



Examinations Policy

Qualifications Offered

- The qualifications offered at this Centre are decided by the Heads of Department and SLT.
- The qualifications offered at present are GCE, GCSE, IGCSE and EPQ.
- The subjects offered for these qualifications in any academic year and the relevant exam boards may be found in the Centre's published prospectus for that year.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidate, parents/carers, Head of Learning Support, Subject Teachers and Head of Curriculum.

Exam Series and Timetables

Exam Seasons

- Internal exams and assessments are scheduled in November, January, February, May/June.
- External exams and assessments are scheduled in November, January, May/June.
- November and January exams are mainly for resits of GCSE core subjects. Candidates wishing to resit must submit a Request to Resit form.
- Internal exams are held under external exam conditions from Year 9 onwards.
- Heads of Department and SLT decide which exam series are used in the Centre.

Timetable

- Once entries for external exams are checked and made in February, the Exams Officer will circulate the exam timetable for external exams and also give each candidate their own individual timetable.

Entries, Entry Details and Late Entries

- Candidates are selected for their exam entries by the Heads of Department.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- The Centre accepts entries from external candidates only in exceptional circumstances and normally, when candidates are already known to the Centre.
- The Centre does not act as an exam Centre for other organisations.
- Late entries are authorised by Heads of Department and Exams Officer.
- GCSE and GCE retakes are allowed, as permitted by individual subject specifications.
- Retake decisions will be made in consultation with candidates, parents/carers and Heads of Department.

Exam Fees

- Candidates or Departments will not be charged for changes of tier or withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the Awarding Bodies. For summer series exams, this is usually 21 April.
- All GCE and GCSE entry exam fees are charged to the candidates.
- Late entry or amendment fees are paid by the Departments, Centre or candidates depending on circumstances.
- Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees are paid by the candidates.

Equality and Disability Policy

Equality

- All Examination 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 candidates in accordance with requirements defined by the legislation, Awarding Bodies, and JCQ. This is the responsibility of the Examinations Officer in liaison with the Head of Learning Support (SENCO).

Disability Policy

JCQ guidelines state:

'A person has a disability for the purposes of the DDA if he/she has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities'.

- The Centre will meet the requirements of the DDA by ensuring that the exams Centre is accessible and improving candidate experience. This is the responsibility of the Senior Leadership Team, Exams Officer and Head of Learning Support.
- The Centre will comply with its legal responsibilities under the Special Educational Needs Code of Practice 2014 and Disability Equality Act 2010.
- It will accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the Centre can cater adequately.
- Parents of a child who has any disability should provide the Centre with full details as soon as possible. Based on the disability information, the Centre will assess the student's needs and consult with parents and other relevant bodies about the adjustments.

Access Arrangements

- The Head of Learning Support will inform the Exams Officer and subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The Exams Officer will then inform staff of any special arrangements that individual candidates can be granted during the course and in the exams. Any agreed access arrangements should also be used in classwork and internal exams as the Centre has to provide evidence that this is the candidate's normal way of working. Subject teachers will be asked to provide evidence of need of the agreed Access Arrangement in their particular subject for each candidate.
- A candidate's access arrangements requirement is determined by the Head of Learning Support and Educational Psychologist/Specialist teacher.
- Making access arrangements for candidates to take exams is the responsibility of the Exams Officer.
- Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the Exams Officer and Head of Learning Support.
- All candidates entitled to access arrangements will sign a data release form prior to the online submission of their application.
- Rooming for access arrangement candidates requiring separate invigilation will be arranged by the Exams Officer. Candidates will be informed of venues well in advance.
- Invigilation and support for access arrangement candidates will be organised by the Exams Officer.
- It may be necessary to pass on additional charges incurred in having to assess candidates or to provide for one-to-one invigilation or use of a separate room during examinations.

Word Processing/Use of a Laptop

The Centre may grant permission to certain candidates to use a laptop in exams. However, this is subject to the candidate fulfilling certain criteria and will not be granted just because a candidate feels better using one. A candidate must have:

- A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly.
- A medical condition.
- A physical disability.
- A sensory impairment.

- Planning and organisational problems when writing by hand.
- Very poor/illegible handwriting.
- The use of a word processor must reflect the candidate's normal way of working within the Centre.

Supervised Rest Breaks as an Exam Access Arrangement

- Rest-breaks must always be considered before making an application for extra-time.
- Head of Learning Support MUST be satisfied that:
 - The student has an impairment which has a substantial and long term adverse effect, giving rise to persistent and significant difficulties (the candidate is disabled within the meaning of the Equality Act); and
 - There is a genuine need for the arrangement.

