



ARCHBISHOP ILSLEY CATHOLIC SCHOOL

Justus et Tenax Propositi - Just and Firm of Purpose

EXAMINATIONS POLICY

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| Approved By: | | Date: | | Review Date: | |
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EXAMINATIONS POLICY

Rationale

The examinations system within Archbishop Ilesley Catholic School aims to provide all our students with the opportunity to achieve their best within the constraints of the public examination system. Our school welcomes applications from students with learning needs and considers each case individually. Criteria for entry to courses will be considered when advising students but will not be the sole determinant of suitability for any subject or level. Every effort is made to support students on any course as appropriate.

Public examinations provide vital summative assessment. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the school participates willingly in the administration of these examinations in the best interests of the students and the school. In addition other internally set and marked examinations take place at other stages in a student's progress through the school in order to prepare for public examinations, inform teacher assessments and check student learning.

The Examinations Policy will be reviewed annually and circulated to staff electronically and to a wider audience via the school website it should be viewed along with the school's Appeals Policy.

Purpose

To ensure that:

- all aspects of the examination process is documented and other exams related policies, procedures and plans are signposted.
- the planning and management of examinations allows candidate to maximise their potential in external and internal assessments.
- well-run, calm, orderly examination procedures, which are clearly explained and administered and are conducted in accordance with the JCQ and awarding body regulations.
- the security of Archbishop Ilesley School as an examination centre with school meeting the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service.
- centre staff & exam candidates understand the exams process and what is expected of them.
- Students undertake examinations knowing what is expected of them in terms of preparation and behavior
- Students are guided in their decisions about whether to make or withdraw an examination entry and do so with full knowledge of the implications for their careers or further education



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- Staff understand fully their obligations and responsibilities with relation to examinations
- The school meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service
- Accurate examination data is available to inform target setting
- Curriculum planning, target setting and careers links take into account up-to-date information on the current examinations system

Responsibilities for public examinations:

Head of Centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: General regulations for approved centres (GR) Instructions for conducting examinations (ICE) Access Arrangements and Reasonable Adjustments (AA) Suspected Malpractice in Examinations and Assessments (SMEA) Instructions for conducting non-examination assessments (NEA)
- Ensures the National Centre Number Register Annual Update is responded to and approves the Head of Centre formal declaration
- To ensure all examination and external assessment processes are conducted in accordance with JCQ regulations
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensure that the following policies are in place and reviewed annually Internal Appeals Policy Disability Policy Access Arrangements Policy Word Processor Policy
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- To notify the appropriate awarding body at the earliest opportunity of all suspicious or actual incidents of malpractice and to allocate a member of SLT, where necessary, to carry out an investigation
- To oversee all results analysis

Deputy Head General

General regulations for approved centres (GR)

Instructions for conducting examinations (ICE)

Access Arrangements and Reasonable Adjustments (AA)

Suspected Malpractice in Examinations and Assessments (SMEA)

Instructions for conducting non-examination assessments (NEA)



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- Understands the contents of the annually updated JCQ publications
- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- To ensure the effective provision of all internal and external assessments
- To ensure that all candidates are provided with the opportunity to undertake all external assessments in an organised, well controlled and supportive environment
- To oversee and co-ordinate the scheduling of controlled assessments
- Ensure the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Examination Officer

- Understands the contents of annually updated JCQ publications including: General regulations for approved centres
Instructions for conducting examinations

Access Arrangements and Reasonable Adjustments (AA)

Suspected Malpractice in Examinations and Assessments Post-results services (PRS)

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites
- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Has clear entry procedures in place to minimise the risk of late entries
- To have responsibility for the administration of external and internal examinations.
- Identifies relevant key dates and administrative processes that need to be followed in relation to external and internal assessment
- Advise senior leadership team, subject leaders and class teachers and other relevant support staff on entry procedures and deadlines
- Maintain accurate systems and processes relating to the examination procedures



