



BELLE VUE GIRLS' ACADEMY

Examinations Entry/Exam Entry & Charging Policy

Reviewed by	Approved by	Date of Approval	Next Review Date
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See separate Contingency Policy

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 two years.

The exams policy will be reviewed by the Head teacher, Senior Leadership Team and the Exams Officer

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

1 *Exam responsibilities*

The Head teacher

- 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 is responsible for:

- managing the administration of internal exams and external exams
- advising the Senior Leadership Team, Heads of Faculties subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- overseeing the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensuring that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- checking with Heads of Faculty, head of Subjects that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- collecting detailed data on estimated entries from Subject Leaders and provides and confirms this with Exam Boards.
- maintaining systems and processes to support the timely entry of candidates for their exams.
- processing candidate Statement of Entry Forms and Personalised exam timetable/seat numbers to candidates.
- ensuring candidates are aware of location of seating plans and/or their seats
- receiving, checking and storing securely all exam papers and completed scripts and ensuring that scripts are dispatched as per the guidelines.
- In conjunction with SENCO/Assistant Head teacher responsible for SEND and EAL, administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- identifying and managing exam timetable clashes.
- any "housekeeping" amendments needing to be arranged and all staff (including catering staff if affected) within school need to be informed via internal email.
- liaising with Cover Manager to ascertain availability of classrooms for exam use.
- accounting for income and expenditures relating to all exam costs/charges.
- organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensuring candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracking, dispatching, and storing returned coursework / controlled assessments.
- arranging for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Exams Administrator is responsible for:

- Assisting in all administration work associated with internal and external exams.

Senior / Wider Leadership Team are responsible for:

- Assisting with discipline supervision at start and end of exams where large cohorts are involved
- Meeting with Exams Officer prior to exam periods to discuss logistical implications and identifying from the exams timetable, any exams which may affect break arrangements.

Heads of Faculty / Heads of Subject are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- providing Intention to Enter numbers
- providing details of qualifications e.g., board, subject, specification, and unit codes.
- 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 and adherence to deadlines as set by the exams officer.
- providing coursework samples for moderator evaluation adhering to required deadline.
- assisting with discipline supervision at the start and end of exams.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by Heads of Faculty/ Heads of Subject and/or exams officer.

Form Tutors are responsible for:

- distributing candidate Statement of Entry Forms and Personalised exam timetable/seat numbers to candidates

The Special Educational Needs Coordinator (SENCO/Assistant Head teacher responsible for SEND and EAL) 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 process any necessary applications in order to gain approval (if required). Candidates "New to English" would also be identified.
- keeping all records up to date in accordance with JCQ regulations and be easily accessible for scrutiny by JCQ Inspectors.
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Lead 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 before the start of the exam and receiving any instructions from the exams officer relating to a particular exam e.g., Access Arrangement candidates etc.
- organising and allocating tasks to other invigilators when in an exam room e.g., positioning signage, distributing exam papers, taking registers, collection of papers etc.
- ensuring return of exam papers in the correct order and completion, where possible, of awarding bodies attendance registers to the exam's office.

Invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- setting up of exam rooms
- distribution of exam papers according to instructions on seating plan.
- collection of all exam papers in the correct order and tidying the room at the end of the session.

Pastoral Managers are responsible for:

- being present at the start of exams held in all exam rooms to ascertain absent candidates. Absentees are then telephoned at home by the PAM's to determine their reason for absence and encouraged to come into school and sit their exam
- the identification of any student without an I.D. badge

Reception Staff are responsible for:

- receiving and recording all deliveries for the exams officer in the Exam Paper Receipt Log file
- ensuring exam scripts are collected by Parcel Force driver
- posting coursework to moderators in accordance with instructions from the exam officer

Site Staff are responsible for:

- setting up exam rooms with desks and chairs as per instructions/seating plan distributed by exams officer.