Rest Breaks can be awarded for:

- Cognition and learning needs:
- Communication and interaction need:
- A medical condition:
- Sensory and physical needs:
- Social, mental and emotional needs.

Use of a Separate Room for Invigilation.

On rare occasions, candidates may be granted the use of a separate room to complete exams. In order to qualify for this arrangement, a candidate must:

- Have a long term psychological impairment where sitting exams with other candidates would have an adverse effect.
- Have a proven need to read the paper aloud to help comprehension.
- Have used this as their normal way of working within the Centre.

The cost of invigilation to cover a separate room will be passed on to the parent.

Overseas Students

- Managing overseas students is the responsibility of the Exams Officer. All overseas students are entitled to use a bilingual dictionary in exams, if this is their normal way of working. Extra-time for dictionary use will only be granted in exceptional circumstances and then the maximum extra time allowed is 10% which is dictated by JCQ Regulations.
- Whether any extra-time is granted will be at discretion of subject staff, based on the normal way of working.
- No candidates will be allowed to use dictionaries in exams where marks are awarded for Spelling, Punctuation and Grammar e.g. GCSE English, GCSE Geography and History.

Candidates

- The Centre's published rules on acceptable dress, behaviour and candidates use of mobile phones and other electronic devices apply at all times. Candidates will be issued with a copy of these rules before the start of the relevant exam season. These rules are displayed towards the end of this policy.
- 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 are expected to stay for the full exam time and will not be able to leave the exam early.
- Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.
- The Exams Officer is responsible for handling late or absent candidates on the exam day or subsequently.

Clash Candidates

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

Special Consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself

or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre, the Exams Officer and the Exam Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor. The Exams Officer will then apply for special consideration on behalf of the candidate to the relevant Awarding Body within seven days of the exam.

In the case of long term illness previous to the examination period, the Exams Officer may:

- Apply for an extension of coursework/controlled assessment deadlines on behalf of the candidate to individual Exam Boards.
- Apply for special consideration from the relevant Awarding Bodies for all modules sat by the candidate.**
- Contact the Universities involved with a request for special consideration on results day, outlining the circumstances.

** Candidates should be aware that adjustments are only relatively minor (1-5%), so that they do not compromise the integrity of the standard. They should also be aware that special consideration can never make up for difficulties faced and some candidates may be simply too ill or distressed to cope with exams.

Controlled Assessments/Non-Examination Assessments and Appeals

- Controlled assessment (CA) or Non-Examination Assessment (NEA) replace the largely discontinued term coursework.
- Candidates who have to prepare portfolios should do so by the end of the course or Centre-defined date.
- It is the duty of Heads of Department to ensure that all CAs/NEAs are despatched to meet exam board deadlines. The Exams Officer is responsible for sending the Centre Mark Sheets to the relevant exam board or assisting staff with submitting marks electronically.
- Marks for all internally assessed work and estimated grades are provided to the exams office by subject teachers/Head of Departments.

Centre Assessed Marking Policy and Appeals Procedure

The Mount School York is committed to ensuring that whenever its staff mark examination candidates' work and controlled assessments, 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. As a Centre, we are 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 practice. Subject Teachers/Heads of Department will ensure that candidates are informed of their Centre Assessed Marks.

Review of Marking for Centre Assessed Marks for Controlled Assessment:

A candidate may ask for their Centre Assessed Mark to be reviewed before the mark is submitted to the Awarding Body, should they feel that there has been a problem with the marking and assessment process carried out by the Subject Teacher/Department. Candidates may request copies of materials from teaching staff to assist them in considering whether to request a review of the Centre's marking of the assessment. Relevant copies of materials, having been requested, will promptly be made available to the candidate by the teacher.

Any request for a review of marking must be made, in writing, to the Exams Officer, using the appropriate form – please see Appendix I overleaf. Any such request must be made within 5 working days of the date when the candidate was first informed of the original mark by their teacher. Requests made after that deadline will not be considered. The candidate must explain in full the reasons for this request.

The charge for a candidate wishing to request a review of their Centre Assessed Mark through the process of an internal appeal, are the same as those charged by the relevant Awarding Body for a post results review of marking. These costs are published by the exam boards and are available from the Exams Officer. A cheque must

be made payable to The Mount School York to cover the cost of this service as the request for the review of marking is made.

In most cases the review of marking will be carried out by the Deputy Principal as long as they have had no previous involvement in the assessment of that candidate. Otherwise the Deputy Principal will ask another member of staff with appropriate competence to carry out the review. The Subject Teacher/Head of Department will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.

Subject Teachers/Heads of Department must 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 for submitting Centre marks to relevant exam board.

