



YSGOL GATHOLIG CRIST Y GAIR CHRIST THE WORD CATHOLIC SCHOOL



EXAM

Examination & Contingency Plan Policy
January 2025



Christ the Word Catholic School

Ysgol Gatholig Crist y Gair

Name of Policy / Procedure	Examination & Contingency Plan Policy
Issue date	January 2025
Review date	January 2026
GB committee responsible for the policy	Curriculum, Standards and Performance Committee
Staff member responsible for writing, reviewing and updating the policy	Headteacher
Person responsible for monitoring implementation of the policy	Chair of Curriculum, Standards and Performance Committee
Workload impact assessment	High

Teacher Workload Impact Assessment

<i>High impact:</i>	<i>Policy implemented by teachers on a daily / weekly basis</i>
<i>Medium impact:</i>	<i>Policy implemented by teachers on a monthly / termly basis</i>
<i>Low impact:</i>	<i>Policy implemented by teachers on an annual basis</i>
<i>Not applicable (n/a)</i>	<i>Policy is not implemented by teachers</i>

- ❖ This policy has been adopted for use at Ysgol Crist y Gair based on the North Wales Schools model policy.

Educating Our Young in the Light of Christ

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As with all activities the school undertakes, the school, staff and pupils will have regard to the school's Mission Statement: To serve God by providing excellence in education with faith, hope and love in thought, word and action.

The purpose of this examination policy (exam policy) is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- to ensure a consistent and effective response in the event of major disruption to the examination system

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

This exam policy will be reviewed annually by the senior leadership team and governors.

1. Examination Responsibilities

Headteacher (Head of Centre)

Overall responsibility for the school as an examination centre;

- advises on appeals and re-marks
- holds the responsibility for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'
- ensures knowledge of JCQ General Regulations document is current
- ensures an Examinations Officer is appointed (Head of Centre **MAY NOT** appoint themselves)

Examinations Officer

Manages the administration of public and internal exams and analysis of exam results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors 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
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework / controlled assessments / non-exam assessments are completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- assists the ALNCo in administering access arrangements
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- tracks despatch of coursework / controlled assessments / non-exam assessments and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam 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 exams
- updates and maintains the Exam Entries / Exam Day Contingency Plan annually in case of emergency.

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Assistant Head

- organisation of teaching and learning
- external validation of courses followed at key stage 4

Heads of Department and/or Faculty Lead

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures
- accurate electronic input of coursework / controlled assessments / non-exam assessments marks
- ensuring coursework / controlled assessments / non-exam assessments and declaration sheets are available for moderation
- ensuring coursework / controlled assessments / non-exam assessments are prepared and stored sufficiently and are ready for JCQ Inspection
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer

Careers advisers

- guidance and careers information

Teachers

- notification of access arrangements (as soon as possible after the start of the course)
- submission of candidate names to heads of department / faculty
- submission of coursework / controlled assessment / non-exam assessment marks to HoS / AB secure website by the deadline

ALNCO

- administration of access arrangements, including making applications and preparing / storing evidence for inspection purposes
- 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, IT equipment — to help candidates achieve their course aims

Invigilators

- keep up to date with knowledge of JCQ ICE rules and regulations
- collection of exam papers and other material from the exams office before the start of the exam
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- ensuring all secure documents are returned to the exams officer after the exam

Candidates

- confirmation and signing of entries
- understanding coursework / controlled assessment / non-exam assessment regulations and signing a declaration that authenticates the work as their own
- understanding exam regulations

Administrative staff

- support for the input of data
- posting of exam papers

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the head of centre and governors.

At key stage 4

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

3. Exam Seasons and Timetables

3.1 Exam Seasons

Internal exams are scheduled - November, March External

exams are scheduled - November, May, June

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the head of centre in consultation with the heads of department and/or faculty leads.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, Entry Detail, Late Entries and Retakes

4.1 Entries

Candidates are selected for their exam entries by the subject teachers and the faculty lead.

A candidate or parent/carer can request a subject entry, change of level or withdrawal. The centre does / does not accept entries from external candidates.

4.2 Late Entries

Entry deadlines are circulated to heads of department via email and intranet.