Candidates are responsible for:

- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- punctual attendance at all their exams.
- knowing their seat number.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

2. Qualifications offered

- 2.1 The qualifications offered at this centre are decided by the Head teacher/ Senior Leadership Team, in conjunction with Head of Faculty. The types of qualifications offered are GCE`s, GCSE`s, BTEC`s and Level 1, 2 & 3 vocational 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.
- 2.2 In June/July the exam officer will request information from Heads of Faculty about qualifications being delivered in the next academic year. This information will request awarding body specification and unit details, class codes and certification dates.
- 2.3 Informing the exam office of changes to a specification is the responsibility of the Head of Faculty.
- 2.4 Decisions on whether a candidate should be entered for a particular subject will be taken by subject teachers in consultation with Head of Subject Leaders and, where core subjects are concerned, the SLT

3. Exam series /Exam Timetables

- 3.1 Year 11 mock exams are held in December; Year 10 mock exams are held in the summer term though additional ad hoc exams may be requested by teaching staff at any other time. The exam's officer will plan, organise, run and staff the December and March exams but other ad hoc ones will be administered and run by SLT and or heads of Subject.
- 3.2 External exams and assessments are scheduled in November and May-July, or as decided upon by JCQ.
- 3.3 Internal exams are held under external exam conditions.
- 3.4 Where on demand tests are offered (either paper or computer based), these will be scheduled only in windows agreed between the exam's officer and the Head of Subject.
- 3.5 Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at least 4 weeks prior to each series commencing.

4. Entries, entry details, late entries, estimated grades and resits

- 4.1 Candidates or parents/carers can only request a subject entry, change of level or withdrawal after discussion with the Head of Subject/Head of Faculty
- 4.2 The Exams Officer will only process entries /amendments on written notification from the Head of Subject Leader/Head of Faculty
- 4.3 The centre does not accept entries from private candidates unless they are former students and only if the qualification does not involve coursework or controlled assessments.
- 4.4 Managing private candidates is the responsibility of the Exams Officer
- 4.5 The centre does not act as an exam centre for other organisations.
- 4.6 Entry deadlines are circulated to Heads of Faculty via a copy of the Examination Information Booklet for Staff (distributed during September of every new academic year) and also by email reminders, internal memos.
- 4.7 Heads of Faculty will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines if necessary.
- 4.8 Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Heads of Subject
- 4.9 Re-sit decisions will be made by teachers in consultation with Head of Faculty / Head of Subject.

5. Exam fees (also see Appendix 1)

- 5.1 Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or amendments arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- 5.2 The exams officer will publish the deadline for action well in advance for each exam series.
- 5.3 GCSE initial registration and exam entry fees are paid by the centre. GCE (AS/A2) initial exam entry fees are paid by the centre. BTEC and other Vocational qualification registration fees are paid by the centre

- 5.4 *Late entry or amendment fees are paid by the subject department when deadlines have not been followed.* In cases where candidates insist on taking a resit which is after the entry deadline, the candidate pays the relevant late or very late fee.
- 5.5 Fee reimbursements are sought from candidates who are absent:
- If they fail to sit an exam due to reasons other than illness.
 - If they do not meet the necessary coursework requirements without medical evidence or other mitigating circumstances.
- 5.6 Re-sit GCSE English and Maths exams are no longer offered by Belle Vue Girl's. Any other resit fees will be paid for by the candidates after they have consulted with Heads of Subject teachers and the Exam Officer.
- 5.7 Where Subject Leaders request an Enquiry about a Result (EAR`s) these will only be paid for English Language and Maths results at the 3-4 and 4-5 boundaries and with authorisation from the Headteacher.
- 5.8 Candidates requesting an EAR which is not agreed by the centre, will pay the relevant fee prior to the request being submitted by the Exam Officer.

6. Equality Legislation

- 6.1 All exam centre staff must ensure that they meet the requirements of any equality legislation.
- 6.2 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 and SENCO/Assistant Head teacher responsible for SEND and EAL.

7. Access arrangements

- 7.1 The SENCO/Assistant Head teacher responsible for SEND and EAL will inform all teaching staff and the Exams Officer of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.
- 7.2 A candidate's access arrangements requirement is determined by recommendations made by external agencies (eg Medical personnel) the SENCO/Assistant Head teacher responsible for SEND and EAL and Exams Officer.

- 7.3 Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SENCO/Assistant Head teacher responsible for SEND and EAL and Exams Officer.
- 7.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO/Assistant Head teacher responsible for SEND and EAL after the initial application has been created online by the Exam Officer.
- 7.5 Rooming for access arrangement candidates will be arranged by the Exams Officer.
- 7.6 Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENCO/Assistant Head teacher responsible for SEND and EAL and Exams Officer.

