



## CODE OF PRACTICE

### EXAMINATIONS AND THEIR INVIGILATION

Please read in conjunction with the COVID-19 re-opening risk assessment published on our website

1. [Internal School Examinations](#)
2. [External Public Examinations](#)
3. [Non-examination assessment](#)

#### 1. INTERNAL (SCHOOL) EXAMS AND THEIR INVIGILATION

- In Year 7 and 8, students sit school exams in English, Maths and Science and in Year 9 in these subjects plus languages. Students in Year 10 and Year 12 sit formal school examinations in the summer term in the majority of their subjects.
- GCSE students, A-level and IB Diploma students sit formal 'mock' examinations in the January of Year 11 and Year 13 respectively.
- GCSE, IB and A Level, examinations are sat in the summer of Year 11 and Year 13.

#### **Examination Papers**

- All examinations information is posted on the staff room notice board. It is the individual responsibility of each Head of Department to check draft and finalised school examination timetables to ensure that subject requirements are correct.
- Departments will discuss who will set/mark each internal examination.
- It is important that papers are set well in advance of the examination date so that any mistakes can be identified and corrected, and there is appropriate time for photocopying. Papers should always have a front sheet attached. Papers for students with extra time in Year 10 and Year 12 should be given to the SENCo (Susan Lansdell Woods) in good time.

#### **Invigilation**

- All staff must check carefully the invigilation which they have been allocated on a daily basis. Please inform the cover co-ordinator immediately if there are any problems. Please arrive promptly for any invigilation duty which you have been allocated.

#### **Conduct of Examinations**

- Candidates should sit in class groups or tutor groups as appropriate.
- Clear pencil cases may be on desks.

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- Mobile devices of any sort including smart watches must be switched off and put in lockers.
- All books/folders must be left at the front of the room or in lockers as directed by the invigilator.
- Any suspected malpractice must be reported to the relevant Head of Year and the Deputy Head Academic for investigation.
- There should be no eating or drinking except for water in a bottle and throat sweets where necessary.

### **Starting Examinations**

Year 7 and 8 examinations take place in lessons and are the responsibility of the class teacher. Year 9, 10 and 11 examinations happen outside of lessons. It is the responsibility of the department to start their own school examinations.

- They should distribute writing paper and question papers
- It is likely that some students in the group will be eligible for extra time. They will sit their examinations in a separate room.
- Please be aware of the arrangements for extra time, rest breaks and the use of a computer in exams. This will be communicated by the SENCo.

### **Supervision of Examinations**

There must be total silence from the time the first question paper is given out until the last script is collected. Please keep alert and ensure there is no copying or communication of any sort. Note immediately any infringement of this. The paper may be cancelled later. It is best to tell the girl concerned that you wish to see her after the examination and let her continue the paper. The incident should be reported to the Head of Year and the Deputy Head Academic. Staff may work during school examinations.

### **Ending Examinations**

- Please give a 5 minute warning.
- Collect scripts in alphabetical order. Collect question papers. Return both to the member of staff named on the front sheet.

### **Marking**

The Deputy Head Academic and HoDs will inform you how to record your results departmentally and on SIMS. An analysis/ commentary on the results should be included where appropriate. Students should not generally take their examination papers home (but please see below).

### **Retention of Examination Papers**

- In Years 7 – 9 examination papers should be retained for a year and then may be disposed of.
- In Year 10 and 12 summer examination papers may go home when this is helpful, so that the exam has a formative aspect to it.
- Year 11 mock examination papers must be kept until GCSE results are confirmed, although photocopies can go to students if helpful.

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## **Supervision of Study Lessons (Year 9)**

There should be an atmosphere in which students can use the time constructively and members of staff can work. Students should be sitting at desks and working in silence. At this point in the revision process it should not be necessary to work in pairs or rehearse orals etc.

## **2. PUBLIC EXAMINATIONS AND THEIR INVIGILATION**

- The main examination venue for public examinations is the Sports Hall. Additional venues as required are the Lecture Theatre and the PAC. Details of each session can be found on the staff room noticeboard and Staff (Y) Drive.
- The Examinations Officer, Nicky Weir, or the Assistant Examinations Officers, Zita Matthews/Susan Lansdell-Woods, are responsible for setting up exams.
- IB Diploma examinations are administered and organised by the IB Coordinator, Pete Brealey, with assistance from Zita Matthews.
- Morning exams start at 9.00am. Invigilators for period 1 are asked to arrive at 8.50 after they have registered their form.
- Afternoon exams generally start at 1.30pm. Invigilators are asked to come at 1.20pm.
- Invigilators must stay until they are relieved by the next invigilator.
- Invigilators are not allowed to mark or to do any other work whilst invigilating public exams.
- The invigilation timetable is posted in the staff room and emailed to all staff each day. It is very important to consult the timetable regularly in case it has been necessary to make changes.