The candidate will be informed in writing by the Deputy Principal of the outcome of the review. The outcome of the review will be made known to the Principal. A written record will be kept and made available to the Awarding Body upon request. Should the review of the Centre's marking bring any irregularity in procedures to light, the Awarding Body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the Awarding Body to ensure consistency in marking between Centres. This Awarding Body moderation process may lead to mark changes and therefore the Centre Awarded Mark should always be considered as provisional. The Awarding Body's moderation process is outside the control of The Mount School and is not covered by this procedure.

Appeals Against Internal Assessments (CA/NEA)

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, we are committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment will attend any compulsory training sessions.
- Candidates will be informed of their marks for internally marked assessments before these marks are submitted to the exam boards. At that stage, they have the opportunity to ask for a review of the mark awarded. Any such review will be carried out according to JCQ guidelines.
- After submission of marks, appeals may be made to the School regarding the **procedures** used in **internal assessment**, but **not the actual marks or grades** submitted by the School for moderation by the Awarding Body.
- A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer. The 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.

See *Appendix 1 for Appeal against Internal marking.*

See *Appendix 2 for Internal Appeals form.*

Results, Enquires About Results (EARs) and Access To Scripts (ATS)

- Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses. They may also phone the Centre after a particular time. Heads of Year will gather together information as to how the candidate wishes to be notified at the end of the Summer Term.
- Should candidates wish anyone else to collect results on their behalf, they must notify their Head of Year well in advance of results day.

- Arrangements for the Centre to be open on results days are made by the SLT.
- Candidates will be notified by Heads of Year the times from which their results will be available.
- Heads of Department will be expected to be in School on both A Level and GCSE Results Days to deal with any queries in their subjects.
- It is the responsibility of the Exams Officer to prepare results grids for staff.
- The Exams Officer and Deputy Principal will also compile overall exam statistics to be issued to necessary agencies. The Head of Careers will monitor university acceptances and clearing opportunities.

EARs

- EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested. A signed copy of the JCQ candidate consent form shall be put on file. The cost of the EAR will normally be charged to the candidate except where a Head of Department feels that the whole cohort have been severely marked, in which case the EAR may be undertaken at the Centre's expense. Any such decision will be made by the Principal.
- For GCE and some GCSE papers it is possible to request a priority photo copy before requesting EARs.
- When the Centre does not support a candidate's or parent's request for an EAR, a candidate may still apply to have an enquiry carried out.
- The Exams Officer will inform Heads of Department of the deadlines for EAR applications.

ATS

- After the release of results, candidates may ask subject staff to request the return of papers.
- Centre staff may also request scripts for investigation or for teaching purposes. In **both cases**, the consent of candidates must be obtained, ideally on a JCQ consent form but an email from the candidate will also suffice.
- Candidates will be charged for any ATS requested, except when these are requested by a Department. The Principal must countersign any such requests.

Certificates

- For candidates who are no longer pupils at the Centre, certificates are posted by recorded delivery.
- Overseas candidates are required, if possible, to provide a UK address – e.g. university or guardian as it is not our policy to send certificates overseas by ordinary mail, given their importance.
- Candidates must return a slip to confirm that they have received their certificates.
- For candidates still in School, certificates are collected and signed for.
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so by the candidate.
- The Centre retains certificates for three years, should they not have a suitable address for posting.
- A transcript of results may be issued to candidates at a later date by the Centre. However, should candidates lose their certificates and future employers require original certificates, they can only obtain replacements from the relevant exam boards. There is a charge for this.

Regulations – Make sure you know the rules

1. **You must be on time for all examinations.** If you are late, your work might not be accepted.
2. For morning exams be down in Sports Hall by **8.30am**.
3. For afternoon exams be down in Sports Hall by **1.20pm** – be in school by 1.00pm. **Sign in at Reception if necessary.**
4. You must not become involved in any unfair or dishonest practice in any part of the examination.
5. If you try to use any unfair practice, or break the rules in any way, you could be disqualified **from all your subjects**.
6. You may take into the examination room only the materials and equipment which are allowed.
7. You must not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, electronic or radio communication devices, including **mobile telephones**, iPods, **Apple watches** and MP3 players. You will be instructed **to remove your wrist watch** and place it on your desk when you enter the exam. Any pencil cases taken into the examination room must be **see-through**. Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
8. You must not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
9. You must not talk to or otherwise communicate with or disturb other candidates, once the examination has started. Do not look around the room at other candidates – remain focused within your own space.
10. If you leave unsupervised before the end of the examination, you will not be allowed to return. If you wish to go to the toilet, you will be accompanied, while out of the exam room, by an invigilator.
11. Although water is available, if you wish, you may bring some with you – in a clear bottle with any labels removed. Food is forbidden unless there are special circumstances and you have asked prior permission.
12. You must follow the **agreed dress code** for all examinations. Remember that it may be cooler in the Sports Hall than elsewhere.

