask the appropriate special educational needs coordinator for any assistance required for the administration and management of access arrangements.
- 3.4.11 Where work is completed outside of the centre without direct supervision, that they are confident that the work produced is the candidate's own.

### 3.5 Exams Office Staff

- 3.5.1 Enter students for individual units, whether assessed by non-examination assessments, external exam or on screen test, before the deadline for final entries.
- 3.5.2 Enter students' cash in codes for the terminal exam series.
- 3.5.3 To store and transfer any confidential material received directly by the exams office.
- 3.5.4 Distribute marksheets to teaching staff and return to awarding bodies before deadlines.
- 3.5.5 Liaise with special education needs coordinator to ensure access arrangements have been applied for.
- 3.5.6 Arrange rooming and invigilation of assessments when required.
- 3.5.7 Ensure any attendance registers are completed correctly and if applicable despatched with candidates' work to an awarding body's examiner.
- 3.5.8 Keeps a copy of the attendance register until after the deadline for reviews of results.
- 3.5.9 Submits any application for special consideration within the prescribed timescale and keeps the required evidence on file to support the application.

### 3.6 SENCo

- 3.6.1 Understand and comply with the general guidelines contained in the JCQ publication *Access Arrangements and Reasonable Adjustments* in relation to non-examination assessments.
- 3.6.2 Ensure access arrangements are in place and awarding body approval has been obtained prior to assessments taking place.
- 3.6.3 Makes subject teachers aware of any access arrangements for eligible candidates and ensures suitable support is in place.



# Internal Appeals Procedure

- 1. Internal Assessments are managed and conducted by staff who have received the appropriate training.**
  - 1.1 Non-examination assessments, completed by the Candidates are authenticated according to the rules laid down by the JCQ and the Awarding Body for the Subject concerned.
  - 1.2 The consistency of completing and marking the non-examination assessments are maintained by the director of subjects doing Internal Moderation and Standardisation.
  - 1.3 All Student Assessments being Moderated by the Centre Staff for external moderation will be done fairly, consistently and in accordance with the rules and regulations laid down in the Awarding Bodies specification.
  
- 2. Informing candidates of their centre assessed marks.**
  - 2.1 Each candidate with an entry for centre assessed work will be informed of the mark(s) awarded and advise them 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.
  - 2.2 Promptly make copies of materials available to the candidate.
  - 2.3 Provide candidates with sufficient time in order for them to review copies of materials and reach a decision.
  - 2.4 Allow sufficient time for the review to be carried out, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline.
  
- 3. Student Appeals**
  - 3.1 If a Student has any concerns about the procedures used in assessing their non-examination assessments for Public Exams or concerns relating to internal assessments, they should, in the first instance, discuss the matter with the director of subject. Following that, should the matter remain unresolved, then the Written Appeals Procedure may be used.
  
- 4. Written Appeals Procedure for Centre Assessed Marks**
  - 4.1 The Parent or Guardian of a Student wishing to Appeal against any procedure used in internal assessments should contact the Exams Officer as soon as possible. A written appeal must be received by the School at least two weeks before the date the assessments are due at the Awarding Body for external moderation.
  - 4.2 The director of subject, relevant SLT link and the Examination Officer will conduct the appeal. This enquiry will consider whether the procedures used to moderate the Assessments conform with the rules and regulations laid down by the JCQ and the Awarding Body and the enquiry may necessitate a formal meeting with the Student and Guardians.
  - 4.3 The enquiry will ensure that the review of marking is carried out by an assessor who has had no previous involvement with the assessment of that candidate and no personal interest in the outcome of the review.

- 4.4 The outcome of the Appeal will be reported, in writing, to the Parent or Guardian of the Student, along with any relevant correspondence.
- 4.5 A written record of the appeal and the outcome will be kept on the Student's file for three years and the Awarding Body will be informed of any amendments.
- 4.6 The Head of centre will be informed of any appeal at the earliest opportunity by the Assistant Headteacher responsible for examinations or the Exams Manager.
- 4.7 Note: Appeals may be made regarding the procedures used in Public Exams, controlled assessments, non-examination assessments and Portfolios.

## 5. **Written Appeals Procedure against the Centre's Decision Not to Support a Clerical Check, Review of Marking or Review of Moderation (EAR)**

- 5.1 Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request is submitted to the awarding body as with these services candidates' marks and subject grades may be **lowered**. Candidate consent can only be collected **after** the publication of results.
- 5.2 If a concern is raised about a particular examination result, the director of subject and SLT will investigate the feasibility of requesting an enquiry supported by the centre.
- 5.3 If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre by completing **the internal appeals form** at least 14 calendar days prior to the internal deadline for submitting an EAR.
- 5.4 The candidate will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.
- 5.5 Following the EAR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.
- 5.6 Where the head of centre is satisfied after receiving the EAR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parent/carers are not permitted to make direct representations to an awarding body.
- 5.7 The **internal appeals form** should be completed and submitted to the centre within 7 calendar days of the notification of the outcome of the EAR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the enquires about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the candidate (or his/her parent/carer) before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

## 6. Appeals regarding centre decisions relating to access arrangements and special consideration

- 6.1 This may include a decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.
- 6.2 If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, an internal appeal can be submitted to the centre by completing **the internal appeals form** within 10 working days of the decision being made known to the candidate.
- 6.3 The head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.
- 6.4 The candidate will be informed of the outcome of his/her appeal.
- 6.5 If the appeal is upheld, the applicable access arrangements or special consideration application will be submitted to the relevant awarding body and/or organisation.