



Examination Policy and Contingency Plan

(Including Controlled
Assessment Protocols and
IC6 Arrangements)

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Signed by the Head Teacher:	



March 2012



St Aloysius' College

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Policy Overview

Examinations are an integral element of the assessment process and are used both to support the measurement of pupil's progress throughout the School and within the GCSE / BTEC assessment process. As such, it is in the interests of all involved to ensure the efficient operation of all examination processes and procedures. The purpose of the Exams Policy is:

- To ensure the planning and management of examinations is conducted in accordance with JCQ/Examining body guidance and in the best interests of candidates involved.
- To ensure that all staff involved are aware of their roles and responsibilities within the examination process and can contribute towards the efficient operation of both internal and external examinations
- To identify and manage any relevant risks/challenges associated with the controlled assessment process.

This policy should be read in conjunction with the full JCQ guidance document 'Instructions for conducting Examinations', a copy of which can be found in the staff shared area and on the school website: <http://www.sta.islington.sch.uk/school-policies/>

Roles and Responsibilities of Staff

It is the responsibility of all staff members involved in the examinations process to understand and implement all guidance and procedures set out within this policy and relevant JCQ guidance documents. Specific responsibilities for planning and management of examinations are established as follows:

Senior Leadership Team

The Senior Leadership have overall responsibility for ensuring that all examination processes within the School are conducted effectively and in accordance with JCQ/Examining Body regulations, including:

- Ensuring appropriate information is provided to all relevant staff in relation to examination timetables and application procedures as set by the various exam boards.
- Ensuring all candidates and their parents are informed of and understand the aspects of the examination timetable and regulations that will affect them.
- Ensuring that candidates are provided with notification of results to all external examinations in accordance with the appropriate deadlines set out by the Examining Body(s).
- Ensuring that appropriate advice is provided in relation to the process of appeals / remarks where this might be needed.

Exams Officer

The Exams Officer is responsible for managing all examination processes within the School, in accordance with JCQ/Examining Body regulations, including:



- Managing the process of the estimated entries for all external examinations and qualifications.
- Managing the distribution of appropriate information and all procedures involved in the process of examination entries for all examinations within the School.
- Managing the process of developing and distributing timetables and all other relevant information to staff and candidates for all examinations in which candidates will be involved, including managing any potential/actual timetable clashes.
- Managing the process of receipt / dispatch, checking and secure storage of all examination papers, examination materials and candidates completed scripts in accordance with JCQ regulations.
- Managing the appropriate scheduling of Invigilation staff for all examinations within the School, including ensuring the appropriate recruitment, training and monitoring of exams invigilation staff, where applicable, in consultation with **Peter Collins**.
- Managing effectively all processes associated with applications for special consideration, using the **JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations**.
- Managing effectively the administration of all examinations, including the layout of examination venues, the distribution of all examination materials prior to the examination and the collection/ dispatch of examination materials following completion of all examinations.
- Ensuring that any suspicions or actual incidents of malpractice are reported to a member of the Senior Leadership Team and the relevant Line Manager immediately as set out in the JCQ document **'Suspected malpractice in examinations and assessments'**.
- Managing effectively, the process of any appeals and/or remarks in accordance with all appropriate regulations and guidance.
- Managing the efficient administration and recording of all income and expenditures relating to examinations within the School under direction of the School Bursar.

The Exams Officer is also responsible for ensuring the efficient collation and dissemination of all examination results to staff and candidates, in accordance with all relevant guidance.

Heads of Department and Subject Leaders

Heads of Department and Subject Leaders are responsible for ensuring the completion of all examination processes within their department, including:

- Accurate completion of pupil entries, including entry tiers where applicable, in accordance with all relevant deadlines.
- Accurate completion of assessment mark sheets and declaration sheets for all controlled assessment/coursework/internally assessed elements, in accordance with all relevant deadlines and examining body guidance.
- Ensuring that full details of all examination and controlled assessment/coursework units are provided to the Exams Officer at the start of each academic year.
- Ensuring that pupils are fully prepared for all examinations applicable to their department / subject including provision of all relevant subject specific information and relevant examination materials.



SENCO

The SENCO is responsible for ensuring the efficient administration of all processes relating to access arrangements, including:

- Ensuring efficient administration of all processes associated with the application of individual pupil's access arrangements, including identification and assessment of individual pupil's requirements for access arrangements (as soon as possible after the start of the course).
- Notification relayed to all relevant staff of the details of any access arrangements that apply to individual pupils (as soon as identified).
- The allocation of all necessary additional support to meet the needs of individual pupils in receipt of access arrangements and communication of all such provisions directly to the Exams Officer.

Invigilators

Invigilators are responsible for the efficient operation of all examinations, in accordance with JCQ/Examining Body regulations, including:

- Distribution of examination papers and other material within the examination venue.
- Supervision of examinations, in accordance with JCQ/Examining Body regulations and guidance provided by the School through training.
- Accurate registration of pupils sitting examinations and immediately reporting any pupil absences directly to the Exams Officer.
- Collection of all examination papers and examination materials at the end of the examination and ensuring they are returned to the Exams Officer in in the correct order.

Pupils

Pupils are responsible for ensuring they comply with all JCQ/Examining Body regulations throughout all examinations and controlled assessment/coursework/internally assessed elements, including:

- Ensuring they understand all information provided to them in the '**Instructions to candidates**' documentation and guidance provided by the School.
- Ensuring they follow, immediately, all instructions that are given by invigilators and other relevant staff.
- Confirming and signing all relevant entry documentation and candidate declarations to authenticate examination coursework/controlled assessment/internally assessed entries.

