

Coombe Girls' School
Coombe Sixth Form



Examinations Policy

Contents

Internal Subject Examinations	3
The Entry of Candidates for External Examinations	4
Conduct of External Examinations	5
Candidates with Special Requirements	5
The Issuing of Results	5
Enquiries into Results of Externally Assessed Examinations	6
Internal Assessments	7
Internal Assessments Appeals Procedure	8

Internal Subject Examinations

Year 7,8 and 9 subject examinations must be conducted in classrooms during timetabled lesson time, unless appropriate arrangements have been made by the HOD with the Director of Examinations.

Wherever possible, year 10 mock examinations will be completed in classrooms during timetabled lesson time. Only exams that require larger venues will be granted use of suitable accommodation. All examinations must take place in the period of the school calendar allocated to year 10 mock exams.

All year 11 mock examinations will take place during the allocated period of the school calendar. All year 11 students following GCSE courses will be on study leave during this period.

HODs will be asked by memo to provide details of their year 10 and year 11 mock examination requirements. These must be completed and returned to the exams team by the date shown. From this information the exams team will draw up a mock exam timetable. A rough draft of this will be passed back to HODs and the Leadership Team for approval. HODs must see the Director of Examinations or the appropriate member of the exam team with any requests for amendments. HODs must inform the exam teams of any queries by the date requested on the memo accompanying the draft timetable. The final timetable will then be published in the weekly bulletin and passed to students.

During the exams period HODs are responsible for ensuring students know exactly which venue their exams are in and which tier they will be sitting. HODs must make sure that each exam starts smoothly and on time. If advice is required on the best way to organise this please seek the advice of the Director of Examinations, at least a week before the date of the exam. Clear instructions as to the organisation of the exam must be passed on to the invigilators by the HOD.

It is the responsibility of the HOD to ensure that all the question papers are copied and sorted in time for each exam. HODs must also make sure that the correct equipment is available to each candidate to allow them to complete the paper.

The exams team and a member of the Leadership Team are responsible for the organisation of the invigilators. Class teachers will usually be used to invigilate internal examinations.

The Entry of Candidates for External Examinations

At the beginning of each academic year HODs are requested to complete a form stating which syllabi they will be teaching, and the approximate number of candidates studying each one. At this time HODs must include the correct and up to date codes for each syllabi to be followed in the forthcoming year. This information is used by the examination boards to employ examiners and in the sending of preliminary material to centres.

HODs will be notified by memo whenever entries for external examinations are required. HODs must respond by returning clearly up to date and annotated SIMS lists. These SIMS lists must clearly show the subject code and tier (GCSE only), or unit code (AVCE, AS, A2, GNVQ and BTEC only) that the HOD wishes each candidate to sit. In the case of AS and A2 examinations it is also important that HODs make it clear which candidates require an AS or an A2 aggregation. These lists must be returned by the date stated on the memo. HODs are responsible for the accuracy of the information on these SIMS lists. Requests for entries can only be accepted if they are on SIMS lists. HODs are not responsible for informing the exams team of students who are in years 12 and 13 and re-sitting AS, A2, GNVQ, AVCE or BTEC units. HODs with candidates following modular GCSE courses are responsible for informing the exam team of any re-sits for modules that candidates may require.

When the entries are received by the exam team, they will be processed and a printout of all the entries will be returned to the HOD. These printouts will be accompanied with a slip stating the date by when they must be checked, signed by the HOD and returned to the exams team. Any changes must be clearly annotated on the appropriate SIMS lists. These lists will also include the names of any candidates who have requested to re-sit any AS, A2, GNVQ, AVCE or BTEC units.

The exams team will then make any amendments before sending the entries to the appropriate awarding bodies at least one week before the due date.

After this date no changes to GCSE tiers will be made, or to AS, A2, GNVQ, AVCE or BTEC units. If a HOD wishes to withdraw a candidate they may do so at any time. Such a request must be made in writing and signed by the HOD and in the case of GCSE's also signed by the appropriate Leadership Team member.

Candidates studying AS, A2, GNVQ, AVCE or BTEC courses will be informed through their tutors of the opportunity to re-sit units. Packs will be placed in registers. Students must complete the forms correctly and pass this and the correct sum of money to the exams team personally, by the stated date. Failure to meet this deadline will require the candidate to offer an explanation, in writing, to the member of the Leadership Team responsible for Examinations.

The Director of Examinations will decide on the acceptance of any external candidates and will be responsible for all communications with them.