8. *Managing invigilators*

- 8.1 External staff will be used to invigilate examinations.
- 8.2 These invigilators will be used for internal exams and external exams.
- 8.3 Recruitment of invigilators is the responsibility of the Exam Officer.
- 8.4 Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the college HR department. CRB fees for securing such clearance are paid by the centre.
- 8.5 Invigilators pay rates are set by the Governing Body Staffing/Personnel Committee.
- 8.6 Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

9. *Malpractice*

- 9.1 The Exams Officer in consultation with the Head teacher is responsible for investigating suspected malpractice.

10. *Exam days*

- 10.1 The exams officer will book all exam rooms after liaison with the Head teacher, Cover Manager & Head of PE and make the question papers, other exam stationery, and materials available for the invigilators

- 10.2 Site management staff are responsible for setting up the allocated rooms and will be advised of requirements at least 4 weeks in advance.
- 10.3 The Exams Officer and/or Invigilator will start and finish all exams in accordance with JCQ guidelines.
- 10.4 SLT will assist with discipline when large cohorts are involved at the start and end of exams. Any staff present must be in accordance with the rules defined in the JCQ Instructions for conducting examinations (ICE) booklet concerning who is allowed and what they can do. Any support and encouragement can be given outside of the examination room but once candidates enter, they are under exam conditions and the strict protocols must be adhered to.
- 10.5 In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
- 10.6 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 Subject in accordance with JCQ's recommendations.
- 10.7 After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Reception staff

11. Candidates

- 11.1 The exams officer will provide written information to candidates in advance of each Head teacher responsible for Data, Exams and Assessment during an assembly. exam series. A formal briefing session for candidates will be given by the Assistant Headteacher.
- 11.2 The centre's published rules on acceptable dress (school uniform) and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 11.3 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, smartwatches, mp3/4 players and other electronic communication or storage devices with text or digital facilities. Any precluded items must be placed in the plastic wallet provided, handed to an invigilator and then removed from the exam room and stored in the 6th form office for exams being held in that vicinity or in the exam office.
- 11.4 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 and SLT member of staff on duty.

- 11.5 Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

Absent or Late Candidates

- 11.6 The Exams Officer will ensure that a register is taken before the exam starts.
- 11.7 Pastoral Managers will contact all absent or late students to ascertain why they are not in for their exams and encourage them to arrive at the college as soon as possible.

- 11.8 Students who arrive more than an:

A candidate will be considered very late if they arrive more than 1 hour after the published starting time for an exam which lasts one hour or more i.e., after 10am for a morning exam or after 2.30pm for an afternoon exam.

- for examinations that last less than an hour students who arrive after the awarding body's published finishing time or 30 minutes after the awarding body's published starting time, whichever is later **will not be** allowed to sit their exam.

Clash candidates

- 11.9 The Exam Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

12. Special consideration

- 12.1 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.
- 12.2 The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam e.g., medical certificate from a GP or hospital.
- 12.3 The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

13. Internal assessment

- 13.1 It is the Heads of Subject 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.

- 13.2 Marks for all internally assessed work are entered directly by Heads of Faculty/Subject Leaders and/or with support from the Exams team. The exams officer will inform staff of the date when entries must be submitted and 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.

14. Results

- 14.1 The Exams Officer will be available on all restricted release results days to download results and on results days to distribute results to candidates
- 14.2 On the GCE and GCSE restricted release results days following the summer exams, the exams officer and Data Assessment Manager will process, analyse and publish all the results to SLT.
- 14.3 Arrangements, for the centre to be open on results days, are made by the exams officer in consultation with the Head teacher and the Site Manager.
- The exam office staff set up tables and collection points in a suitable area prior to students collecting their results at approximately:
 - 8 am – 12 noon GCE collection
 - 10am – 12 noon GCSE collection
- 14.4 Candidates will receive individual result slips on results days. The results slip will be in the form of a centre produced document and will be collected either:
- By the candidate
- in person at the centre on production of a letter authorising a named person (ie friend /relative) to collect on the student's behalf
 - by post to their home address - candidates to provide self-addressed envelope if they know in advance that they are unable to collect their results on the appointed day.
 - Any results not collected on the day will be retained by the Exams Officer

15. Enquiries about Result (EAR) Internal Appeals Procedure (IAP) Access to Scripts (ATS)

- 15.1 EARs may be requested by centre staff or the candidate 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.
- 15.2 Candidates requesting an EAR which is not agreed by the centre, will pay the relevant fee prior to the request being submitted by the Exam Officer.
- 15.3 All decisions on whether to make an application for an EAR will be made by Heads of Subject in consultation with the relevant SLT members.