Qualifications Offered by the School

The qualifications offered at St Aloysius' College are decided by the Head Teacher, in consultation with the Deputy Head Teachers and for the Sixth Form; the IC6 Consortium. The qualifications currently offered by St Aloysius' College are:

- GCSE
- Level 2 / Level 3 vocational qualifications
- A level



The subjects offered for these qualifications in any academic year may be found in the School's published prospectus for that year. Any change to the qualification and/or syllabus offered, following publication of this prospectus, must be made in consultation with the Deputy Head teacher and communicated to pupils/parents and the Exams Officer.

Exam Seasons and Timetables

Examination Seasons

This policy covers both external examination and internal examination seasons scheduled by the Senior Leadership Team, including:

- External GCSE, GCE and BTEC Examinations scheduled for May / June or as otherwise advised by the School Leadership Team.
- Internal examinations scheduled throughout the year.
- All relevant examinations comprising approved units of study for vocational qualifications whether written or completed on-line.

Timetables

Once confirmed by the Deputy Head Teacher Peter Collins, the Exams Officer will communicate the details of all examination timetables for External exams.

Entries, Entry Levels/Tiers and Entry Deadlines

Entries

All pupils are entitled to be entered, and should be enabled to achieve, a qualification from an external awarding body for each subject that they commenced have studies at Key Stage 4 and at Sixth Form.

- All decisions on whether a pupil should not take an individual subject will be taken in by the Deputy Head teacher in conjunction with the pupil, parents/carers, Head of department/Subject leader. The Head teacher will always be consulted.
- Parents/carers or pupils, can request additional subject entries, or withdrawal from subjects offered by the School but the final decision will rest with the school.

Entry Levels/Tiers

All entries will be made for the appropriate level/tier of entry to maximise the individual pupil's success and will be based on the previous assessment data held by the School.

- All decisions on the most appropriate level/tier of entry will be taken in by the Head of Department/Subject Leader in consultation with the Line Manager and will be communicated to pupils and parents/carers.
- Parents/carers or pupils may request amendments to the level/tier of entry offered by the School but the final decision will rest with the school.



Entry Deadlines

All entries for both external and internal examinations must be completed in accordance with the relevant deadlines and procedures:

- All deadlines and procedures for completing entries for both external and internal examinations will be communicated to Heads of Department / Subject Leaders by the Exams Officer
- Any entries made subsequent to published deadlines must be approved by the Deputy Head Teacher.

Exam Fees

The full cost of all normal entry fees will be paid by the School for entries approved by the Deputy Head Teacher and completed in accordance with relevant guidance and deadlines will be met by the School on behalf of candidates.

- Late entry fees incurred by the School due to the failure to adhere to published entry deadlines by any Head of Department / Subject Leader will be deducted from departmental capitation, unless authorised by the Deputy Head Teacher.
- Costs incurred by the School for any level / tier of entry amendments or withdrawals requested by pupils or parents / carers will be charged accordingly, unless arising from an administrative error by the School or agreed otherwise by the Deputy Head Teacher.

The Disability Discrimination Act (DDA), Special Educational Needs and Access Arrangements

All examination procedures with the School ensure that the Centre meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Equality Act 2010.

DDA

All staff must ensure that the access arrangements and special consideration regulations and guidance are applied consistently in all examinations and assessments.

- The Exams Officer will ensure that all examination venues offer appropriate levels of accessibility to meet the needs of individual pupils.

Special Educational Needs

A pupil's special educational needs requirements are determined by the SENCO (in consultation with the educational psychologist) and appropriate support arrangements put in place at all stages of the examination process.

- 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.

Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Deputy Head Teacher.



- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and Exams officer, overseen by the Deputy Head Teacher.
- Accommodation for candidates needing a reader or scribe will be arranged by the SENCO in conjunction with the Examination Officer.

Estimated Grades

Estimated grades may be requested by Examination Bodies to support with the estimation of grades in the event of a pupil's absence from any element of the examination timetable and/or to support with other administrative processes.

- Communication of any estimated grades requested by an Examining Body will be communicated by the Exams Officer.
- Heads of Department/Subject Leaders will be responsible for providing accurate details of pupil's most likely GCSE outcome within their subject at any point that these are requested by the Examining Body.

Managing Invigilators and Examination Venues

The Exams Officer in consultation with Line Managers and SLT has overall responsibility for ensuring the effective operation of both the examination venue and ensuring that invigilation of examinations is conducted in accordance with JCQ/Examining Body regulations.

Managing Invigilators

The Exams Officer will ensure that appropriate scheduling in of Invigilation staff for all examinations for external examinations, where appropriate.

- All external examinations will be Invigilated by appropriately trained Invigilation staff and supported with appropriate guidance/briefing from the Exams Officer.
- All internal examinations will be invigilated by teaching staff and supported with appropriate guidance/briefing from the Exams Officer.
- Appropriate support staff will be scheduled to support with the administration of access arrangements for both internal exams and examinations.
- All necessary training and DBS reference checks will be organised by the Exams Officer with all associated costs being met by the School.

Examination venues

The Exams Officer will ensure that all examinations are allocated to appropriate venues and ensure that venues bookings are confirmed with all relevant staff prior to publication of all examination timetables.

- Following receipt of the venue booking it is the responsibility of the Site Team to ensure that the venue is set up to JCQ Regulations.