Late entries are authorised by heads of department, faculty leads, exams officer and an assistant head.

4.3 Retakes

Candidates are allowed 1 retake per subject in GCSE.

Retake decisions will be made in consultation with the candidates, progress manager, heads of department, faculty leads, exams officer and an assistant head.

5. Exam Fees

GCSE entry exam fees are paid by the centre.

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

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework / controlled assessments / non-exam assessments requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE.

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. The Equality Act, Special Needs and Access Arrangements

6.1 The Equality Act (EA)

The Equality Act 2010 extends the application of the EA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO, doctor, pastoral teacher and the educational psychologist / specialist teacher.

The ALNCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The ALNCo can then inform individual staff of any specific arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access Arrangements

It is the responsibility of the ALNCo to;

- a. make specific arrangements for candidates to take the exams
- b. make applications to awarding bodies to allow candidates Access Arrangements in exams
- c. have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes

It may be a requirement for exams staff to help administer this to ensure a thorough understanding of candidates needs in exams. This should be agreed between Exams Officer and ALNCo.

Rooming for access arrangement candidates will be arranged by the ALNCo with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the ALNCo with the exams officer.

7. Managing Invigilators and Exam Days

7.1 Managing Invigilators

External invigilators will be used for exam supervision.

They will be used for external exams / internal exams / statutory tests. The

recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the exams office.

DBS fees for securing such clearance are paid by Denbighshire County Council. Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by school.

7.2 Exam Days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not read the exam paper or advise on which questions are to be attempted.

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

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. All papers / secure documents must be returned to the exams officer. Papers will be distributed to heads of department/faculty at the end of the exam session by the exams officer only.

8. Candidates, Clash Candidates and Special Consideration

8.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

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 exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

8.2 Clash Candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging Overnight Supervision.

8.3 Special Consideration

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

It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (were possible – paper based otherwise) by the Exams Officer within seven days of the exam.

9. Coursework/Controlled Assessment/ Non-Examination Assessment and Appeals against Internal Assessments

9.1 Coursework / Controlled Assessments / Non-Exam Assessments

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

Heads of department will ensure all coursework / controlled assessments / non-exam assessments are ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed coursework / controlled assessments / non-exam assessments are inputted on the relevant awarding bodies secure websites by subject teachers / heads of subject / heads of department. Where electronic input of marks is not available then teachers / heads of department should ensure relevant document/s are delivered to the exams office for return to moderator in a timely fashion.

9.2 Appeals against Internal Assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and must be available for inspection purposes.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

10. [Results, Enquiries about Results \(ERAS and Access to Scripts \(ATS\)](#)

10.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide SAE).

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 exams officer.

10.2 EARs (Enquiries about Results)

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: Exam fees)

If a candidate requires an EAR they must complete the relevant paperwork to allow the exams officer to make the necessary application.

10.3 ATS (Access to Scripts)

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 exams 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 a script has been returned.

If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

11. Certificates

Certificates are presented in person, posted (first class), posted (recorded delivery) and collected and signed for.

Certificates may not be collected on behalf of a candidate by a third party.

Certificates may not be withheld from candidates who owe fees.

The centre retains all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

12. Exam Contingency

a. Learners unable to take examinations because of a crisis -centres remain open

- In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
- centre will offer candidates an opportunity to sit any examinations missed at the next available series
- centre will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.

b. Centre unable to open as normal during the examination period The EM will discuss alternative arrangements and liaise with SLT to take appropriate action.
Alternative venue details: Rhyl High School

The EM will work with the SLT and the Network manager, to make immediate contact with the Awarding Bodies to seek further guidance and support. The SLT will work with the EM to take as action as determined by the relevant awarding bodies. The school will also make contact with North Wales Police fraud department.

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations. The head of centre will decide whether it is safe for the centre to open. The head will take advice, or follow instructions from relevant local or national agencies in deciding whether the centre is able to open.