- 15.4 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 (IAP) document.
- 15.5 All processing of EARs will be the responsibility of the Exam Officer following the JCQ guidance.
- 15.6 After the release of results, candidates may ask subject staff to request the return of written exam papers within 20 working days of the receipt of results.
- 15.7 Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 15.8 Re-marks cannot be applied for once an original script has been returned.
- 15.9 Processing of requests for ATS will be the responsibility of the Exams officer.

16. Certificates

- 16.1 The exams Officer will notify candidates of a date when they can collect their certificate. This is usually in November/December following the summer exam series. A Certificate Authorisation form is included with the letter to give authorisation to a third party (see below).
- 16.2 Certificates can be collected:
- in person and signed for at the centre
 - on behalf of a candidate by third parties, provided they have written authority from the candidate to do so.
- 16.3 The centre retains certificates for 2 years after which they are destroyed.
- 16.4 No applications to Awarding Bodies for Replacement certificates / transcript of results are made by the academy on behalf of a student or former student. Students are advised to consult Awarding Body web sites and proceed with their own application.

Rationale

Public examinations provide vital summative assessment, generally at the end of a key stage. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the school participates willingly in the administration of these examinations in the best interests of the students and the school. In addition, other internally set and marked examinations may take place at other stages in a student's progress through the school in order to both prepare for public examinations and check student learning.

- Every girl who is following a course has the right to be entered for the examination or certification for that course, regardless of probable outcome, if the required coursework has been completed on time. The Examinations Officer (EO) works with SENCO/ASSISTANT HEADTEACHER RESPONSIBLE FOR SEND AND EAL to ensure the access of all girls to appropriate qualifications.
- Curriculum team leaders are responsible for exam entries in consultation with class teachers.
- Parents need to be actively involved in exam entries and should be part of any discussions about early entry or non-entry.
- The EO looks after the running and administration of the examination system with the co-operation of curriculum and pastoral team leaders.
- The school pays for the first time of entry for an exam. Parents may be asked to pay for subsequent re-sits.
- Parents are responsible for the examination costs if their daughter fails to attend for an examination and does not have a medical note.
- External candidates are responsible for full entry costs and any additional costs incurred by the school.

GCSE

- Girls are normally entered for examinations in all their subjects.
- The level of entry is decided by Curriculum teams.
- EO and SENCO/ASSISTANT HEADTEACHER RESPONSIBLE FOR SEND AND EAL will liaise on special requirements.
- Parents need to be aware of, and involved in, exam entries – including the responsibility for the payment of exam fees in the event of non-attendance or non-completion of coursework.
- Parents have the right to withdraw their daughter from an exam prior to final entry, although this will be discouraged.
- If curriculum teams decide to make double entries then that curriculum area may be asked to bear the additional cost.

Post-16

- Girls are normally entered for examinations in all their subjects.
- Entry for external examinations is at the discretion of the curriculum teams. Non-entry will only follow discussions with parents and the girl.
- EO and SENCO/ASSISTANT HEADTEACHER RESPONSIBLE FOR SEND AND EAL will liaise on special requirements.
- Parents are responsible for the payment of exam fees in the event of non-attendance or non-completion of coursework.
- In the event of re-sit examinations, examination entry fees for GCSE English and Maths fees are paid for by the Academy for those students who have not achieved the minimum government standard of grade 4 or above. Any other resit fees will be paid for by the candidates after they have consulted with Heads of Subject teachers and the Exams Officer.

Charging Policy –

Guidelines Funding

1. The Exams Office will fund one entry per candidate for each GCSE / AS / A2 exam they sit.
2. Resits must be funded by individual candidates. An exception to this will be the first time either GCSE Maths or English needs to be taken again in the 6th form if a grade 4 was not achieved in year 11.
3. Any late entries (except in exceptional circumstances) will be charged to the department.
4. Reasonable amendments requested by HoD's will be funded by the Exams Office.
5. Requests for remarks, within 3 marks of next grade per unit / component will be funded by the Academy, although all such requests will require SLT approval.
6. Requests for remarks more than 3 marks per unit / component will require SLT approval and may need to be funded by the department or student.
7. Requests for scripts or copies of scripts must be funded by the department concerned.