Information – Make sure you attend and bring what you need

1. Know the dates and times of your examinations.
2. Arrive **at least ten minutes** before the start of each examination. Although your timetable will say 9.00, exams usually start by 8.45. This is to help candidates who also have an exam in the afternoon session.
3. If you are going to be late due to unforeseen circumstances e.g. traffic - phone reception and they will let invigilators know.
4. If you arrive late for an examination, report to the invigilator running the examination.
5. If you arrive more than one hour after the published start time for the examination, the exam board may well not accept your work.
6. Take into the examination room **all the equipment** you might need - pens, pencils, erasers and any mathematical instruments which you need for the examination. You will not be allowed to borrow such items from other candidates.
7. You must write in **black ink or ballpoint pen**. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. Highlighters may be used **on question papers only**.

Calculators, Dictionaries and Computer Spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
 - Make sure your calculator conforms to Awarding body guidelines, works properly and has fully charged batteries if required.
 - Clear anything stored in it.
 - Remove any parts such as cases, lids or covers which have printed instructions or formulas.
 - Do not bring into the examination room any operating instructions or prepared programs.
3. You must not use a dictionary or computer spell checker unless you are told that you may do so.
4. For EAL candidates, you may have access to a dictionary in the exam room but it must be an **unmarked paper copy**. Dictionaries must be simple bilingual dictionaries without pictures or explanations of words/phrases. You **must** leave it in the box provided after your first exam and pick it up at start of subsequent exams – and so should have it clearly named.

5. Dictionaries are not permitted for GCSE exams where marks are awarded for Spelling, Punctuation and Grammar i.e. GCSE English Language and Literature, GCSE Geography, GCSE History and GCSE RS exams.

Instructions

1. Once in the exam room, you should settle quickly and remain silent, while the papers are given out.
2. Listen to the invigilator and do what you are asked to do.
3. Tell the invigilator at once:
 - If you think you have not been given the right question paper or all the materials listed on the front of the paper;
 - If the question paper is incomplete or badly printed.
4. Read and carefully follow the instructions printed on the question paper and/or on the answer booklet.
5. Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.
6. Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.

Advice and Assistance

1. If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the examination if:
 - You have a problem and are in doubt about what you should do.
 - You feel ill.
 - You need more paper.
3. You must not ask for, and will not be given, any explanation of the questions.

The end of the Examination

1. If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order.
2. Fasten them together with a treasury tag before you leave.
3. You must not leave the examination room until the invigilator tells you to do so. If you finish early, you will not be allowed to leave the exam room **until the official end time of the examination**.
4. You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.
5. You must leave the examination room in **complete silence**, remaining silent until **outside** the Sports Hall, as there are often other exams still going on.

Examination Clashes

Unfortunately, it can happen that you have an examination clash, where two different exams/subjects are timetabled in the same session. In this case you may have to split papers and sit one in morning/one in afternoon. You will be kept under centre supervision between exams

Appendix I: Appeal against Internal marking

This form should be completed in all cases where a candidate wishes to request a review of a Centre Assessed Mark, awarded for an internally marked Assessment

| | |
|--|--------------------|
| Name of appellant | |
| Awarding Body | |
| Subject | |
| Unit | |
| Teacher who marked work | |
| Date mark given to candidate | |
| Please state the grounds for your appeal below: | |
| | |
| Appeal against an internal marking decision | |
| Appellant declaration | |
| By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the internal assessment in question has been fairly marked according to specification guidelines. I understand that, in questioning the mark awarded, my work will be passed to the Deputy Principal or another member of staff who has appropriate competence but has had no previous involvement with the assessment of my work and has no interest in the review. | |
| Signature: | Date of signature: |

The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer along with a cheque to cover the administrative costs. Cheques should be made be payable to The Mount School York.

The Exams Officer must receive your request for an appeal and payment within 5 working days of the date the candidate was first informed of the original assessment mark.

Appendix 2: Internal Appeals Form

This form should be completed in all cases to indicate whether the appeal is against:

- an internal assessment decision
- a decision by the Centre not to support an EAR
- the outcome of an EAR

| | | | |
|-------------------|--|--|--|
| Name of appellant | | Candidate name (if different from appellant) | |
| Awarding body | | Unit/paper code | |
| Subject | | Unit/paper Title | |

Please state the grounds for your appeal below:

Appeal against an internal assessment decision

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the marks submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

Appeal against the outcome of an enquiry about results

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.