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- Provides candidates with statements of entry for checking
- To produce and distribute timetables for examination sessions
- To ensure candidates and parent/guardians are well informed regarding all aspects of the examination process by the production of an examinations information booklet containing all required JCQ information for candidates.
- Consult with teaching staff to ensure that coursework is submitted on time and in accordance with JCQ regulations
- Receive, check and securely store all examination papers • Check and dispatch promptly all completed scripts
- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place
- To apply for and maintain records relating to applications for access arrangements alongside the SENCO
- Make applications for special consideration
- Identify and manage examination clashes
- Account for income and outgoings relating to all examination costs/charges
- Charge any late or other penalty fees to departmental budgets
- Recruit, train and manage a team of external invigilators to include an annual update.
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Provides an invigilation handbook and briefs invigilators accordingly
- Submit candidates' coursework and marks correctly and on schedule
- Store returned coursework in accordance with regulations
- Arrange for the prompt distribution of examination results for external and internal assessments and deal with any requests for appeals, re-marks and access to scripts requests
- Organise the distribution of certificates to candidates

Subject Leaders

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
General regulations for approved centres

Instructions for conducting examinations

Access Arrangements and Reasonable Adjustments

Suspected Malpractice in Examinations and Assessments

Instructions for conducting non-examination assessments
- Liaise with Examination Officer and inform them of any new qualification being considered or offered
- Ensures teaching staff delivering legacy GCSE qualifications follow JCQ Instructions for conducting controlled assessments and the specification provided by the awarding body



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- Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and Entry Level or Project qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events
- Ensure that they and their department are familiar with the relevant assessment framework and objectives for all relevant examination
- Ensure that all relevant candidates are best prepared for external assessments through:
 - o Long and medium term planning
 - o Regular monitoring and formative assessment of Practice and intervention strategies
- Support and guide candidates in all aspects of the examination process
- Ensure that all coursework/controlled assessment and procedures are administered in a timely and efficient manner by completing entries and other mark sheets adhering to deadlines set by EO
- Provides information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Checks final entry submission information provided by the EO and confirms information is correct
- Minimises the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time
 - meeting internal deadlines identified by the EO for making final entries
- Ensure teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline
- Ensure teaching staff authenticate candidates' work to the awarding body requirements
- Ensure teaching staff provide required samples of work for moderation to the EO to the internal deadline
- Ensure teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensure work is returned to candidates or disposed of according to the requirements
- To be available at the start of each exam to assist in the identification of candidates and any exam entry issues
- Produce and analyse results data
- Notify SENCO of candidates who may require access arrangements
- Ensure teachers follow appropriate regulations and instructions for non-JCQ qualifications

Teachers



EXAMINATIONS POLICY

- Are familiar with the content of the relevant annually updated JCQ publications surrounding internally assessed work
Instructions for conducting non-examination assessments

Instructions for conducting coursework Instructions for conducting controlled assessments
- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- Submit candidate names for entries, amendments, forecast grades, coursework and controlled assessments to Subject Leaders
- Maintain accurate records of candidates progress
- Support the SENCo in identifying and implementing appropriate access arrangements in external and internal assessments
- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed
- Ensure candidates check statements of entry and return any relevant confirmation required to the EO
- Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies
- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Provide exam papers and materials to the EO promptly for internal exams

SENCo

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- Works with the person appointed qualified access arrangements assessor, on all matters relating to assessing candidates and the administration of the assessment process
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- Arrange the testing and identification of candidate requirements for access arrangements and maintain accurate records of test results and proof of normal way of working
- Inform teaching staff of details of candidate and their access arrangements
- Notify the Examination Officer of relevant details
- Arrange support for those candidates entitled to access arrangements in examination and liaise with Examination Officer to ensure appropriate provision
- Employs good practice in relation to the Equality Act 2010



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- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)
- Provides and annually reviews a centre policy on the use of word processors in exams and assessments
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments
- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments

Invigilators

- Is familiar with the contents of the annually updated: Instructions for conducting examinations
- Attend annual training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Administer examinations in accordance with JCQ regulations
- Complete attendance register and seating plan during examination
- Administer access arrangements during examination
- Collect, check and return examination scripts to examination officer in candidate number order
- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)
- Seat candidates in exam rooms as instructed by the EO
- Are informed of the policy/process for dealing with late/absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Reception staff

