



Jersey College for Girls Examinations Policy

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RATIONALE

At Jersey College for Girls we aim to provide all students with the opportunity to achieve their full potential in all areas, including external examinations. In order for all students to excel in their examinations we strive to have an examinations system which is efficiently run and which is transparent so that all parties: staff, students and parents, understand their roles within it. We aim to ensure that all parties understand and adhere to the regulations regarding examinations, controlled assessments and coursework and that they are aware of the services available to them prior to, during and following examinations and the release of results.

Aims of this Examinations Policy:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of students
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- To ensure that all Joint Council for Qualifications (JCQ) guidelines are adhered to by all parties involved in examinations

It is the responsibility of everyone involved in the College's (hereafter referred to as the Centre) exam processes to read, understand and implement this policy.

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the SLT and the Exams Officer.

PROCEDURES

Roles and Responsibilities

Head of Centre (The Principal)

Overall responsibility for the College as an exam centre:

- advises on appeals and re-marks in conjunction with relevant staff; and
- is responsible for reporting all suspicions or actual incidents of malpractice.

Assistant Head Teacher Examinations

- oversees the work of the Exams Officer;
- ensures that examination procedures have been followed;
- ensures that the College Coursework Guidelines have been followed;
- advises the SLT on changes to examinations; and
- liaises with Examination Boards as appropriate to support the Exams Officer and teaching staff.

Exams Officer

Manages the administration of public and internal exams:

- advises the Senior Leadership Team, Heads of Department, subject teachers, students 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 and students of an annual calendar for all exams in which students will be involved and communicates regularly with staff concerning imminent deadlines and events;
- ensures that adequate invigilators are present at each exam;
- ensures that students 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 is completed on time and in accordance with JCQ guidelines and our own internal guidelines;
- provides and confirms detailed data on estimated entries;
- receives, checks and stores securely all exam papers and completed scripts;
- administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations (The Orange Book)*;
- identifies and manages exam timetable clashes;
- accounts for income and expenditure relating to all exam costs/charges;
- organises the training and monitoring of a team of exam invigilators responsible for the conduct of exams;
- passes relevant paperwork to HoDs so that they can submit coursework marks;
- ensures that Heads of Department submit students' coursework marks; tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule;

- arranges for dissemination of exam results and certificates to students and forwards, in consultation with staff, any appeals/re-mark requests, posting re-mark results to students; and
- maintains systems and processes to support the timely entry of students for their exams.

Heads of Department

Have responsibility for:

- ensuring that Schemes of Work meet the exam board's specification requirements;
- informing SLT of any change in specification;
- guidance and pastoral oversight of students who are unsure about exam entries or amendments to entries;
- involvement in post-results procedures;
- accurate completion of coursework mark sheets and declaration sheets;
- posting of coursework and controlled assessment via the College Office; and
- accurate completion and checking of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer

ENCO

Has responsibility for:

- notification of students who require access arrangements (as soon as possible after the start of the course);
- keeping up to date with regulations and deadlines for access arrangements;
- applying for access arrangements to JCG & CIE;
- gathering and filing records of evidence of need;
- submission of student names to Heads of Department/Exams Officer;
- identification and testing of students' requirements for access arrangements; and
- provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help students achieve their course aims

Lead Invigilator/Invigilators

Have responsibility for:

- efficient start and invigilation of examinations, ending of exams and returning of papers to office when necessary;
- collection of all exam papers in the correct order at the end of the exam;
- starting and finishing exams as appropriate, including preparation of examination rooms and organising the safe return of scripts; and
- supervision of clash candidates and students with access arrangements.

Parents

Have responsibility for:

- ensuring that their daughter has checked her exam entries, name and date of birth (to ensure accuracy of certificates) and reporting any problems to the Exams Officer;
- ensuring that their daughter arrives punctually for all exams;
- informing the College Office if they are going to be late for an exam or if they are unwell on the day of an exam; and
- ensuring that their daughter completes coursework to meet the College Coursework deadline.