### **Before the Exam**

- Invigilators must make sure that they are aware of their duties as invigilators and must ask if they are unsure of any procedures. A whole staff briefing will be given by the Deputy Head Academic and guidance may be sought from the Examinations Officer, the Deputy Head Academic or any experienced member of staff.
- Candidates line up outside the hall as directed by their Head of Year.
- Prior to entry, candidates are reminded about regulations regarding mobile devices and watches which are to be left outside the hall at all times. Pens and pencils should be in a see-through container.
- Silence must be maintained at all times in the exam hall.
- Check that there are no empty seats. **If anyone is absent the school office should be informed immediately.**
- Normally a member of the exams team will start the exam. They should remind candidates to read the instructions on the front of the paper carefully when they have filled in their name and candidate number.

### **During the Exam**

- Liaise with other invigilators and familiarise yourself with the requirements of the examinations taking place during your invigilation; with regard to the 'pink book' that will be present on the front desk in each room; with regard to

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any extra time arrangements or other special considerations; and with regard to the procedures in the case of an emergency evacuation.

- Walk around the exam hall from time to time.
- Complete registers as directed by the examinations staff.

### **End of Exam**

- The examinations staff will decide how the papers are to be collected.
- Candidates should be dismissed a row at a time.
- One invigilator should be in the foyer of the sports hall to ensure that candidates leave in silence and do not disturb candidates who are still sitting exams.
- At the end of the day or exam session, turn exam boards round and ensure the hall is locked. Completed exam papers should be handed to a member of the exams team or to a member of the back office staff. They should never be left unattended.  
Return keys to Nicky Weir.

**Please consult the booklet *Instructions for the Conduct of Examinations* which will always be available in the Exam Hall.**

### **Examination contingency**

#### **Absence**

Should the Examination Officer or the IB Coordinator be absent, then the Assistant Examinations Officer or the Deputy Head Academic (in that order) will take overall responsibility for the administration of exams. If these colleagues are not available in school then the Deputy Head Students will take overall responsibility.

Should the Sports Hall be taken out of action due to unforeseen circumstances then the PAC and the Lecture Theatre will be used as alternatives. If the Senior School site were not available, the Junior School hall could be used, or if necessary the School has a reciprocal arrangement with another local school.

### **EXAM ISSUES**

#### **Concerns**

If departments have issues/concerns/complaints that they wish to raise with an exam board, please see the Deputy Head Academic in the first instance. Once action has been decided upon, please send a hard copy of any correspondence/emails to the Exams Officer who will retain these for information. Please also send a hard copy of any replies or follow up correspondence relating to the issue raised.

## **Malpractice**

If malpractice, concerning a candidate or member of staff is suspected before, during or after assessments or examinations, the Deputy Head Academic must be informed immediately. The Exams Officer should also be informed and the appropriate action taken.

### **3. NON-EXAMINATION ASSESSMENT**

Non-examination assessment is a form of internal assessment for GCSE, IB and selected A Level qualifications where it is the only valid means of assessing essential knowledge and skills that cannot be tested by timed written papers. Non-examination assessment applies to internal assessment at three points:

- Task setting
- Task taking
- Task marking

## **Responsibilities**

### **Head of Centre**

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting non-examination assessment.
- Responsible to relevant GCSE and A Level/IB awarding bodies to ensure that all non-examination assessments are conducted according to qualification specifications.

### **Examinations Officer:**

- To be familiar with JCQ instructions for conducting non-examination assessment and other related JCQ documents.
- To be familiar with general instructions relating to non-examination assessment from each relevant GCSE awarding body.
- In collaboration with HODs/ Teachers in Charge of Subject, to submit non-examination assessment marks to the relevant awarding body.
- In collaboration with HODs/ Teachers in Charge of Subject, make appropriate arrangements for the security of non-examination assessment materials.
- Send out JCQ guidelines for coursework and non-exam assessment at start of course to all relevant students.

### **Heads of Department:**

- To be familiar with JCQ instructions for conducting non-examination assessment.
- To understand and comply with specific instructions relating to non-examination assessment for the relevant GCSE awarding body.
- Ensure that individual teachers understand their responsibilities with regard to non-examination assessment.
- Ensure that they use the correct task for the year of submission and take care to distinguish between tasks and requirements for legacy and new specifications.

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- To 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.
- To undertake appropriate departmental standardisation of non-examination assessments in a timely fashion to give at least a two week window for any appeals to be raised
- In collaboration with the Examinations Officer, to submit non-examination assessment marks to the relevant awarding body.
- In collaboration with the Examinations Officer if necessary, dispatch students' assessments for moderation.
- In collaboration with the Examinations Officer, make appropriate arrangements for the security of non-examination assessment materials.

### **SENCO**

- To be familiar with JCQ instructions for conducting non-examination assessment with reference to special access arrangements
  - In collaboration with the Examinations Officer co-ordinate requests for special access arrangements

### **Subject Teachers**

- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specifications allow.
- Ensure that students and supervising teacher(s) sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Take part in appropriate departmental standardisation of non-examination assessment.
- To share the marks for centre assessed work with candidates in a timely fashion to give at least a two week window for any appeals to be raised.
- Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- 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.
- Ask the special educational needs coordinator (SENCO) and the Examinations Officer for any assistance required for the administration and management of access arrangements.