- A designated member of the Senior Leadership Team will be present at the start and finish of all examinations to ensure an efficient running to the examination and to supervise the movement of pupils within the premises at the start / finish of the exams.
- Pupil's bags and coats must be stored in the Chapel adjacent to the Main Hall for all examinations, providing safe storage during the examination and making them available at the end of the examination.
- Subject staff should be available outside the examination venue for all external examinations to assist with any queries that may arise but must not enter the examination venue or look at the exam paper unless they are requested to do so by the Exams Officer - Subject teachers may be requested to be available for practical examinations in case of any technical difficulties.
- External examination papers will be made available to subject teachers **24 hours** after the published finishing time of the examination. Should this be prior to a weekend or public holiday it will be made available on the first working day after this time.

Procedures for Invigilators

Invigilation timetables alongside the Exam Timetables will be placed on the noticeboard on the same sheet as normal covers. It is important for all nominated Invigilators to ensure that they that are punctual both to the start of an examination and or if it is necessary to take over from another invigilator. Lateness causes irritation and unnecessary tension. If invigilators are timetabled for invigilation for Period 2 it is important to arrive promptly and be prepared to be in the room until 10:50am. If invigilators are timetabled for Period 3 it is important to arrive promptly at 10:50 am to take over from the previous invigilator.

If invigilators are timetabled to start an examination, it is important to ensure that the necessary arrangements are made to ensure that their arrival time is 10 minutes prior to the exam start time. All invigilators have a duty to open GCSE examination envelopes ten minutes before the start of an examination. It is important that the answer sheets are set up prior to the candidate arrival. This becomes vital if a number of different subject examinations are being started together.

Examination material for each candidate will be in the examination room, there will also be a copy of 'Notes for Conduct of Examinations' which is produced jointly by all the examination boards available at all time for invigilators. This booklet details all regulations governing the procedures for conducting public examinations. All attendance registers must be accurately completed and signed, as well as the invigilation certificate and the seating plan.

At the start of an examination:

Invigilators starting an examination must ensure that the following regulations are satisfied before giving out the question papers:

- Candidates enter the room in silence and remain in silence throughout.
- All bags, coats and other personal belongings including Mobile Phones are deposited in the allocated room.
- All registers are accurately completed and signed making sure all candidates are seated at the desk designated to them.



- All instructions relating to each examination are clearly read out to the candidates, and all reference materials are given out, e.g. four figure tables and mathematical formulae; dictionaries.
- Desks are clear of all but permitted materials. Pencil cases should not be on desks. Pens, pencils etc. should be in a clear plastic bag.
- That the correct answer paper/books and follow-on sheets are used.

Once the examination has started, the following information should be displayed clearly on the whiteboard.

- Date
- Examination Number
- Syllabus Number
- Paper Number
- Centre Number: 10338
- Start and finishing times (which should be calculated according to the clock at the front of the examination room).

During invigilation:

- Unobtrusive patrolling should be undertaken from time to time.
- Candidates who are late may not be given extra time.
- **No** student is allowed to leave before the end of an examination.
- **No** examination papers may be taken from the examination room, and subject teachers must not go to the examination room to look at papers, or to take any out of the examination room.
- **No** examination paper may be collected in before the exam is due to finish. If, for any reason, a student needs to leave the exam room during the exam he must be supervised by a teacher whilst out of the room. Staff should be cautious in answering queries from candidates during the course of the examination, lest their assistance be construed as unreasonable assistance to a candidate.
- **No** Mobile 'phones or electronic devices such as PDA's, Smart Watches or tablets are allowed in the examination room under any circumstances.
- When invigilating an exam, Invigilators are not permitted to read, mark or use the time to work on other things. Focus needs to be solely on the exam taking place, to ensure that there are no cases of misconduct and that the needs of the candidates are satisfied.

Candidates, Clash Candidates and Special Consideration

Candidates

Pupils must wear full school uniform and adhere with both the School's behaviour expectations and JCQ regulations throughout all examinations.

Any failure to adhere to these expectations will be subject to actions detailed in JCQ regulations.



- Specific rules for the use of mobile phones, Smart Watches and electronic devices apply at all times and must be adhered to by all pupils.
- Candidates' personal belongings remain their own responsibility and the School accepts no liability for any loss or damage to personal belongings.
- Candidates may leave the examination venue for a genuine purpose requiring an immediate return to the examination venue, in which case a member of staff or invigilator must accompany them.
- The Deputy Head Teacher and Exams Officer are responsible for candidates who arrive late to their examination and will make appropriate arrangement in accordance with JCQ guidance. The Exam Officer will keep a list of candidates who fail to turn up for their exam
- Each candidate will be allocated a numbered desk by candidate number. The allocation of desks will facilitate the distribution and collection of scripts being in number order. The seating plan will also discriminate between different exam groups if two or more examinations are taking place together.

Clash Candidates

The Exams Officer will identify any instance of clashes within individual pupil's examination timetables and ensure that appropriate arrangements are in place for re-scheduling this examination and provision of any necessary additional supervision.

Special Consideration

Special considerations might be applied for individual pupils in specific given circumstances.

