

# Ravenscliffe High School and Sports College



**RAVENSCLIFFE**  
HIGH SCHOOL & SPORTS COLLEGE

## **Examination and Internal Assessment Quality Assurance Policy**

Reviewed by Daniel Pardoe

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To be reviewed: April 2023

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## **Introduction**

**At Ravenscliffe and Ravenscliffe at Spring Hall, we aim to offer Controlled Assessments in ICT, English and Maths and Laser Learning Award Entry Level Qualifications in a range of curriculum areas.. The following document outlines the policies and procedures in place to ensure safe and secure procedures as well as internal quality assurance:**

# ***Ravenscliffe High School and Ravenscliffe at Spring Hall***

## **Examination and invigilation policy**

### **Contents**

- The centre exams policy
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Equality legislation
- Estimated grades
- Managing invigilators
- Candidates
- Internal assessments and appeals
- Results
- Certificates

The policy is next due for review in April 2024

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

The exams policy will be reviewed every *three years*.

The exams policy will be reviewed by the *Exams Officer and Leadership Team*.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## ***Exam responsibilities***

### **The head of centre:**

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **Exams officer/ Quality Assurance<sup>1</sup>: John Daniel Pardoe**

- manages the administration of *any assessments and the materials related to them*.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams and or other assessments in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed of and understand those aspects of the assessment timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines. These will be stored in a secure safe within a windowless locked room.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.

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<sup>1</sup> This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- accounts for income and expenditures relating to all exam costs/charges.
- line manages all specified and allocated teaching staff and invigilators in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**Subject Specific teachers in all subjects** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **exams officer (Daniel Pardoe)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Lead invigilator/invigilators** are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

### **Qualifications offered**

The qualifications offered at this centre are decided by the *exams officer in consultation with the Headteacher and Senior Leadership Team.*

The types of qualifications offered are *Entry Level Qualifications*.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by *February half term of the preceding year*.

Informing the exams office of changes to a specification is the responsibility of the *subject teachers responsible for controlled assessments in that subject area*.

Decisions on whether a candidate should be entered for a particular subject will be taken by *exams officer* in consultation with the *subject teachers responsible for controlled assessments in that subject area*.

### ***Exam series***

Internal exams (mock or trial exams) and assessments are scheduled at the discretion of *subject teachers responsible for controlled assessments in that subject area*.

Internal exams *are* held under external exam conditions.

The *exams officer (Daniel Pardoe)* decides which exam series are used in the centre. Currently we are offering AQA Unit Award Scheme, Pearson Edexcel controlled assessments and Laser Learning awards.

### ***Exam timetables***

Once confirmed, the exams officer will circulate the exam timetables for *internal and/or external controlled assessments* at a specified date before each series begins.

### ***Entries, entry details and late entries***

*Candidates or parents/carers can request a subject entry, change of level or withdrawal.*

*The centre does not currently accept entries from private candidates.*

*The centre does not currently operate as an exams centre for other organisations.*

Entry deadlines are circulated to heads of department/curriculum via *email and the school's intranet*.

Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of *exams officer*.

*Functional skills are allowed if necessary.*

Re-sit decisions will be made by *exams officer* in consultation with subject teachers.

## **Exam fees**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The exams officer will publish the deadline for actions well in advance for each exams series.

*Functional skills entry exam fees are paid by the centre.*

Late entry or amendment fees are paid by the *centre*.

Fee reimbursements *are not* to be sought from candidates:

- *if they fail to sit an exam (**delete as appropriate**);*
- *if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances (**delete as appropriate**).*

Re-sit fees are paid by the *centre*.

## **Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the *exams officer*.

## **Access arrangements**

All candidates have Special Educational Needs and Special Arrangements may be discussed as part of individual Education, Health and Care Planning so that any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the *exams officer*.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of *exams officer*.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the *exams officer*.

Rooming for access arrangement candidates will be arranged by the *exams officer*.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the *exams officer*.

### ***Contingency planning***

Contingency planning for exams administration is the responsibility of the *exams officer*.

Contingency plans are available via *email and are in line with the guidance provided by Ofqual, JCQ and awarding organisations*.

### ***Estimated grades***

*Subject teachers* are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

### ***Managing invigilators***

External staff will not be used to invigilate examinations.

These invigilators will be used for *internal exams and/or external exams*

Recruitment of invigilators is the responsibility of the *exams officer*.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the *exams officer*.

DBS fees for securing such clearance *are paid by the centre*.

Invigilators are recruited, timetabled, trained, and briefed by the *exams officer*.

### ***Malpractice***

The head of centre in consultation with *exams officer* is responsible for investigating suspected malpractice.

## **Exam days**

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements *a week* in advance.

The *exams officer* will start and finish all exams in accordance with JCQ guidelines.

Subject staff *may* be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than *one hour* after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction subject teachers).