Students

Have responsibility for:

- checking of exam entries and reporting any problems to the Exams Officer;
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own;
- adhering to all Centre and JCQ regulations at all times;
- discussing any withdrawal from an examination with subject teachers / exams officer / tutor;
- arriving punctually for all exams;
- informing the College Office if they are going to be late for an exam; and
- requesting remarks and returned scripts **in consultation with teachers** and within the given deadline.

Administrative staff

Have responsibility for:

- supporting the Exams Officer;
- posting of exam papers; and
- printing of exam scripts.

Relationship to other policies

Internal Policies:

Assessment policy

Controlled Assessment/Coursework guidelines

ISN Policy

Disability Policy

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1. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre and the Heads of Departments.

The statutory tests and qualifications offered are GCSE, IGCSE, A levels, EPQ and IFS

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Officer must be informed in the summer term in the year preceding the change.

At Key Stage 4:

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

At Post-16:

It is expected that students will complete 3 A levels in Year 13

2. Exam Sessions and timetables

2.1 Exam Sessions

External exams are scheduled in November (English Language and Maths re-sits only) and May / June. IFS exam sessions take place in January, March, April and November.

The Head of Centre and the Heads of Department to decide which exam sessions are used in the Centre.

2.2 Timetables

The Exams Officer will send the exam timetables for external exams home.

The Exams Officer will post external exam timetables on the College website.

3. Entries, entry details, late entries and retakes

3.1 Entries

Students are selected for their exam entries by the subject teachers.

A student or parent/carer can request a subject entry, change of level or withdrawal via teachers.

The Centre accepts resit entries from ex-students and staff but does not accept external candidates.

3.2 Late entries

Entry deadlines are circulated to Heads of Department by the Exams Officer.

Any late entries are authorised by subject teachers and would have to be paid for by departments.

3.3 Resits

Students are allowed resits in GCSE and A level exams. Decisions on these will be in consultation with students, teachers and parents/guardians.

(See also section 4: Exam fees)

4. Exam fees

GCSE initial registration and entry exam fees are paid by the Centre.

A level initial registration and entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the departments. If the late entry is caused by the student then they will be responsible for paying the late fees themselves.

Students 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 students who fail to sit an exam or meet the necessary coursework requirements.

Resit fees for first and any subsequent resits are paid by the students.
(See also section 3.3: Resits)

Students must pay the fee for an enquiry about a result.
(See also section 10.2: Enquiries about results [EARs])

5. Special Needs and Access Arrangements

5.1 Special Needs

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

The ENCO will inform subject teachers of students with special educational needs. The ENCO can then inform individual staff of any special arrangements that individual students may be granted during the course and in the exam. Individual staff will be expected to keep evidence of the student's normal way of working.

5.2 Access arrangements

Making special arrangements for students to take exams is the responsibility of the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the ENCO in liaison with the Exams Officer.

Rooming for access arrangement students will be arranged by the Exams Officer and the Office Manager.

Invigilation and support for access arrangement students will be organised by the Exams Officer.

6. Managing invigilators and exam days

6.1 Managing invigilators

External invigilators will be used for most exam supervision.

The recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Principal's PA

DBS fees for securing such clearance are paid by the Centre.

Invigilators are timetabled and briefed by the Exams Officer

Invigilators' rates of pay are set by the States of Jersey.

An invigilators' booklet stating all guidelines is available.

Prior to all public examinations the Exams Officer carries out an invigilator briefing.

6.2 Exam days

The Office Manager will book all exam rooms after liaison with other users and the Exams Officer will make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

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

Subject staff are requested not to enter the exam room and to give any pre-exam briefing outside the exam room. However, a member of the department is supposed to come into the room at the start of each exam to check that all conditions relevant to their exams are correct e.g. enough clean texts, correct papers etc.

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

Any teacher present at the beginning of an exam will be there to help check students, paper tiers, erratum notices and to help administer the start of the exam. Exam papers must not be removed from the exam room before the end of a session. Papers will be distributed to Heads of Department at the end of the exam session.

7. Students, clash students and special consideration

7.1 The JCQ regulations on behaviour and students' use of mobile phones and all electronic devices apply at all times.

Students' personal belongings remain their own responsibility and JCG accepts no liability for their loss or damage.