### **Task Setting**

- In accordance with specific GCSE awarding body guidelines, HODs will be responsible for the selection of non-examination assessment tasks from an approved list or for setting appropriate centre specific tasks.
- Subject Teachers will ensure that students understand the assessment criteria for any given assessment task.

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## Task Taking

- Unless the awarding body's specification says otherwise, the following arrangements will apply. In accordance with JCQ regulations, invigilators and JCQ *No Mobile Phone & Warning to Candidates* posters are not required.
- Teachers will ensure there is sufficient supervision (in accordance with awarding body requirements) to ensure that work can be authenticated as the candidate's own work. They will also ensure that they keep a record of each candidate's contribution in group work, where applicable. Teachers will also ensure candidates understand the need to reference work, give guidance on how to do this and make sure they are aware that they must not plagiarise other material.
- Teachers can provide candidates with general feedback and allow candidates to revise and redraft work but must not provide model answers or writing frames specific to the task nor assess the work and then allow the candidate to revise it.
- Any assistance given must be recorded and taken into account when marking the work.
- Explicitly prohibited assistance must not be given and no assistance should be given if there is no means to record it and take account of it in the marking. Failure to follow this procedure constitutes **malpractice**.
- Teachers must be aware of the awarding body's restrictions with regard to access to resources. In formally supervised sessions candidates can only usually take in preparatory notes, they must not access the internet nor bring in their own computers or electronic devices. They must not introduce new resources between formally supervised sessions. Materials must be collected and stored securely at the end of each session and not be accessible to candidates.

## Authentication

- Candidates and teachers must sign the appropriate authentication declarations and these must be kept on file until the deadline for enquiry about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

## Task Marking

- Teachers are responsible for marking work in accordance with the marking criteria.
- Annotation should be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the centre. Centres must ensure that the internal standardisation of marks across assessors and teaching groups takes place.
- The centre must disclose marks to candidates but it should be made clear that the external moderation process may result in changes to marks.
- Centres should not attempt to convert marks to grades in advance of the publication of results.
- They should retain evidence of internal standardisation and keep candidates' work in secure storage until after the closing date for enquiries about results.

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## **Review of marking**

- All candidates should have their centre assessed marks shared with them.
- Candidates must be given the opportunity to request a review of their centre assessed marks if they can identify issues in the application of the mark scheme, or the wider teaching and learning such as appropriate teacher knowledge, training, understanding and skill in centre assessed marking. Candidates may also base a review on weaknesses in the co-ordination and standardisation of marking.
- Candidates can request copies of materials to assist them in considering whether to request a review of the centre's marking of their assessment. These should be made available promptly by the subject teacher.
- Should a candidate wish to request a review they should discuss their reasons with the Deputy Head Academic in the first instance and then complete a 'Review of marking' form outlining their reasons in writing. This must be handed to the Deputy Head Academic two weeks before the deadline for work to be sent to the examination board.
- The review of marking will be organised by the Deputy Head Academic, to be by someone who is appropriately qualified and who has no previous involvement in the assessment of that candidate and no personal interest in the review. For these reasons it is likely that the review will be carried out externally to the school.
- The outcome of the review will be made know to the Head of Centre and logged as a complaint and the written record kept on file. The awarding body may need to be informed at this stage.

## **Factors affecting individual candidates**

- If a candidate misses part of a non-examination assessment task through absence, an alternative supervised session will be organised.
- The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school.
- Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements.
- The school will consider requests to repeat non-examination assessment tasks if they are made before marks have been submitted to the relevant awarding body. Decisions will be made on an individual basis, by SMT in consultation with Subject Leaders.
- If a non-examination assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

**Laura Beynon September 2020**



## **Appendix A**

### **Exam policy - The Disability Discrimination Act (DDA), special needs and access arrangements for exams**

#### **DDA**

The DDA 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and requirements are consistent with the law.

#### **Special needs**

A candidate's special needs are determined by the SENCO with reference to the educational psychologist/ specialist teacher.

The SENCO will inform subject teachers of candidates with special needs and will liaise with the Exams Office so that any special arrangements can be granted for examination purposes.

#### **Access arrangements**

All students with a physical or other disability will have their individual needs assessed in advance and arrangements put in place to ensure full access to all examinations.

As far as is reasonably practical the school will ensure:

- Appropriate lighting for candidates
- Premises will meet legal and DDA requirements
- Adapted facilities are provided as necessary
- Needs of all students will be considered in the event of an emergency evacuation
- Appropriate seating arrangements will be arranged in line with the candidates' needs
- Access arrangement will be applied for and put in place according with individuals' needs and with the agreement of the Awarding Bodies
- There is wheelchair access to the main exam venues and a specialised desk is available as necessary
- An adapted toilet is nearby in both main venues
- Candidates who may become unwell are noted and are able to leave the room with minimum disruption
- Computer hardware and software are adapted as necessary

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