- centre will open for examinations and examination candidates only, if possible
- centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- centres will offer candidates an opportunity to sit any examinations missed at the next available series
- centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 6).

c. Disruption to the transportation of completed examination scripts

- If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
- centre will ensure secure storage of completed examination scripts until collection.

d. Centre unable to distribute results as normal

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will **contact awarding organisations about alternative options. i.e.:**

- centre will make arrangements to access its results at an alternative site
- centre will make arrangements to coordinate access to post results services from an alternative site
- centre will share facilities with other centres if this is possible.

e. Exams officer absent at a critical stage of the examination cycle

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will

- Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by EO)
- Consult with ABs when necessary

- f. Cyber-Attack - Unable to access drives on the school server for pupil work.** All data that is stored on the school's on-site servers is backed up via a system that is managed by DCC. In the event of the accidental deletion of individual files, the school ICT technician is able to restore them from the on-site backups. In the event that the school ICT technician is unable to restore the files, for example in the instance of a ransomware attack or other situation that renders the school's servers inaccessible, then DCC will be able to restore any necessary files for submission/assessment.

Email, web access, telephones all fail

The EM would contact SLT. A note could be sent from phones to class charts to contact parents. A notice would go up on the school twitter and Facebook page.

Contingency Plan Sept 2023

Exams Officer: Mrs Martin

Centre Exam Provision 2023/2024

GCSE - Entry Level/Pathways Qualifications								
Course Title & Awarding Body	Unit Number & Unit Codes	✓ NEA Unit & Proposed Date of Task	NOV 2023 Maths / English / Welsh Entries with <u>estimated</u> numbers for relevant Yr Group 10 11		JAN 2024 Entries with <u>estimated</u> numbers for relevant Yr Group 10 11		JUNE 2024 Entries with <u>estimated</u> numbers for relevant Yr Group 10 11	
Art & Design WJEC	Cash In Code 3650 QS	CP1 Sep-April						
Design Technology: Product Design WJEC	Cash In Code 3603QS	Unit 2 Oct -Feb						

Religious Studies Full Course WJEC	Cash In Code 2130 QS							
	Unit 1 Option F Catholic Christianity & Judaism 312OUF						100	50
	Unit 3 Catholic: Christianity & Ethical Themes 3121U3							100
Religious Studies Short Course WJEC	Cash In Code 3121QA							
	Unit 1 Option F Catholic Christianity & Judaism 312OUF							

English Language WJEC	Cash in 3700Qs Code:							100
English Literature WJEC	Cash In Code: 3720QS							100
	Unit 1 Prose & Poetry Foundation 372U1				60	20		
	Unit 1 Prose & Poetry Higher 272OUA				20	10		

	Unit 2a Written Literary Heritage Foundation 3720U							60
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	Unit 2a Written Literary Heritage Higher 372OUB							60
	Unit 2b Written Contemporary Foundation 372OU3							60

	Unit 2b Written Contemporary Higher 372OUC							60
	Unit 3 NEA Shakespeare & Welsh Writing In English 372OU4							100

Information & Communication Technology WJEC	Cash In Code 4330 SA							0
	Unit 1 Written Paper 433101	No longer being sat*						
	Unit 2 Controlled Assessment 43320	04/09/2021 -02/10/2021						
	Unit 3 Written Paper 433301							
	Unit 4 Controlled Assessment 433401	November - March						
Business WJEC								
History GCSE							25	25
Geography GCSE								25
Digital Technology GCSE								25
Art GCSE								25
Music GCSE								25
Health & Social GCSE					25			25
PE GCSE								25
Food & Nutrition GCSE								25
Drama WJEC	Unit 1- Devising Theatre	NEA Internally assessed Approximate dates: December						20
	Unit 3- Interpreting Theatre (written exam)							20

Edexcel Performing Arts								25
Edexcel Home Cooking								19
Edexcel Sport Level 2 Cert								
Edexcel Public Services								
NCFE Level 2 Certificate in Equality and Diversity								99
Agored Cymru L2 Extended Certificate in Personal & Social Health								100