- Should a pupil become ill before an examination, suffer bereavement or other trauma, or otherwise disadvantaged or disturbed during an exam, then it is the pupil's or parents' responsibility to inform the Exams officer at the earliest possible opportunity. Any absence from an examination must be supported by the provision of appropriate evidence, such as a letter from the pupil's Doctor.
- Should a pupils be taken ill or otherwise disadvantaged or disturbed during an exam, then it is the Invigilator's responsibility to inform the Exams Officer at the earliest possible opportunity.
- Upon receipt of appropriate evidence, the Exams Officer will complete and submit with approval from the Deputy Head Teacher, an online application for Special Consideration to be applied to the relevant awarding body prior to established deadlines. **Fire Alarm**

In the event of the Fire Alarm being activated during an examination:

- The Lead invigilator will tell students to stop writing and put all equipment down
- The time the examination is stopped **must** be recorded in writing on the board and pupils instructed to leave all examination materials in the examination venue.
- Pupils must be led from the examination venue by an invigilator, assembled on the Playground and registered immediately.
- All pupils evacuated from an examination are to be kept isolated from the remainder of the school and remain under full examination conditions at all times
- Following confirmation from the Chief Fire Marshall, all pupils must be escorted back into the examination venue by the invigilation team



- The examination should recommence for the full remaining time allocated to pupils
- The Exams Officer will notify the relevant examining body of the disruption and advise the Senior Leadership of any response received

Full details of these arrangements will be communicated to pupils prior to commencing the examination.

Cases of Misconduct

Any cases of misconduct must be reported to the Exams Officer or Deputy Head. A note book will be provided for recording any such cases. This book may be used to record any difficulties encountered while administering the examination.

Controlled Assessment/Coursework/Internally Assessed Elements Inc. Appeals

Completion of Controlled Assessment/Coursework/ Internally Assessed Elements

It is the responsibility of pupils to ensure that all controlled assessment/coursework/ internally assessed elements are completed in accordance with all relevant guidance and deadlines provided by the School and/or examining body.

- Heads of Department/Subject Leaders will ensure that pupils receive all relevant guidance and support to ensure that they can complete controlled assessment/coursework/ internally assessed elements.
- Heads of Department/Subject Leaders will ensure that all controlled assessment/coursework/ internally assessed elements are conducted in accordance with the School's 'Controlled Assessment' Policy.

Appeals against Internal Assessments

Pupils may appeal against assessment decisions if they feel that controlled assessment/coursework/ internally assessed elements have been assessed unfairly, inconsistently or not in accordance with the specification for the qualification

- All appeals should be made in writing to the Deputy Head Teacher who will investigate and conclude whether the process used conformed to the necessary requirements
- Full details of the findings from any investigation following receipt of an appeal will be provided in writing to the Exams Officer and Appellant and recorded for awarding body inspection.

Plagiarism

Plagiarism is a very serious offence that can have huge implications for the status of the school as an examination centre; and for the professional reputation of the teacher and the future of the candidate involved. There has been a massive increase in the availability of material on the internet and it can be difficult for teachers to monitor how pupils make use of the specialist websites devoted to coursework. However, teachers are charged with the responsibility of ensuring that all coursework submitted by their pupils is the pupils' own, unaided work and so if a teacher has any doubts about the authenticity of work then guidance should be sought, in the first instance, from the Head of Department.



Results, enquiries about results (EARs) and access to scripts (ATS)

Results

Pupils will receive a statement of results either in person at the School on results days or by post to their home addresses shortly afterwards (pupils must provide SAE). Results will be available to pupils, as described, providing they have returned all text books/equipment and paid any outstanding exam fees to the school.

- Arrangements for the school to be open and appropriate staff to be present on results days will be made by the Deputy Head Teacher in consultation with the Head Teacher.
- Full details of the arrangements for pupils to receive their results will be communicated to pupils and parents/carers by the Exams Officer.

Enquiries about Results (EAR)

EARs may be requested by School staff, pupils or parents/carers if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the Deputy Head Teacher and Exams Officer will advise as to the feasibility of requesting a re-mark at the School's expense.

- All costs incurred during EAR request approved by the Deputy Head teacher will be paid in full by the School.

Access to Scripts (ATS)

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

Exams Certificates

Following the receipt from the examining bodies, all Certificates will be made available to pupils for collection from the School Reception by the end of November.

Certificates may be collected on behalf of a candidate by a delegated person, provided they have been authorised to do so in writing.

Parents / Guardians / Carers **cannot** collect certificates without signed permission from their child.

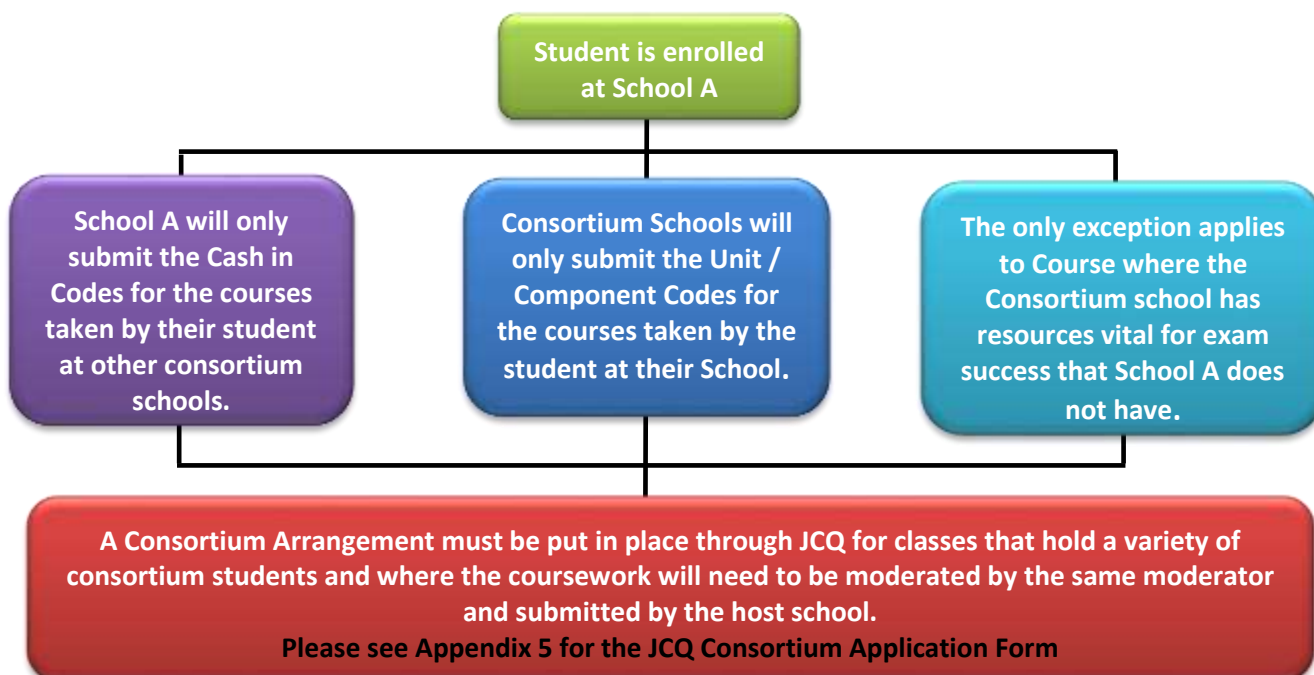
IC6 Consortium Arrangements for Year 12 and Year 13

