



Examinations Policy 2023-24

QUEEN ELIZABETH'S EXAMINATIONS POLICY

Examination Courses

- The school will endeavour to provide a variety of courses and accreditation which will be appropriate to each student's ability and learning style.
- Each Department will decide which Examination Board to follow in consultation with the Subject Director and Deputy Head for Quality of Education
- Full details of the course will be available to the student at the commencement of the course at KS4, and on enrolment at KS5. This will include reference to the particular exam specifications relevant to the course.
- The dates of the internally organised non examination assessment will be given by subject leaders to all students for whom it is relevant and be co-ordinated across the School.
- Students will be expected to participate in all fieldwork visits appropriate to their courses.

Entries

- All students are entitled to enter those examinations which are relevant to each course currently being studied at the School.
- Entry to any other examination is at the discretion of the School, and the student will be required to pay all examination fees incurred including a discretionary administration and invigilation charge.
- The school will reserve the right to withdraw a student from an examination and if judged appropriate, parents will be informed
- The teacher and Subject Director will reserve the right to determine the level or tier taken by the student.
- Statements of Entry with an Explanatory Note, and Individual Exam Timetables will be issued to students at the relevant times.
- It is the responsibility of the relevant Heads of Subject to ensure that all relevant data required by the exam boards including unit codes, intentions to enter, estimated entries, final entries, estimated grades, Controlled Assessment (CA) marks and CA samples are submitted in time for official deadlines, making due allowance for exams office procedures.
- The school does accept external entries, but only at the discretion of the Exams Coordinator.

Fees

No entry fee for a public examination is charged for a student prepared by the school for an examination except in the following circumstances:

- If a student fails without good reason to complete the requirements of the relevant examination course or does not complete non examination assessment.
- The Deputy Head for Quality of Education has discretion to decide whether examination entry fees should be charged for public examinations for which a student was not prepared by the School.

Examinations

- The rooms and conditions used for written, aural or practical examinations will comply with the Examination Board's regulations.
- For students with particular needs or disabilities, normally identified by the Additional Learning Support team, special arrangements will be made for their exams, and they will be informed accordingly.
- Pastoral and other sessions will include advice to students on study skills, revision skills, time management, research skills for coursework and self-organisation. This is the responsibility of the Year Team Leader.
- Students will undertake internal examinations in Year 10 and mock examinations in Year 11, 12 and 13 as appropriate, conducted under formal examination conditions. As a further part of the preparation process students will be informed of all relevant examination procedures, including what to do if any abnormal situations arise during the examination season.
- Supervised Key Stage 4 study facilities will be made available in school throughout the examination period.
- A student who enters for an examination and fails to complete the non examination assessment or fails to attend the examination will be liable for any costs incurred through examination entry fees, unless appropriate evidence is produced.

The Post Examination Period

- Examination results for all public examinations will be made available to students by post, or collected in person at the results release times in August, when teachers will be available to counsel students who may need to reconsider their next steps.
- A summary of examination results will be released to media, governors and staff. A list of individual achievements will not be published.
- In line with DFE requirement a summary of examination results will be published on the website
- Parents and students will be informed of the procedure for enquiries about results (appeals procedure and paper recalls).

Malpractice

The Senior Leadership Team is responsible for investigating suspected malpractice, following current JCQ guidelines.

Appendix 1

Outlining staff responsibilities – non examination assessment

Support and Leadership Team, specifically Deputy Head for Quality of Education

- Accountable for the safe and secure conduct of Non Examination Assessment (NEA). Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year coordinate with Heads of Subject to schedule NEA.
- Ensure that NEA Monitoring forms are returned by the Heads of Subject for each cohort
- Ensure that NEA is calendared.
- Publish and update an internal appeals policy for NEA.

Head of Subject

- Decide (with the Subject Directors) on the awarding body and specification for a particular course.
- Ensure subject teachers have a full understanding of and compliance with NEA assessment procedures, organizing all required training.
- Ensure that the marking of all teachers involved in assessing NEA is internally standardized.
- Ensure that individual teachers understand their responsibilities with regard to NEA.
- Work with SEND Coordinator/additional learning support and the class teacher to ensure access arrangements have been applied for and provided.
- Work with teaching staff to ensure requirements for support staff are met.
- Ensure that all work produced by students is stored securely and centrally. Ensure that the work is signed for when taken for marking and moderation.
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Supply to the exams office details of all specification and unit codes.
- Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.