- Support the EO in dealing with exam-related deliveries and dispatches with due regard
- The Examination Officer/invigilator will inform the Front Office who will attempt to contact any candidate who fails to arrive for an examination to the security of confidential materials

Site staff

- Support the EO in relevant matters relating to exam room and resources



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- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions
- Ensure the centre is open and accessible to centre staff and candidates, as required

Candidates

- Confirm accuracy of entries and personal details
- Understand coursework and controlled assessment regulations and sign declaration to authenticate the work as their own
- Read, understand and comply with regulations as instructed by teaching staff, Examination Officer and invigilators
- Are required to remain in the exam room for the full duration of the exam
- Are re-charged relevant entry fees for unauthorised absence from exams
- Provide appropriate evidence to support special consideration requests, where required

Examination Room Procedure

- Candidates are expected to arrive in good time for their examinations. They are responsible for checking their examination timetable.
- If a candidate is too unwell to attend the examination they should contact school and see a doctor on the day of the examination to obtain a doctor's note. This information should then be passed to the Examinations Officer who will submit applications for Special Consideration as appropriate.
- Candidates are not allowed to leave the examination room before the timetabled end of their paper.
- Candidates are issued with the JCQ examination guidance which is also clearly displayed in the examination rooms.
- Invigilation numbers must adhere to ratio of pupils 1/30 for all external exams as defined by JCQ regulations
- Contingency plan in place to delegate tasks to other members of staff should the Examinations Officer be unavailable.
- Medical emergencies – in line with school policy if a student needs to use the toilet facilities a member of staff must accompany them.

Results and Certificates

- Candidates will receive their results from school in person on results days or via mail if they provide the school with an appropriately stamped and addressed envelope.
- Certificates can only be collected by the candidate unless there is notified written permission for a member of their family to come and collect them.
- Certificates will only be retained by the Centre for 12 months if they are not collected.



EXAMINATIONS POLICY

At Key Stage 4 and Post-16

- Any teacher who has concerns over whether a student's entry in their subject is to be withdrawn must discuss the situation with the Head of Department, Deputy Head teacher (Curriculum), Raising Standards Leader.
- The student, parents/carers, the subject leader, subject teacher and Assistant Head teacher (Curriculum) and Raising Standards Leader should be involved before a final decision is made.
- An exit form must be completed and copied to all relevant staff.
- All students will be monitored carefully throughout their time at the school, and serious concerns over coursework and examinations must be notified to the Head of Department and Head of Year as soon as they arise.
- Any proposed major changes to the examination board, style or timing of examinations, e.g. modular courses, must be discussed and approved by the Senior Leadership Team based on information given by the relevant subject leader. This must be communicated to the Senior Leadership Team and Examinations Officer with due reference to Examination Board administrative deadlines and no later than 1ST October of the school examination Year.
- Amendment of entries which incur a financial penalty from the examination boards will be charged to subjects if they arise from that subject's error or omission

The school may impose a charge equal to the financial charges levied by examination boards on:

- *Students whose entries are withdrawn because of lack of coursework or Controlled Assessment*
- *Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline*
- *Students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances. This will be communicated in writing to students and parents/carers at the start of GCSE and post 16 courses*



EXAMINATIONS POLICY

Results and Certificates

- When results are published appropriate staff will distribute results, be available to give guidance to students and prepare data for publication and monitoring purposes
- This service will be supported by members of the administrative staff.

- Candidates will receive their results from school in person on results days or via mail if they provide the school with an appropriately stamped and addressed envelope.
- Certificates can only be collected by the candidate unless there is notified written permission for a member of their family to come and collect them.

At post-16

- Re-sit decisions will be made in consultation with the student, subject teacher and subject leader, Head of Sixth Form and examinations officer
- After the release of results a request the return of papers or a re-mark subject may be made. Where teachers make the request this will be at the Department's expense. If a student requires this service they will be charged.