IC6 was established in 2004 and is the joint consortium of the following four schools in Islington:

- St Aloysius College
- Highbury Grove School
- Central Foundation
- Highbury Fields School

The consortium was created to offer a wider and more comprehensive curriculum to KS5 students.

Exam entry for the Year 12 and 13 Students currently has the following arrangements:



Appendix 1: Exams Contingency Plan for St Aloysius College

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process St Aloysius College. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process. Alongside internal processes, this plan is informed by scenarios contained in the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland. This plan complies with JCQ general regulations (section 5) in that St Aloysius College agrees to:

“have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”



Examination Rooms				
Risk	Early Warning	Control To Prevent	Control To Resolve	Person Responsible
Invigilator/s does not turn up	Phone call or scripts not collected	Confirmation email from Invigilator required	Have emergency invigilator rota prepared.	Exams Officer
Fire alarm activated			Ensure invigilators are aware of policy (attached). SLT to assist in maintaining security of exam. Specific assembly area for exam candidates.	Deputy Head Teacher and Exams Officer
Student taken ill during exam			Invigilators aware of policy and location of Welfare room. Exam Officer to be informed asap.	Exams Officer
Bad weather/Transport problems	Weather/News report	Possible delay to start of exam	Delay start, contact Awarding Body & isolate candidates.	Exams Officer
Students do not turn up for exam		Student timetables. Info from subject teachers	Senior invigilator responsible for informing Exams Officer of any absence at start of exam. Exams Officer will arrange for necessary phone calls.	Exams Officer
Receiving inaccurate or late entry information	Script Storage: Inform Deputy Head Teacher Peter Collins and contact Site Services.			Deputy Head Teacher and Exams Officer
Dispatch address labels/exam attendance registers not received		Subject teachers /Hod's to be given plenty of time to check entry lists.	Late fees to be charged to depts. If recurring problem see Deputy Head Teacher – Peter Collins.	Exams Officer

Students turn up who are not entered/or incorrect level paper		Subject teachers/ HoD's ensure entries are correct.	Check correct paper with subject teacher, amend attendance list and make entry. Charge late fee to dept. If recurring problem see DHT	Deputy Head Teacher and Exams Officer
Cheating in exam room	Invigilator reports problem	Warning documentation to candidate and verbal info from teachers	Invigilator aware of policy, SLT on-call to deal with malpractice issue.	Deputy Head Teacher and Exams Officer



Disruption in the exam room	Invigilator reports problem	Prior warning to candidates from teachers. Notification of problem students to EO in advance in order to isolate if necessary	Invigilator aware of policy, SLT on-call to deal with removal of disruptive candidate if invigilator deems necessary	Deputy Head Teacher
Late arrivals	Phone call or just turn up late	Candidate timetables/exam booklets and info from teachers	Invigilator aware of policy. Complete late arrivals from.	Exams Officer
EO does not turn up	Phone call	Regular meetings with line manager	SLT to have back-up policy	Deputy Head Teacher
Exam room flooded	Check room, or invigilator reports problem	Regular premises checks	Find alternative accommodation. Special Consideration	Deputy Head Teacher

Exams Office				
Risk	Early Warning	Control To Prevent	Control To Resolve	Person Responsible
Exam Officer sick	Phone call and Email to School Bursar – Sadia Salami / Deputy Head Teacher – Peter Collins		School Bursar and Premises Manager has access to scripts/ Exam room and the school Bursar is aware of dispatch procedure etc.	Deputy Head Teacher and Exams Assistant
Curriculum/ Examination Changes	Government white paper, QCA and Exam boards		Liaison with SLT re: action plan to implement changes.	Deputy Head Teacher and Exams Officer
System failure/power cut either at entry time or with script storage facility			Entries: Contact Exam Boards to inform entries will be late.	Deputy Head Teacher and Exams Officer
Receiving inaccurate or late entry information	Script Storage: Inform Deputy Head Teacher and contact Site Services.			Deputy Head Teacher and Exams Officer
Dispatch address labels/exam attendance registers not received		Subject teachers /Hod's to be given plenty of time to check entry lists.	Late fees to be charged to depts.	Deputy Head Teacher and Exams Officer

