



**S P E R R I N**  
INTEGRATED COLLEGE  

---

MAGHERAFELT

**SPERRIN INTEGRATED COLLEGE**  
**EXAMINATION POLICY**

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**The purpose of this examination policy is:**

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

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

This examination policy will be subject to a full reviewed every two years and will be amended annually in line with JCQ requirements.

This examination policy will be reviewed by the Board of Governors ,Senior Leadership Team in conjunction with the Examinations Officer and SENCO.

## **1. EXAMINATION ROLES AND RESPONSIBILITIES**

**Head of Centre : The Head of Centre is the Principal: Mrs Heron.**

The Head of Centre has overall responsibility for the management of the college as an examination centre and:

- Advises on appeals and re-mark process.

The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*

**Senior Leader Assessment and Data : Mr Small.**

- Line Manages the work of the Examination Officer
- Manages the administration of internal examinations and assessments

**Vice Principal: Mrs Chambers.**

- Overall organisation of curriculum and Strategic Planning of Examinations taken by pupils.
- External validation of all courses followed at Key stage 4/ Post-16.
- Curriculum planning in line with Magherafelt and Rural Learning Partnership.

**Examinations Officer: Mr Maguire**

Manages the administration of all public examinations and assists the SLT with the analysis of examination results:

- Advises the senior leadership team, subject and learning tutors and other relevant support staff on annual examination timetables and application of procedures as set by the various examination boards and awarding bodies.
- Oversees the production and distribution to staff and candidates of an annual calendar for all examinations 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 examination timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all examination papers and completed scripts.
- Administers access arrangements and makes 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 in conjunction with the SENCO*.
- Provision of additional support – In conjunction with the SENCO plan and ensure pupils have access to ICT equipment for public examinations.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs/charges.
- Line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Assists SLT in preparing reports showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.

### **Head of Department**

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Management of Tiers of Entry.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer.

### **Head of Career Education and Guidance**

- Guidance and careers information.

### **Teaching Staff**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to their Head of department.

## **SENCO**

- Administration of access arrangements in conjunction with examinations officer.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, ICT equipment – to help candidates achieve their course aims.

## **Chief Invigilator/invigilators**

- Collection of examination papers and other material from the examination's office/store before the start of the examination.
- Collection of all examination papers in the correct order at the end of the exam and their return to the examination's office.
- Ensure all JCQ protocols and procedures are adhered to by pupils during public examinations.
- Report all issues that maybe in breach of JCQ examination rules and regulations.

## **Candidates**

- Have a knowledge and understanding of the College's Policy on Examinations and follow all procedures and regulations as set out in the policy.
- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## **Parents/Guardians**

- Have a knowledge and understanding of the College's Policy on Examinations and be aware of the protocols and procedures regarding the administration of examinations.

## **Administrative staff**

- Support for the input of examination entry and other data.
- Posting or distribution of examination results and certificates.

## **2. THE EXAMINATIONS AND QUALIFICATIONS OFFERED AT SPERRIN COLLEGE**

The Examinations and qualifications offered at Sperrin College are decided by the Head of Centre and the Senior Leadership Team.

The Examinations and qualifications offered are:

GCSE Qualifications, Occupational Studies, Level 3 Vocational Qualifications and A levels.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the examinations officer must be informed by 1<sup>st</sup> September of each academic year.

#### **Key stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

#### **Post-16**

In most cases AS modules for A -Level qualifications will be completed and cashed-in at the end of Year 13.

### **3. EXAMINATION SCHEDULES**

#### **3.1 Examination Schedules**

External examinations are scheduled in accordance with the Awarding body timetable but will normally take place in November, January, March, and May/June.

Internal examinations for Year 10, GCSE, AS/A2 mock examinations are held under external examination conditions.

The examination series used in the centre is decided by the Head of Centre, Head of Department, and the Senior Leadership Team.

#### **3.2 Timetables**

The examinations officer will circulate the examination timetables for external examinations once these are confirmed. The Assessment Leader will circulate internal examination timetables. Timetables will be provided to individual pupils.

### **4. EXAMINATION ENTRY PROTOCOL**

#### **4.1 Entry Protocols and Tiers of Entry for Public Examinations**

Candidates are selected for their examination entry level by the subject teacher in consultation with the Head of Department.

