



CONDUCTING EXAMINATIONS & ASSESSMENT DECISION AT GCSE POLICY

Date of last review:	September 2021
Date of next review:	September 2022
Approved by:	Rabia Education Trust

Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA, Edexcel, Cambridge International and others.

This document covers the schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

Examinations and Procedures Relating to Examinations

The Examination's Policy is decided by the Senior Management Team (SMT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the headteacher (head of centre) for the day-to-day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the school Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to the headteacher.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted inside and outside of each examinations room. Candidates will have received a copy of this along with their statements of entry prior to the exam session. During examinations, candidates must follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework, particularly those relating to the proper acknowledgment of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.



Mobile Phones and Examinations

The possession of a mobile phone in an examination room, whether switched on or not, is an offense under JCQ regulation I.C.E. 9.3. **School policy is that mobile phones must not be brought into the examination room.** Failure to observe this regulation will result in the loss of all results for the exam.

Internal Assessment

Under section 2, paragraph 19, subsection IX of the Joint Council Code of Practice, the Awarding Bodies require school centers offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions; and
- make this document available and accessible to candidates.

The Awarding Body will moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

The school will ensure that:

- work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
- at the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework and the school's deadlines for submission. Information about the school's appeals procedure, together with this document, will be given at the same time;
- within each department, candidates are given adequate and appropriate time to produce the coursework;
- internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
- the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardisation, as necessary; and
- the staff responsible for internal standardisation of a subject will attend any training sessions given by the relevant Awarding Body.

Internal Appeals Procedure

1. 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 judgment themselves.

2. The appeal must be made in writing to the School's Examinations Officer by 31st May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The headteacher will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the inquiry provided that the EO has played no part in the original assessment process. An experienced head of department or school governor, to act as an independent member, will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The inquiry will be completed by the end of June of that examination series.
5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

GCSE Coursework Procedure at School

1. Coursework is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE Award.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCSE Coursework Regulations.
3. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Coursework must be handed in by the agreed published departmental deadline.
6. All students are given the same and sufficient time to complete the work.
7. Students are given clear instructions as to the time and place for handing in the work.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
10. If it is impossible to deliver the work to school, the Examinations Officer must be contacted by phone on the deadline day, for advice.



11. If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.

12. Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed.

13. If there are any special circumstances, for example a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension, but this must be negotiated with the Examinations Officer. A note will be given to the HoD and parents to confirm the extension.

Coursework Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.

2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgments themselves.

3. Appeals must be made in writing by 31st May of the year that the work was assessed to The Examinations Officer.

Hafsa Bilquees

HEAD OF CENTER

Abida Mahmud

EXAMINATIONS OFFICER



ASSESSMENT DECISION AT GCSE POLICY

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<u>Approved by Proprietor/ Chair of Governors/ Governing Body:</u> <u>Name:</u> <u>Signature:</u> <u>Position:</u>	