St Aloysius College: Exams Policy and Exams Contingency Plan



Risk Assessment Form for Examination Procedures

Department		Person Completing Assessment	
Activities/Systems Being Assessed		Signature/Date	

Activity	Adverse Occurrence / Dependency	Adverse Outcome	Likelihood			Severity			Level of risk			Control Measures	Person Responsible	Results
			1	2	3	1	2	3	1	2	3			
Absence of Exams Officer Due to Illness On Exams Day	EO has keys to exam store, is aware of seating plans, clashes, any special requirements	Exam papers unavailable, delayed start	2			2			2			Duplicate set of keys held by School Bursar and Premises Manager, adequate instructions available	<ul style="list-style-type: none"> Exams Officer Deputy Head Teacher 	
Computer Malfunction	Exam entries, amendments cannot be made by EDI	Exam Board deadlines cannot be met	3			3			3			Notify IT Manager; and arrange with Exam Boards for alternative method of Entry	<ul style="list-style-type: none"> Exams Officer Deputy Head Teacher 	
Fire During Examination	Evacuation of room	Lives endangered, scripts spoiled	3			1			1			Invigilators are aware of fire procedure; Adequate fire alarms	<ul style="list-style-type: none"> Exams Officer Deputy Head Teacher Premises Manager 	
Fire In Main Hall, Cannot Use For Exam	All large exams held in here - seats	Insufficient exam rooms may violate JCQ rules	3			1			1			Adequate fire alarms Contingency plans for spare rooms	<ul style="list-style-type: none"> Premises Manager Deputy Head Teacher Exams Officer 	

Non-Receipt Of Exam Papers	Unable to hold exam - delayed start	Delays and upset to students	2	2	2	Check paper receipt well in advance – contact exam boards in good time. Exam Papers can be downloaded from EB website on the day of the exam.	□ Exams Officer	
Human Error	Candidates entered for incorrect tier	Affects student grade	1	2	3	Students to receive Statement of Entries as Early as possible and HoD's to check entries list	<ul style="list-style-type: none"> • Exams Officer • Deputy Head Teacher • Pupils 	



St Aloysius College: Exams Policy and Exams Contingency Plan

Further Guidance to Inform and Implement Contingency Planning

OFQUAL

Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examinationsystem-in-england-wales-and-northern-ireland>

JCQ

General Regulations

<http://www.jcq.org.uk/exams-office/general-regulations>

Guidance On Alternative Site Arrangements

<http://www.jcq.org.uk/exams-office/forms>

Instructions for Conducting Examinations

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

A Guide to The Special Consideration Process

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-andguidance>

GOV.UK

Emergencies and Severe Weather: Schools and Early Years Settings

<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

Teaching Time Lost Due to Severe Weather Conditions

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weatherconditions/teaching-time-lost-due-to-severe-weather-conditions>

Dispatch of Exam Scripts Guide: Ensuring The Service Runs Smoothly; Contingency Planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-labelservice/dispatch-of-exam-scripts-guide>



Appendix 2: Controlled Assessment Protocols / Policy

Overview

Controlled assessment is an internally assessed element of many GCSE and GCE specifications; it encourages pupils to demonstrate their understanding/ability through developing extended responses to a pre-agreed tasks. As an integral element of a pupil's overall GCSE assessment, it is in the interests of all involved that pupil's complete high quality assessments and controlled assessment should be seen as a priority in raising standards and tackling underachievement.

The purpose of the Controlled Assessment Protocols is:

- To ensure the planning and management of controlled assessment tasks is conducted in accordance with JCQ/Examining body guidance and in the best interests of the pupils involved.
- To ensure that all staff involved are aware of their roles and responsibilities within the controlled assessment process and can contribute towards the efficient operation of the School's controlled assessment system.
- To identify and manage any relevant risks/challenges associated with the controlled assessment process.

These protocols should be read in conjunction with the full JCQ guidance document:

'Instructions for Conducting Controlled Assessments (Legacy GCSE Qualifications)'

A copy of which can be obtained from the Exams Officer.

Roles and Responsibilities of Staff

It is the responsibility of all staff members involved in the school's controlled assessment process to understand and implement all guidance and procedures set out within these protocols. Specific responsibilities for planning and management of controlled assessments are established as follows:

Senior Leadership Team

- Ensure that each department carries out controlled assessment in accordance with both these protocols and the full JCQ guidance document:

'Instructions for Conducting Controlled Assessments (Legacy GCSE Qualifications)'



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- Liaise with Heads of Departments and subject leaders to ensure that all controlled assessments are scheduled appropriately throughout the year and that appropriate ICT resources are available where required.

Heads of Department and Subject Leaders

- Ensure that the controlled assessment processes within their department are managed in accordance with both these protocols and the full JCQ guidance document **'Instructions for Conducting Controlled Assessments (Legacy GCSE Qualifications)'**
- Ensure that all teachers in their department are familiar with the departmental processes and subject specific guidance for controlled assessment and that they understand their roles and responsibilities in accordance with the relevant documents and guidance.
- Ensure that all controlled assessments are set appropriately and in accordance with subject specific guidance contained within the appropriate specification, including developing new assessment tasks/adapting sample assessment tasks to meet local circumstances, where appropriate.
- Ensure that parents/carers and pupils are aware of key dates in their subjects' controlled assessment programme and that the parents / pupils are aware of the requirements for controlled assessment including any relevant information contained in the JCQ Information for Candidates document.
- Ensure that appropriate measures are in place to support pupils who receive exam access arrangements, including liaison with the SENCO concerning any additional staff support and/or additional time as required.
- Ensure that appropriate arrangements are in place to moderate/standardise candidates work across the department and ensure that documentary evidence is retained from all moderation/standardisation activities.
- Ensure that appropriate arrangements are in place to securely store all confidential materials, together with candidates' work, at all times - Secure storage is defined as a secure locked steel cabinet or similar.
- Ensure that, post moderation/standardisation, full details of pupil's controlled assessment marks and all supporting administrative records are provided to the relevant Examining Body, including any samples of pupil's work, and that arrangements are in place to securely store any remaining pupil's work until the closing date for enquiries about results - In the event that an enquiry is submitted, then pupil's work should be securely stored until the outcome of the enquiry and any subsequent appeal has been received by the School.