The Centre will pay for the first attempt a student has at an examination, all further attempts must be paid for by the candidate. The decision to allow a student to re-sit an examination at the centre rests with The Director of Examinations and the member of The Leadership team with responsibility for Examinations.

Conduct of External Examinations

This centre strictly adheres to the 'Instructions for the Conduct of Examinations' booklet written by 'The Joint Council for General Qualifications' available at www.jcgq.org.uk.

Students are provided with all the relevant procedure and warning notifications outlined in the booklet when they are given their statements of entries. These are also displayed in and outside exam venues. It is the responsibility of the candidate to follow them.

Any misconduct will be immediately reported to the appropriate awarding body.

Candidates with Special Requirements

The examinations team will always follow the guidelines set out in the published document by the 'Joint Council for General Qualifications' titled 'Candidates with Special Requirements' available at www.jcgq.org.uk. These guidelines apply to all external examinations. HODs are responsible for ensuring that any internal exams are suitable for all students.

The Issuing of Results

All results can be collected on the day that they are published. The exams team will publish the collection dates, times and venues in registers and the weekly bulletin. If any candidate is unable to collect them by 1pm on that day they will be sent to the home address of the candidate. If the candidate wishes them to be sent elsewhere they must inform the Director of Examinations and provide a stamped addressed envelope. Candidates cannot collect results for other candidates without the permission of the Director of Examinations.

Lists of all results are placed in the HODs pigeon holes as soon as they arrive in school. All subject staff are requested to see HODs in order to check results. Summaries of the overall results will be placed on the noticeboard in the staffroom, these are provided for HODs to complete their results analysis.

A full breakdown of the results will be passed on to all HOYs and members of the Leadership Team involved in the analysis of the results. The exams team will not post exam results to an individual teacher's home.

Enquiries into Results of Externally Assessed Examinations

When students collect their results, a letter is enclosed that outlines the procedures that must be followed if an enquiry is to be made into the results. The examinations team will always follow the guidelines set out in the published document by the 'Joint Council for General Qualifications' titled 'Enquiries into Results' available at www.jcgg.org.uk. Enquiries into internally assessed work (coursework) can only be made by following the 'Internal Assessment Appeals Procedure' which is outlined later in this document.

Enquiries into results can only be requested by the candidate, who must sign a written consent form. Candidates must also pay in advance for any enquiry into results. Money will be returned by the Director of Examinations if the grade awarded to the candidate in any way changes.

If a HOD wishes to enquire into the results awarded to certain candidates, the candidates must all be informed and asked to complete a consent form by the HOD. When these have been returned to the Director of Examinations the enquiry shall proceed. This must take place within the deadlines set by the awarding body.

The Director of Examinations shall inform the candidate as soon as possible, by the most suitable means, as to the outcome of any enquiry into results.

If candidates wish to appeal after hearing the outcome of the enquiry into the results, this must be done via the Director of Examinations. The examinations team will always follow the guidelines set out in the published document by the 'Joint Council for General Qualifications' titled 'Enquiries into Results' (which also deals with appeals) available at www.jcgg.org.uk.

Internal Assessments

In accordance with 'The Code of Practice for the Conduct of External Qualifications' produced by the Qualifications and Curriculum Authority (QCA), available at www.qca.org.uk, Coombe Girls' School, Coombe Sixth Form and Coombe Vocational Centre are committed to ensuring that:

Internal assessments are conducted by members of staff which have the appropriate knowledge, understanding and skills.

Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.

The consistency of internal assessment is assured through internal standardisation as set out by the awarding bodies.

Staff responsible for internal standardisation and/or assessment will attend any compulsory training sessions.

All candidates should be able to gain access from the relevant HOD to:

- The marks awarded to them by the centre for an internal assessment.
- All comments recorded by the centre relating to their internally assessed work.
- Any correspondence between the centre and the awarding body relating to their internally assessed work.
- Information, if available at the time of the appeal, as to whether their work was sampled by the awarding body.
- The moderation marks given to the work by the awarding body, if known.
- Relevant awarding body procedures for the conduct of internal assessments.

Internal Assessments Appeals Procedure

Appeals may be made to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the awarding body.

A candidate or parent wishing to appeal against the procedures used in internal assessments should contact the Director of Examinations as soon as possible to discuss the appeal. A written appeal must be received by the School at least two weeks before the date of the last external examination in that subject.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Director of Examinations, the member of the Leadership Team with responsibility for Examinations and the relevant HOD. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the awarding body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the awarding body and of any steps taken to further protect the interests of the candidate.