The School reserves the right to reclaim entry fees from parents if a pupil:-

1. fails to sit the examination without reasonable cause
2. does not attend school regularly for the necessary course of study
3. does not complete and submit necessary work (ie coursework and assessments) by the correct time
4. infringes the Examination Boards' Regulations concerning unfair practice in an examination

Implementation for Modular Courses.

It is the Academy's policy to charge for re-sits for Modular Courses.

For all 'A' level and for GCSE re-sits over and above those allowed by the normal entry fee:

The decision to enter a student for a re-sit is at the discretion of the head of subject, and their decision of is final. Students who request a resit against the Head of Subjects decision will be charged.

The head of subject will provide an entry list for each module to the Exams Officer or Head of Faculty and a duplicate copy to the Finance office. Girls will be informed if payment is required and no entry will be made without payment, together with a letter home to that effect. Payment will be made online through ParentPay.

The Exams Officer will check with the Finance office that payment has been made. Girls who have not paid the correct fee will not be entered.

Any deviation from the charging policy outlined above will be at the discretion of the Headteacher and only in exceptional circumstances.

Controlled Assessment

Controlled Assessment is a set of controls, introduced by the Qualifications and Curriculum Development Agency (QCDA) to ensure the validity and reliability of coursework and to enable assessors to confidently authenticate candidates work. In 2007, the QCDA commissioned a report on internal assessment in GCSE specifications and recommended that the controls were tightened. From September 2009 controlled assessment replaced coursework for all new 2009 GCSE subjects with internal assessment. The level of controls were determined by QCDA and apply across all Awarding Bodies.

Controlled Assessment is divided up into 3 controls.

- Task Setting
- Task Taking
- Task Marking

Each one of these sections has a control associated with it. The controls are either High, Medium or Low. Each control will inform how each task is conducted and what restrictions need to be in place. The whole point of these controls is to allow teachers to have greater assurance that a piece of coursework created by a candidate is actually their own work.

1. It is the responsibility of each Head of Faculty or designated person to obtain the controlled assessment task details from the exam boards.
2. The Head of Faculty or designated person should choose the most appropriate time for the controlled assessment to take place and inform the Senior Leadership Team and the Data/Exams Manager of the date(s) as early as possible in the academic year.
3. The Senior Leadership Team will produce a calendar of Controlled Assessments and circulate to all staff to avoid clashes with school trips or other activities.
4. The Controlled Assessment may take place during timetabled class time.

- 5.** Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Data/Exams Manager should be notified when high level controlled assessment is taking place.
- 6.** Relevant display materials must be removed or covered up.
- 7.** All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- 8.** Each student is to keep a research diary where they note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography.
- 9.** All assessment materials must be locked in a suitable secure cabinet at the end of each session. Heads of faculty are responsible for organising this in their own areas.
- 10.** Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in 9 above.
- 11.** If a student is absent, the teacher must allow that student the chance to make up the time if necessary.
- 12.** For long absences, special consideration should be applied for.
- 13.** Entries for controlled assessment must be made at the appropriate time.
- 14.** Attendance records from assessment sessions should be kept by the class teacher.
- 15.** Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- 16.** Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
- 17.** Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
- 18.** If suspected malpractice occurs, the Data/Exams Manager must be informed.
- 19.** If a student's work is lost within the school, this must be reported to the exam board.
- 20.** Authentication forms must be signed by the teachers and candidates.
- 21.** Access arrangements do apply to controlled assessment.
- 22.** The assessment marks must be submitted to the exam board by the appropriate date.
- 23.** Candidates' work must be securely stored as in 9 above until all results have been verified.
- 24.** Re-sits of controlled assessment may be allowed in the next exam session.

25. After the results are published it may be possible to request a remoderation of the work.

Further guidelines and a sample of relevant templates can be found at the JCQ website

http://www.jcq.org.uk/exams_office/controlledassessments

Heads of faculty should familiarise themselves with these guidelines