Teaching staff

- Understand and comply with the awarding body specification for conducting NEA, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website, seeking training where necessary.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Take part in internal standardization activities as required.
- Ask the appropriate special educational needs HLTAs for any assistance required for the administration and management of access arrangements, following established procedures.

Exams office staff

- Enter students for individual units, whether assessed by NEA, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD, digital or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- Where NEA cannot be conducted in the classroom arrange suitable accommodation where the assessment can be carried out, at the direction of the strategic leadership team.

Reviews of marking - centre assessed marks

Queen Elizabeth's School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. QE is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Queen Elizabeth's School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Queen Elizabeth's School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Queen Elizabeth's School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Queen Elizabeth's School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Queen Elizabeth's School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Queen Elizabeth's School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Queen Elizabeth's School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Queen Elizabeth's School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Queen Elizabeth's School will inform the candidate in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Enquiries about Examination Results

Enquires about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking.

If this is requested the Exams Coordinator may agree that an appeal can be made at the centres expense.

If the Exams Coordinator does not agree to an appeal, the candidate may decide to proceed but, in this case, they will be charged for the cost of the appeal.

Appendix 3

Exam Support Arrangements for both Internal and External Examinations

This Appendix relates to exam access arrangements for all examinations (held internally and external examinations) in every year group.

For external examinations we will be adhering to the rules and regulations outlined by the Joint Council for Qualifications in their “Adjustments for candidates with disabilities and learning difficulties”. This guidance is amended annually; we are obliged to have details of a history of need and show that this arrangement is the student’s normal way of working.

Assessing for additional need for examinations

At QE we have a designated person responsible for exam support arrangements; this person is responsible for communicating all agreed exam support arrangements and putting these arrangements in place.

Assessments to test whether students meet the criteria for additional support are conducted by suitably qualified external assessors contracted by the school.

Some students have medical conditions where additional support is required. If this is the case a medical letter from the GP/specialist paediatrician will need to be held on file (as the guidance states). This needs to be handed in no less than two weeks before the first examination for support to be arranged in time, except for exceptional circumstances (such as an injury mid-exam season) in which case JCQ guidance will be followed.

Years 7 & 8

For students sitting internal examinations in Years 7 and 8 no exam support arrangements will be in place; other than very exceptional cases of students with an education, health and care plan or those who have been formally assessed and are receiving support through the SpLD Centre.

For these internal examinations teachers may organise and offer reading, recording or small room support themselves if this is indicated as being beneficial, this is at the teacher’s discretion. The teacher should adjust the assessment according to individual need just as would happen in a normal lesson.

Year 9

Students will be tested for Exam Support Arrangements no earlier than the summer term of Year 9. Students with identified needs or those previously screened through the whole school screening system will be tested on an individual basis by a specialist teacher. *

If the student meets the criteria an application for support will be made. If granted, a letter will be sent home outlining the support they will receive; this will have an expiry date. Where an expiry date exists re-testing may or may not occur depending on the changing rules and regulations of the adjustments guidance; for example, a student previously in receipt of additional time may not meet the criteria for this two years later due to changes brought in by the general council for qualifications, therefore a re-test may not be warranted.

Year 10 & Year 11

For external examinations the EAA coordinator will arrange for the appropriate support to be in place. For internal examinations (including controlled assessments/mock examinations etc....) the teacher concerned must request scribing and specialist support no later than five days before the internal examination/assessment via the school's booking system. The teacher will need to organise and complete reading and word processor support themselves within the classroom. Examination word processors can be booked via the Exams office.

Year 12 & 13

Where a candidate progresses from GCSE to GCE examinations, exam support arrangements should continue but a re-submission of the application must be processed online.

The arrangements for internal and external examinations will be the same as outlined for Year 10/11.

*Please note that any arrangement awarded should be the student's "normal way of working"; students who are entitled to an arrangement do not have to use this arrangement if it is not their normal way of working or their situation changes. If this is the case the arrangement will be deleted and a letter sent home to confirm this change.

Appendix 4

Use of Word Processors (WP) in exams – QE Policy (as stated on our website)

Students have use of a WP in exams if it is their normal way of working in class assessments. The decision to offer this arrangement to students is made by the SENDCo, usually following referral/consultation with teachers based on one of the following:

illegible handwriting

slow speed of writing (SAS <85)

Paula Smith
Acting Headteacher