Teaching Staff

- Ensure that all controlled assessment tasks are delivered in accordance with departmental guidance, protocols and the full JCQ guidance document **'Instructions for Conducting Controlled Assessments (Legacy GCSE Qualifications)'**
- Ensure they fully understand and conduct all controlled assessment in accordance with subject specific guidance, as provided by the Examining Body, including undertaking any relevant CPD activities.

- Ensure that appropriate measures are administered to support pupils who receive exam access arrangements, including providing guidance to any additional staff and/or provision of additional time as appropriate.
- Ensure that candidates work is assessed in accordance with the subject specific criteria provided by the Examining Body and, subsequently, participate in all departmental moderation/standardisation processes as detailed by the Head of Department/Subject leader.
- Ensure that all administrative records, including candidate declarations, are completed in accordance with subject specific guidance from the Examining Body.
- Ensure that all confidential materials, together with candidates' work, are securely stored at all times throughout completion of the controlled assessment task - Secure storage is defined as a secure locked steel cabinet or similar.



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Exams Officer

- Ensure that all confidential materials that are directly received by the Exams Officer, whether electronic or hard copy, are received, stored and distributed securely and in accordance with any relevant deadlines.
- Ensure that full details of all Examining Body deadlines for submission of controlled assessment marks are provided to curriculum Line Managers in advance of these dates.
- Ensure that appropriate controlled assessment mark-sheets are downloaded and/or distributed to relevant Heads of Department/subject leaders, in accordance with any relevant deadlines.
- Ensure that any mark-sheets, pupil's work or materials constituting samples of work requested by Examining Bodies and received in advance of any published deadline, are stored securely and dispatched appropriately and in accordance with published Examining Body deadlines.

SENCO/Learning Support Coordinators

- Ensure that full details of pupils who are entitled to access arrangements and details of all relevant provisions and/or additional support are provided to Heads of Department/subject leaders at the beginning of the academic year.
- Ensure, in conjunction with Heads of Department/subject leaders that appropriate measures and resources are in place to support pupils who receive exam access arrangements including, where applicable, the allocation of additional staff to support pupils. **Pupils**
- Ensure that all controlled assessment tasks are completed in accordance with instructions/guidance from their subject teacher in conjunction with the JCQ guidance outline in '**Information for Candidates – Controlled Assessments**'.

Head Teacher

Ensure that any instances of suspected or actual malpractice are reported to the relevant Examining Body immediately and that any allegation of malpractice is investigated fully and in accordance with all relevant guidance.



Identifying and Managing Risks within the Controlled Assessment Process

Potential risks and issues	Actions to mitigate risk/issue	By whom
Controlled assessment schedule clashes with other activities resulting in pupil absences	Consult the School Calendar prior to scheduling any controlled assessment task to check whether there will be a clash with other activities and ensure that details of any scheduled controlled assessment are recorded in the School Calendar.	Head of Department
Controlled assessment schedule requires access to ICT facilities	Before confirming your department schedule for controlled assessment check whether ICT facilities are available for the relevant periods. If available, any ICT facilities should be booked through the School Room Booking system. *For Core subjects / large cohorts it is likely that controlled assessment tasks will need to be scheduled carefully in order to enable access to ICT facilities at the appropriate times for all pupils.	Head of Department *Any issues with access to ICT facilities should be discussed with a member of the SLT.
Examining Body website unavailable / subject teacher unable to access controlled assessment material at the time of the assessment	Access secure content via the Examining Body website well in advance of the scheduled assessment, ensuring that all appropriate permissions are allocated in advance of access.	Head of Department / Subject Teacher
Different elements of the controlled assessment tasks are subject to different control levels	Ensure teaching staff know what level is applicable to each element of the controlled assessment and understand what is involved - Provide trainings if required	Head of Department / Subject Teacher
Teaching staff absent for scheduled controlled assessment tasks	Ensure that full details of the task, control levels and applicable guidance are provided to the allocated cover teacher, if practicable to continue the assessment / Plan alternative session(s) where required.	Head of Department / Subject Teacher
Candidates absent for all or part of controlled assessment (various reasons)	Ensure that parents/carers and pupils are aware of the schedule for all controlled assessment tasks. Plan alternative session(s) for absent candidates	Head of Department / Subject Teacher
Pupils fail to adhere to Examining Body / JCQ regulations whilst completing controlled assessment and/or are involved in plagiarism.	Ensure that pupils are informed of the appropriate JCQ/Examining Body regulations prior to completing controlled assessment tasks. *Any pupil failing to adhere Examining Body / JCQ regulations and /or involved in plagiarism should be reported to the departmental Line Manager immediately.	Head of Department / Subject Teacher