Entry level/tier of entry for GCSE Mathematics will be made by the Head of Mathematics and will only be changed if exceptional circumstances apply.

A candidate or parent/guardian can request a subject entry change of level or withdrawal.

However, this will only be done in consultation with the Head of Department ,the Vice Principal or Head of Centre and decisions will only be made in the best interests of the pupil. The request must be made in writing to the Head of Centre and communicated to the examinations officer within the time/dates as set by the awarding bodies.

Candidates who fail to produce coursework by deadlines set or fail to attend an examination may be withdrawn from the subject. In the case of AS or A2 A level courses the award cash-in will be withdrawn and the candidate will only receive an individual unit mark.

The centre does not accept entries from external candidates.

#### **4.2 Late entries**

Entry deadlines are circulated to Heads of Department via email .

Late entries are authorised by the Examinations officer and the Vice Principal.

#### **4.3 Retakes**

Retake decisions will be made in consultation with the candidates, examinations officer, Head of Centre, Vice- Principal, and the Heads of Department and in line with JCQ and Awarding Body stipulations. The Examination fees for all retakes will levied to the pupil/parent or guardian.

### **5. EXAMINATION FEES**

GCSE , AS , A2 and all other qualifications initial registration and entry examination fees are paid by the centre.

Late entry or amendment fees are paid by the departments.

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

Reimbursement will not be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

Retake fees for first and any subsequent retakes are paid by the candidates. (See also section 4.3: Retakes)



Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 11.2: Enquiries about results [EARs]).

## **6. SPECIAL EDUCATIONAL NEEDS AND ACCESS ARRANGEMENTS**

### **6.1 The Equality Act (2010 ) and SEND Act**

The Equality Act 2010 extends to application and administration of general qualifications. All examination centre staff must ensure that the Access Arrangements and special consideration regulations and guidance are consistent with the regulations as set out by JCQ advice and guidance.

### **6.2 Special Educational Needs**

A candidate's Examination Access Arrangements (EAA's) are designed for candidates with the required knowledge, understanding and skills, who are unable to demonstrate these in an assessment in its normal format due to a difficulty or disability.

- EAAs should reflect the normal way of working for which there is evidence of need, unless such arrangements would affect the integrity of the assessment.
- EAAs are intended to increase access to assessments but cannot be granted where they will directly affect performance in the skills that are the focus of the assessment.
- Credit is only given for skills demonstrated by the candidate working independently.
- EAAs are not intended to give an unfair advantage.
- EAAs will not be permitted if they compromise the assessment objectives of the specification in question.
- EAAs may vary between subjects because different subjects and methods of assessments may have different demands.
- An alternative assessment route may be available within the specification.
- The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate who is disabled within the meaning of the Equality Act 2010 would be at a substantial disadvantage in comparison to someone who is not disabled.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCO can then inform individual staff of any accesses

arrangements that individual candidates may be granted during the course and in the examination. In most cases the access arrangements will have been in place during KS3 and as such will be the candidate's normal way of working.

### **6.3 Access Arrangements**

Sperrin College Examination Access Arrangement (EAA) procedures are set out in the College's Access Arrangements Policy.

The decision regarding which candidates have an entitlement to access arrangements will be carried out by the SENCO in conjunction with the Examinations Officer and in strict adherence with the Access Arrangements protocols set out by JCQ and the College Policy.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and the Examinations Officer.

Rooming for access arrangement for candidates will be managed by the Assessment Leader in conjunction with the SENCO and the Examinations Officer.

Invigilation and support (including ICT access) for candidates with an entitlement to access arrangements will be managed by the Assessment Leader in conjunction with the SENCO and the Examinations Officer.

## **7. ESTIMATED GRADES**

### **Estimated Grades**

The Heads of Department will submit estimated grades to the examinations officer as requested and in line with Awarding Body requirements.

## **8. MANAGING INVIGILATORS AND EXAMINATION DAYS**

### **8.1 Managing Invigilators**

External invigilators will be used for public examination supervision.

The recruitment of invigilators is the responsibility of the Head of Centre.

Securing the necessary Safeguarding Checks and clearance for new invigilators is the responsibility of the Head of Centre (delegated to Ms Love ).

Fees for securing Safeguarding/clearance checks are paid by the centre.

Invigilators are timetabled and briefed by the centre administration.