The Disability Discrimination Act (DDA)

- All examination centre staff must ensure the access arrangements and special consideration regulations and guidance are consistent with the law

Examination Seasons and Timetables

- The timing of internal examination is kept under review by Senior Leadership Team
- External examination are at present scheduled for November, January and May/June
 - Mock examinations for Years 11 will be held in December and March, Year 13 in November and Year 10 and 12 in June under external examination conditions
- Outline examination dates will be placed on - staff share - examination information - following receipt from examination boards. Detailed timetable will be distributed to all staff for each examination session by Examination Officer
- The Examination Officer will issue individual examination timetables to candidates for both internal and external exams
- The Examination Officer will issue annually to all examination candidates, information regarding rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic storage devices. Mobile phones and other electronic storage devices must be handed in at the start of all examinations



EXAMINATIONS POLICY

Coursework and Appeals against Internal Assessment

- Candidates will be required to have coursework ready by the subject teachers' set deadline
- Heads of subject must ensure that all coursework and controlled assessments are ready for despatch by the deadline set by the Examinations Officer who will keep copies of mark sheets, despatch date and moderators' addresses
- The school is obliged to publish a separate procedure about 'appeals against internal assessment' which is attached to the back of this policy.

Plagiarism

- All candidates will be issued with the JCQ 'Information for Candidates' which details the regulations that all candidates must adhere to when completing coursework/controlled assessments or non-examined assessments
- All candidates submitting 'non-examined assessments' will be required to sign a declaration that the work is their own.
- If plagiarism is discovered prior to signing of the declaration, candidates will be expected to re-do work and parental discussion will take place with subject teacher, subject leader and Exams Officer
- Teaching staff will be required to sign a 'declaration of authentication' for all work submitted to the awarding body.
- If plagiarism is discovered after the signing of a declaration of authentication it will be regarded as 'malpractice' and will be reported to the awarding body according to their regulations – Suspected Malpractice in Examinations and Assessments

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

- Candidates will receive results slips on results days in person. Results will not be posted home unless an SAE is provided. Results will only be given to the candidate's elected representative if written authorisation is provided by the candidate
- EARs may be requested by school staff or candidates if there are reasonable grounds to suspect there has been an error in marking. The fees will be paid by the student unless the centre upholds the EAR
- The permission of the candidate must be sought for all EARs
- Candidates may request ATS following results issue, for which they will be charged • Subject staff may also request ATS for teaching purposes, for which the consent of candidates must be sought
- Staff & students must meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

Certificates

- Certificate will be ready for issue in November. For candidates in the Sixth Form these will be distributed during tutor time. Leavers will be informed by letter regarding arrangements for collection
- Certificates will only be issued to a third party on receipt of written authorisation from the candidate. All certificates must be signed for.



EXAMINATIONS POLICY

Appeals against Internal Assessment of Work for External Qualifications

Archbishop Ilsley Catholic School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework, this is done fairly, consistently and in accordance with the awarding body's specification and the subject specific associated documents. Candidates work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where work is divided between a number of subject teachers, internal moderation and standardisation will ensure consistency of marking. If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. N.B: an appeal may only be made against the assessment process and not against the mark or grade submitted to the awarding body.

1. Appeals should be made as early as possible, and at least two weeks before the last timetabled examination in the series (e.g. the last GCSE/GCE written paper in the June exam series).
2. Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer.
3. The Principal will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have been involved in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency between centres. The moderation process may lead to mark changes. This process is outside the control of Archbishop Ilsley School and is not covered by this procedure.



EXAMINATIONS POLICY

Appeals against Internal Assessment of Work for BTEC and other Vocational Qualifications

Archbishop Ilsley Catholic School is committed to ensuring that whenever their staffs mark candidates' work for external vocational qualifications; this is done fairly, consistently and in accordance with the awarding body's specification and the subject specific associated documents. Candidates work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where work is divided between a number of subject teachers, internal moderation and standardisation will ensure consistency of marking. If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeal's procedure.

N.B: an appeal may only be made against the assessment process and not against the mark or grade submitted to the awarding body.

7. Appeals should be made as early as possible and no longer than two weeks after the work in question was marked.
8. Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer.
9. The Principal will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have been involved in the internal assessment process for that subject.
10. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
11. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
12. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency between centres. The moderation process may lead to mark changes. This process is outside the control of Archbishop Ilsley School and is not covered by this procedure.