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Potential risks and issues	Actions to mitigate risk/issue	By whom
Internal deadline for completion of controlled assessment not met by pupil(s)	Ensure that pupils and parents/carers are provided with details of all controlled assessment deadlines and are informed if deadlines are not met / additional time is required to complete the assessment.	Head of Department / Subject Teacher
Elements of the controlled assessment process are not scheduled appropriately to meet internal and Examining Body deadlines	Ensure that controlled assessment tasks are scheduled to be completed prior to the School's internal deadline and that sufficient time is planned for marking and moderation/standardisation processes prior to the Examining Body deadline.	Head of Department
Examining Body markscheme / grading descriptors are misinterpreted by teaching staff	Ensure teaching staff receive appropriate guidance / support to enable them to interpret mark-schemes / grading criteria correctly. Ensure that pupil's work is re-marked if necessary. *It is good practice to ensure that at least 1 member of the department has completed the relevant Examining Body training session and that this is shared with all members of the department prior to the marking process.	Head of Department
Moderation / standardisation of pupil's work requires time to ensure compliance with Examining Body deadlines	Ensure that moderation/standardisation sessions are scheduled in advance – any request for teachers to be off timetable to complete these processes should be discussed with the departmental Line Manager and Cover Manager.	Head of Department / Subject Teacher in liaison with Line Manager
Confidential materials / candidates work are not kept securely during completion of the controlled assessment and/or moderation / standardisation processes	Ensure that secure storage facilities are allocated to all controlled assessment materials and teaching staff are aware of / adhere to these arrangements at all stages of the controlled assessment process.	Head of Department / Subject Teacher



Appendix 3: Controlled Assessment Form

St Aloysius' College Controlled Assessment Form				
Please complete this form with information about your department / subject Controlled Assessment process and return to the Examination Officer prior to undertaking any Controlled Assessment activities.				
Department:				
Subject:				
Head of Department:				
Section A: Details of the Controlled Assessment Task				
Controlled Assessment Code	Controlled Assessment Element (e.g.; Research, Analysis, etc.)	Control Level: High, Medium or Low	Staff Responsible	Date and time of Controlled Assessment
Section B: Controlled Assessment Checklist				
All Controlled Assessment tasks have been scheduled appropriately and are recorded with the Exams Officer and Deputy Head Teacher in charge of Exams.		Appropriate ICT Facilities have been booked (if applicable)		
All relevant teaching staff are aware of the task requirements and all relevant Examining Body / JCQ guidance		Parents / Carers have been informed of the schedule of Controlled Assessment tasks including relevant deadlines		
All relevant teaching staff have received / will receive appropriate guidance to interpret the Examining body markscheme.		Arrangements are in place / will be scheduled to ensure that moderation is completed in accordance with Examining Body regulations		
Section C: Secure Exam Storage Arrangements				
Please provide details of arrangements that are in place to securely store all confidential material and/or pupil's work.				



Location and Method of Storage		Staff Responsible	
Section D: Acknowledgement of Controlled Assessment Guidance			
I am signing to agree that I have read and understood all the relevant guidance, regulations contained in these protocols and provided by the Examining Body and JCQ.			
Signature:		Date:	

Appendix 4: Exam Submission Form

St Aloysius' College Exam Submission Form	
<ul style="list-style-type: none"> • Please complete this form with information about your department / subject Exam Submissions, with the class / student list attached and return to the Examination Officer. • Please highlight all consortium students where applicable. 	
Department:	
Course Subject:	
Exam Board:	
Qualification Level:	
Cash in Code:	
Course Unit Codes:	
Please specify below any additional information you feel the Exams Officer should know.	



For years 12 and 13, please specify the names of the consortium students you would like submitted for your course

Appendix 5: JCQ Forms and Important Contact Details

The following forms can be downloaded from the JCQ Website below:

- **Applying for Consortium Arrangements**
- **JCQ Late Arrival Form**
- **Application for the Transfer of a GCE AS Award between Specifications and / or Awarding Bodies**
- **Alternative Site Form and Guidance**
- **Timetable Variation and Confidentiality Declaration for Overnight Supervision**
- **Transferred Candidates Form 2016-2017**
- **Guidance Notes for Transferred Candidates 2016-2017**
- **Word Processor Cover Sheet**
- **Braille Transcript Cover Sheet**
- **Notification of Lost Assessment Work Form**
- **Suspected Candidate Malpractice Form**

Website: <http://www.jcq.org.uk/exams-office/forms>

Exam Board Contact Details:



Pearson (Edexcel)	One90 High Holborn London WC1V 7BH	0844 463 2535
AQA (South)	Stag Hill House Guildford GU2 7XJ	0800 197 7162
OCR	Syndicate Buildings 1 Hill Road Cambridge CF5 2YX	01223 553998

Appendix 6: Enquiries About Results and Appeals- Candidate Consent Form

Information for Candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result, (review of the original marking) and a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

All Parts of This Form Must Be Completed and Handed in to The Exams Office with Payment, Before The Application Is Made.

Candidate Name:	
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Email Address:		Exam Number:	
Home Number:		Mobile Number:	
Subject			
Qualification Level		Paper / Unit Number:	
Service Requested (Please tick)			
Clerical Re-Check:		Remark:	
Priority Remark:		Copy of Script:	
Access to Original Script:		Appeal:	
Cost of the Service is:			
<p>I give consent for St Aloysius College to request the post-results services selected above in giving consent I understand that if a paper is re-marked, my final subject grade may stay the same, be higher, or be lower than the grade I was originally awarded.</p> <p>If a teacher has asked for my paper, then St Aloysius College will pay the cost of the service, otherwise I enclose payment before my request is submitted. My money will be refunded if my overall GCSE or AS/A2 grade improves as a result of the Service requested.</p>			
Signed:		Date:	