



POLICY FOR ASSESSMENT DECISIONS AND EXAMINATION PROCEDURES.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases final awarding decisions are taken by the Examination Boards – the Awarding Bodies. Currently these are:-

AQA	Assessment and Qualifications Alliance
OCR	Oxford Cambridge and RSA Examinations
Edexcel	Edexcel Foundation/Pearson
WJEC	Welsh Joint Education Committee
CIE	Cambridge International Examinations

The Joint Council for Qualifications, JCQ, issues and oversees all arrangements concerning procedures and regulations for assessments and awards. The Redhill Academy will implement all such regulations as issued by JCQ and the individual Awarding Bodies. Further information on regulations from JCQ can be found at www.jcq.org.uk.

This document covers the school's policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

There are a wide variety of courses offered at The Redhill Academy including GCSE, GCE and Edexcel BTEC.

Examinations and Procedures Relating to Examinations

The Examinations Policy is decided through the Senior Leadership Team and the School's Governors. It is formed with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Head of Centre for the administration of the examinations system and for the implementation of the procedures required by the Awarding Bodies and JCQ.

Candidates and their representatives should note that the Awarding Bodies are often unable to process appeals and queries relating to the examination process, timetabling, internal assessment or complaints directly from candidates or parents. All such queries should be raised with the Examinations Officer. Should a complaint relating to the administration of some part of the examination process be made against the Examinations Officer, this should

be notified to the Assistant Headteacher responsible for exams. In the case of Edexcel BTEC programmes the Quality Nominee will be notified by the Assistant Headteacher.

Before any examination candidates should make themselves aware of the regulations regarding examinations as given in the JCQ 'Warning to Candidates'. Copies are posted outside each examination room and can be viewed through the Redhill Academy website www.theredhillacademy.org.uk. During examinations, candidates must follow any instructions given to them by the Examinations Officer or a member of the Invigilator Team. Prior to the completion of coursework/controlled assessment/BTEC units candidates will be given copies of relevant documents concerning examinations and assessments. Candidates must be aware of the regulations regarding the submission of coursework particularly those relating to the proper acknowledgement of sources. Copies of relevant documents will also be published on the school's website www.theredhillacademy.org.uk.

Failure to abide by the regulations can result in the Awarding Bodies setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

Mobile Phones / Electronic Devices in Examinations

The possession of a mobile phone or electronic device in an examination room, whether switched on or not, is an offence under JCQ regulations. Candidates must not take into the examination room any product with an electronic communication/storage device or digital facility, including mobile telephones, iPods, MP3/4 players and wrist watches with a data storage device or Smartwatch. Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the current examination and the overall qualification. The term 'Examination room' also includes areas being used for Controlled Assessments and other similar activities.

Procedures at Redhill Academy for Coursework/controlled assessment/ BTEC units.

Coursework/controlled assessment/BTEC units are pieces of written or practical work which is not a formal examination. It can be marked by the teaching staff of the school or by an external examiner. When internally marked the work will be further moderated by the relevant awarding body. The marks obtained will contribute to a GCSE, AS or A Level Award or a BTEC qualification. In some cases the work may be electronically recorded and sent to an external assessor / moderator.

Candidates should read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework Regulations.

Irregularities in coursework/controlled assessment / BTEC units discovered prior to the student signing a declaration of authentication will be dealt with as an internal disciplinary matter but will not be reported to the Awarding Body. The work may not gain any credit.

An irregularity in coursework/controlled assessment / BTEC units discovered after the signing of any declaration of authentication by the student must be reported to the Awarding Body and may lead to the Awarding Body setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

To ensure that all candidates are given the same opportunities

- Coursework/BTEC units must be handed in by the agreed published subject deadline. (Controlled Assessment will take place at predetermined times within the normal school day.)
- All candidates should be given the same and sufficient time to complete the work.
- Candidates are given clear instructions as to the time and place for handing in the work.
- The work must be handed in by the candidate to the teacher. It should not be given to another student to hand in.
- If the student is absent from school on the deadline day, the candidate should contact the teacher to make alternative arrangements.
- If the coursework has not been completed by the deadline, the incomplete work should still be handed in on the deadline day to receive a mark.

Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed. If there are any special circumstances e.g. a prolonged absence there is a possibility of an extension but this must be negotiated with the appropriate Teacher/Curriculum Area Leader/ Head of Faculty. In these cases as with absence from formal examinations usually a letter or medical certificate signed by a doctor or an equivalent practitioner is required.

Internal Appeals Procedure

Under the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions;

- make this document available and accessible to candidates.

The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.

The grounds for the appeal must be clearly stated and sent to the Head of Faculty and the Assistant Headteacher with responsibility for exams. The candidate can be supported in the presentation of their case by a parent.

An appeal must be made by:

- 1st May for coursework/controlled assessment submitted in the Summer Series.
- 30th June in the year of the expected 'end date' for BTEC courses. Appeals for BTEC will also involve the Quality Nominee.

The Assistant Headteacher (Exams) will investigate the circumstances and inform the candidate and parents of the outcome.

Enquiries About Results

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

1. Contact the Examinations Officer and the subject teacher as soon as possible, and at least 5 working days before the published deadline for EARS, in person, to discuss the mark/grade. Advice on the options available to query the mark/grade, and any cost involved will be given to the student.
2. Students will be made aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
3. The Subject teacher will review the student's marks/grades and discuss with the Head of Faculty the appropriate action, taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Faculty agrees to support the EAR

- a. The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the school.

If the Faculty does not agree to support the EAR:

- b. A student may appeal against the decision not to support an EAR by contacting the Examinations Officer at least 5 working days before the published deadline for EARs. The appeal will be reviewed by the Examinations officer in consultation with a member of SLT with the outcome of the appeal being communicated by telephone. This decision is final.
 - c. If the Centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations officer before the published deadline for EARs. If the enquiry is successful the fee will be refunded to the student.
4. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.