EXAMINATIONS POLICY

Appeals procedure against centre decisions not to support an enquiry about results

Following the issue of results the general qualification awarding bodies offer post-results services. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer. The service, enquiries about results (EARs), may be requested by centre staff or candidates (or their parents/carers). (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense. When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf. If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services and 'A guide to the awarding bodies' appeals processes. Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body. The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. 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.



EXAMINATIONS POLICY

PERSONAL DETAILS

| | | |
|-----------------|--------|-------------------|
| Name: | | |
| Year Group: | Form: | Candidate Number: |
| Contact Number: | Email: | |

Service Numbers – A description of each service is available overleaf

| | | | |
|-------------------------------|--|----------------------|---------------------------------------|
| 1. Clerical Check | 2. Clerical Check + copy of script | 3. Review of marking | 4. Review of marking + copy of script |
| 5. Priority review of marking | 6. Priority review of marking + copy of script | 7. Access to script | 8. Access to script (Priority) |

| Exam Board | Exam Title | Unit Code/Paper No. | Service No. | Level GCSE/GCE etc | Cost |
|-------------------|------------|---------------------|-------------|--------------------|------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Cost | | | | | |

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent, I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Tick ONE of the boxes below if you are requesting a script:

- If any of my scripts are used in the classroom I do not wish anyone to know it is mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

| | |
|-----------------------|-------|
| Candidates Signature: | Date: |
|-----------------------|-------|

Instructions:

Please return the completed form to the Exams Office. Payment must be made to school. Once your payment is received your PRS request will be processed.

| | | |
|--|----------------------------------|--------|
| For office use: | | |
| Fee to be paid by: Tick as appropriate | Candidate | School |
| Payment received: | Amount: | Date: |
| Date service applied for: | Date response received in exams: | |
| Date Issued: | Received by: | |



EXAMINATIONS POLICY

Post – Results Services (PRS)

Deadlines, fees and charges – Summer 2018

1. **Clerical Check** – The script is not re-marked but is checked to ensure that all parts have been marked and that marks have been totalled correctly.
2. **Clerical check with photocopy of script** – As above plus a copy of your script.
3. **Review of marking** – This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.
4. **Review of marking with photocopy of script** – As above plus a copy of your script.
5. **Priority Review of marking** – This service is for a student who's University or other higher education places depend on the outcome. This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.
6. **Priority Review of marking with photocopy of script** – As above plus a copy of your script.
7. **Access to scripts** – Please do not ask for the original script back if you are considering a clerical check or re-mark. Once the script has been returned, it can't be checked or re-marked as its security has been compromised. (See Advice 2 below).
8. **Access to scripts (Priority)** – You can request a photocopy of your script to help you decide if you want it checked (re-counted) or re-marked.

| Post-Results Service | Deadline | Cost |
|--|--------------------------|---------------|
| 1. Clerical Check | 20 September 2018 | £15.00 |
| 2. Clerical check with photocopy of script | 20 September 2018 | £30.00 |
| 3. Review of marking | 20 September 2018 | £45.00 |
| 4. Review of marking with photocopy of script | 20 September 2018 | £57.00 |
| 5. Priority Review of marking (GCE A-level & level 3 Principal Learning qualifications only) | 23 August 2018 | £50.00 |
| 6. Priority Review of marking with photocopy of script (GCE A-level & level 3 Principal Learning qualifications only) | 23 August 2018 | £65.00 |
| 7. Access to scripts | 27 September 2018 | £12.00 |
| 8. PRIORITY Access to scripts (GCE A-level & level 3 Principal Learning qualifications only to support enquiries about results)* | 23 August 2018 | £15.00 |

Please enquire for prices for MFL and Drama post results services.

*Advice: if a GCE A-level or a level 3 Principal Learning candidate is thinking of having a Priority Service 2 enquiry about results, an application for a priority copy must not be requested. Centres should progress straight to a Priority Service 2 enquiry about results, given the amount of time available for this service.