Invigilators' rates of pay are set and administered by the Centre administration in line with the Awarding Body recommended rates.

### **8.2 Examination Days**

The Examinations officer is responsible for booking all examination rooms and signage after liaison with other users.

The examinations Office will make the question papers, other examination stationery and materials available for the invigilator.

The Building Supervisor is responsible for setting up the allocated examination rooms.

The chief invigilator will start all examinations in accordance with JCQ guidelines.

Subject teachers may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted by candidates.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department at the end of the examination session.

## **9. PROTOCOLS FOR CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION**

### **9.1 Protocols for Candidates**

The centre's published rules on uniform standards, behaviour and candidates' use of mobile phones and all electronic devices always apply during the external/public examinations.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose only, requiring an immediate return. A member of staff must always accompany them.

Candidates who are late for their examination, or do not turn up at , their parents will be contacted by the College office staff via telephone. If contact cannot be made the candidates' parents/carers will be informed by the relevant Year Head by either telephone, text, or letter.

## **9.2 Examination Schedule Clashes**

The examinations officer will be responsible as necessary for identifying escorts, identifying a secure venue, and arranging overnight stays for candidates whose

## **9.3 Special consideration**

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the examination invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.

The examinations officer will forward the completed special consideration form to the relevant awarding body within seven days of the examination.

# **10. COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS**

## **10.1 Coursework**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

The Head of Department will ensure all coursework is ready for despatch at the correct time and the examinations officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the examinations officer by the Heads of Department.

## 10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the examinations officer and is available on the school website (Appendix 1).

The main points are:

- The Appeal Request will only be processed if it applies to the process leading to an assessment and in line with the Internal Appeals Policy (Appendix 1) There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently, or not in accordance with the specification for the qualification. (Appendix 2)
- Appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will determine whether the process used conformed to the necessary requirements.
- The Head of Centre's findings will be notified in writing, copied to the examinations officer, and recorded for awarding body inspection.

## 11. RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

### 11.1 Results

Candidates will receive individual results slips on results days in person at the centre.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

### 11.2 Enquiries About Results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. (See section 5: Examination fees)

### 11.3 Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the examinations officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

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

GCSE re-marks cannot be applied for once an original script has been returned.

## 12. CERTIFICATES

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for three years and thereafter will be disposed of in line with GDPR Regulations.

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**Head of centre**  
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**Board of Governors Approval Date:**

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**Date : April 2021**

## APPENDIX 1.

Sperrin Integrated College

### INTERNAL APPEALS PROCEDURE

#### **Policy on Internal Assessments.**

In accordance with the Code of Practice for the conduct of external qualifications produced by the JCQ, Sperrin Integrated College is committed to ensuring that:

- Staff that have the appropriate knowledge, understanding and skills conducts internal assessments.
- 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 attends any compulsory training sessions.

#### **Written Appeals Procedure**

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

The Awarding Body may make appeals to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation.

A pupil or parent wishing to appeal against the procedure used in internal assessments should contact the Examinations Officer, Mr Maguire, as soon as possible to discuss the appeal, and the school must receive a written appeal *at least two weeks before the date of the last external exam in the subject.*

The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do **not apply** to the marking judgments themselves.

On receipt of a written appeal, the Examinations Officer and the Vice Principal will conduct an enquiry into the internal assessment as set out in the 'Reviewing of Marking Procedures'.(Appendix 2) 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 candidates.

**Early Intervention and Communication:**

**Statement for Pupils:**

“If at any stage during your examination courses you have concerns about procedures used in assessing your internally marked work for public examinations (e.g., coursework / portfolio / projects) you should see the Examinations Officer, Mr Maguire, as soon as possible”.



## APPENDIX 2

### Sperrin Integrated College Internal Appeals Process Review of marking - Centre Assessed Marks Policy

**With reference to:  
(GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)**

Sperrin Integrated College 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. Sperrin Integrated College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Sperrin Integrated College 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. Sperrin Integrated College 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. Sperrin Integrated College will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies.
4. Sperrin Integrated College will provide candidates with sufficient time, normally at least **five** working days, to allow them to review copies of materials and reach a decision.
5. Sperrin Integrated College 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. Sperrin Integrated College 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. Sperrin Integrated College will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Sperrin Integrated College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Sperrin Integrated College 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

**B A Heron**

Principal

Head of Centre