## **Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the *subject teachers or exams officer*.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the *exams officer*.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The *exams officer* is responsible for handling late or absent candidates on exam day.

## ***Clash candidates***

The *exams officer* will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## ***Special consideration***

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's *exams officer* to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

Registration – All candidates must be registered at least 12 weeks before the assessments take place.

Verbal feedback will be given to all candidates following the assessments.

## **Internal assessment and Quality Assurance**

The exams officer (Daniel Pardoe) will also act as Internal Quality Assurance Coordinator. This role covers the following:

- Liaising with all staff delivering Laser Learning Award across Key Stages Four and Five. Subject leads will meet on a termly basis in order to identify the nature and scope of suitable preverification tasks.
- Making available valid, quality-assured and comprehensive data on what has taken place in terms of preverification with subject leads supported to make open and honest self-evaluation establishing a common understanding of the significance of the tasks set. We will ensure, through pre-verification activities that centre devised internal assessments provide a robust, valid tool for learners to demonstrate competence against the assessment criteria within unit (s). All assessment tasks will be valid and relevant.
- Taking action to improve practice where appropriate

- Sharing good practice
- Picking up the development issues as appropriate, through, for example, strategic planning staff development and review. Through our online 'Onwards and Upwards' system we will keep regular samples of work, which will be suitably annotated and kept as evidence on the basis of taking those samples at least once a term. Observations will be undertaken in respect of the quality of delivery on a termly basis and these will be kept centrally on our 'School IP' cloud based monitoring system.
- Reporting outcomes to Assistant Headteachers, Deputy Head and ultimately the Headteacher of the school.
- To ensure that all aspects of this policy are effective, appropriate staff development programmes are maintained. Some aspects of development are to be actioned through the Staff Development Review process.
- Planning for the delivery of Laser Learning Awards will take place through individual subject planning. Every subject lead will demonstrate how they will incorporate Laser Learning Award planning into their curriculum offers. Teachers will make regular formative assessments of progress within Laser Awards classes, with photographic and video evidence uploaded onto our 'Onwards and Upwards' system with measures put in place to explain how students are working towards individual targets. Subject teachers will use Laser Learning Award templates to provide Internal Quality Assurance evidence which will also be uploaded onto 'Onwards and Upwards'.
- All learner portfolios will be kept as evidence and samples will be uploaded onto 'Onwards and Upwards' on a termly basis.
- Standardisation meetings will be built into CPD time, with subject leads meeting for standardisation and moderation on a termly basis. Records of these meetings will be kept in the form of minutes and kept electronically on our 'Onwards and Upwards' system.
- Learning walks will take place throughout the academic year. Members of the SLT will give support and feedback on the quality of provision in terms of how learning relates to the criteria laid out by Laser Learning Awards.

- Assessment involves establishing how much an individual learner or group has learnt, and will involve both learners and tutors/assessors. In some cases the process begins before the course starts and continues until after it has finished. Assessment is the judgement of evidence showing that learning has taken place (an act of measurement) and confirms that a learning outcome, or part of a learning outcome, has been achieved. Assessment for the Laser Learning Awards will be both formative and summative in nature.
- All records pertaining to the administration and quality assurance of the delivery of Laser Learning Awards will be maintained centrally by the Exams Officer.
- It is the subject lead's responsibility to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer *will* assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work are provided to the exams office by the *subject teachers*. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.
- Internal Verification – all internal verification will be carried out within subject teams within the Ravenscliffe Centre. These verification MEETINGS CAN OCCUR ON BOTH SITES, AS CAN THE ACTUAL ASSESSMENTS. This will of course be subject to the requirements of the qualification being assessed. Pearson's guideline is double marking of 25% of each cohort. It is important for each marker to leave a trail within the body of the script so that a standards verifier can see this.

**Verification records and assessment results must be retained for at least three years.**

**Instructions for the conduct of controlled assessments must be made available to all candidates.**

## ***Results***

Candidates will receive individual results slips on results days, *in person at the centre*. The results slip *will* be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the *exams officer*.

The provision of the necessary staff on results days is the responsibility of the *exams officer*.

## ***Enquiries about Results (EAR)***

EARs may be requested by centre staff or the candidate (Or Candidate's parents / carers) following the release of results. A request for a re-mark or clerical check requires the written

consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the *candidate*.

All decisions on whether to make an application for an EAR will be made by *exams officer*.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the *exams officer*, following the JCQ guidance.

## **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within *seven* days of the receipt of results.

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

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the *candidate*.

Processing of requests for ATS will be the responsibility of *exams officer*.

## **Certificates**

Candidates will receive their certificates

- *in person at the centre*

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for *three* years.

A new certificate will not be issued by an awarding organisation. A transcript of *results may* issued if a candidate agrees to pay the costs incurred.

Head of centre

Exams officer

Dr Chris Lingard

*Daniel Pardoe*

Dated: April 2021.(Revised July 2021)