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WJEC	5959QA Sport and Coaching Principles Level ½	9/10	45	Yes	5929UA	June 2022	25
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Title & Awarding Body	Unit Number & Unit Codes	Summer 2024 No of Pupils	
		10	11
Applied Science Double	WJEC Unit 1 Foundation 3445U1	35	40
	WJEC Unit 1 Higher 3445UA		
	WJEC Unit 2 Foundation 3445U2	35	40
	WJEC Unit 2 Higher 3445UB		
Double Science	WJEC Unit 1 Bio paper Foundation (Double award) 3430U1	45	15
	WJEC Unit 1 Bio paper Higher (Double award) 3430UA	5	
	WJEC Unit 2 Chem paper Foundation (Double award)3430U2	45	13
	WJEC Unit 2 Chem paper Higher (Double award) 3430UB	5	
	WJEC Unit 3 Phys paper Foundation (Double award) 3430U3	45	14
	WJEC Unit 3 Phys paper Higher (Double Award) 3430UC	5	
	WJEC Unit 4 Bio paper Foundation (Double award) 3430U4		30
	WJEC Unit 4 Bio paper Higher (Double award) 3430UD		7
	WJEC Unit 5 Chem paper Foundation (Double award)3430U5		30
	WJEC Unit 5 Chem paper Higher (Double award) 3430UE		7
	WJEC Unit 6 Phys paper Foundation (Double award) 3430U6		30
	WJEC Unit 6 Phys paper Higher (Double Award) 3430UF		7
	WJEC Unit 1 Bio paper Foundation (Bio GCSE) 3400U1		10
	WJEC Unit 1 Bio paper Higher (Bio GCSE) 3400UA		20
	Unit: WJEC Unit 1 Chem paper Foundation (Chem GCSE) 3410U1		10
	WJEC Unit 1 Chem paper Higher (Chem GCSE) 3410UA		20
Physics	Unit: WJEC Unit 1 Phys paper Foundation (Phys GCSE) 3420U1		10
	WJEC Unit 1 Phys paper Higher (Phys GCSE) 3420UA		20

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Title & Awarding Body	Unit Number & Unit Codes <i>10 11</i>	Summer 2024 No of Pupils	
		<i>10 11</i>	
Maths	Unit 1 & Unit2		100
Maths Numeracy	Unit 1 & 3		100

TRANSFER – CANDIDATES closing date for requests

Requests must be submitted as early as possible and no later than the date below for the respective examination series:

Examination series

Date

November

6 October

January

1 December

June

18 April

Awarding bodies will **not** be able to guarantee arrangements if requests are received after the above-mentioned dates. Examination centres should contact individual awarding bodies for details of the costs associated with this service.

1. Internal Assessments for External Qualifications

Christ the Word Catholic School is committed to ensuring that:

- a. Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- b. Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- c. The consistency of internal assessment will be maintained by internal moderation and standardisation.
- d. All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Reviews of marking - centre assessed marks

(GCSE CA, GCE CWK, GCE and GCSE NEA and Project qualifications)

CTWCS will:

- a. 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.
- b. 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.
- c. having received a request for copies of materials, promptly make them available to the candidate.
- d. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- e. 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.
- f. 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.
- g. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- h. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- i. inform the candidate in writing of the outcome of the review of the centre's marking.

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.

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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.

Note to students

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie NEAs /coursework/portfolios/ s/he should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- B. The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE NEA state that:
- “The work you submit for assessment must be your own”
 - “You must not copy from someone else or allow another candidate to copy from you”
 - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.

2. External Assessment for External Qualifications (Enquiries about Results – EARs)

Post results service are available from all awarding bodies following the publication of results. Full details are provided by your exam officer.

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student’s marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student’s predicted grades.

If the Department agrees to support the EAR:

- a. The request, together with the student’s consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the

enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made person to the Examinations Officer ***before the published deadline for EARs***. If the enquiry is successful the fee will be refunded to the student.
- c. If a student/parent/carer feels there are grounds to appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least ***5 working days before the published deadline for EARs***. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.

IV. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.



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Form to Appeal Against Internal Assessment for External Qualifications

Use this form to lodge an appeal against Internal Assessments for External Qualifications. Please complete the form and lodge it with the School Curriculum, Timetable, Assessment and Performance Manager

Candidate Name		
Candidate Number		
Subject		
Paper reference number/title		
What/Who does the Grievance relate to?		
Please explain your grounds for appeal		
Office Use Only		
Date Form Received	Signature	
Date of Outcome	Signature	
Details of Outcome		

References :

Internal Appeals Policy (Pupil-TL-ADV-Exams-Internal Appeals Policy)

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