Disruptive students are dealt with in accordance with JCQ guidelines.

Students 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 School Office is responsible for contacting students who are not present for their exams.

7.2 Clash students

The Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision form.

7.3 Special consideration

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

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

The Exams Officer will then forward a completed special consideration form to the relevant awarding body.

8. Coursework, Controlled Assessments and appeals against internal assessments

8.1 Coursework

Students 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 is ready for despatch at the correct time and the school office will keep a record of what has been sent, when and to whom by means of Special Delivery.

Marks for all internally assessed work are provided to the Exams Officer or input directly into the examination board's online system by the Heads of Department.

8.2 Controlled Assessments

The Controlled Assessments Policy can be found at Appendix 1.

8.3 Appeals against internal assessments

The procedure is published as an appendix to this policy

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
- students may appeal if they feel their coursework 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.

9. Results, enquiries about results (EARs) and access to scripts (ATS)

9.1 Results

Students will receive individual results slips on results days in person at the Centre.

Results may be collected on behalf of a student by a third party, provided they have been authorised to do so in writing and on production of photographic identification.

Results may be emailed to an email address containing the full name of the student.

Results may be posted if a self-addressed envelope is provided by the student prior to results day.

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

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

9.2 Enquires about Results

EARs may be requested by Centre staff or students, **in consultation with their subject teacher**, if there are reasonable grounds for believing there has been an error in marking. Students usually pay for EARs themselves. (See section 4: Exam fees)

9.3 Access to Scripts (ATS)

After the release of results, students may ask subject staff to request the return of papers or may request themselves within the allotted time.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of students must be obtained. If it is used with other students, the script must be anonymised.

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

10. Certificates

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a student by a third party, provided they have been authorised to do so in writing and on production of photographic identification.

Certificates not collected by a given date will be posted out to students.

Certificates are not withheld from students who owe fees.

APPENDICES

- 1 Controlled assessment responsibilities
- 2 Risk management process for controlled assessment
- 3 Coursework guidelines
- 4 Exams during school closure
- 5 Procedure for student wanting to withdraw on day of exam
- 6 Procedure for student failing to attend an exam
- 7 Procedures for illness to ensure that exams continue
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APPENDIX 1

Jersey College for Girls **Controlled Assessment** **Responsibilities**

Staff Responsibilities

The purpose of the policy that follows is to help staff identify their responsibilities in planning and managing controlled assessment alongside other colleagues. It shows how responsibilities within GCSEs might be allocated to colleagues such as teachers, assessors and the senior leadership team.

Outlining Staff Responsibilities – GCSE Controlled Assessment

Assistant Head Teacher – Examinations

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Map overall resource management requirements for the year. As part of this resolve:
 - Clashes/problems over the timing or operation of controlled assessments.
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

Head of KS4

- In the summer term of the preceding academic year, begin coordinating with heads of departments/subject to schedule controlled assessments.

Heads of Department

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Prepare controlled assessment schedule in liaison with HoY

- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Supply to the Exams Officer details of all unit codes for controlled assessments.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments (all HODs have a copy)*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes of additional information of the awarding body's website.
- 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.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. 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 appropriate educational needs coordinator (ENCO) for any assistance required for the administration and management of access arrangements.

Exams Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.

Special Educational Needs Coordinator/Additional Learning Support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

APPENDIX 2

Controlled Assessment

Risk management process

Example risks and issues	Possible remedial action		Staff (<i>use 'RACI' to determine who should be listed</i>)
	Forward planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	(AHT/HOKS/ENCO)
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates some time between assessments	(AHT/HOKS/ENCO) (SLT)
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	(AHT/HOKS/ENCO and Admin Manager)
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		(AHT/HOKS/ENCO and Admin Manager)

Example risks and issues	Possible remedial action		Staff (<i>use 'RACI' to determine who should be listed</i>)
	Forward planning	Action	
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	(HOD)
Teaching staff unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff have access rights for correct area of awarding body secure extranet sites ahead of time	(HOD/AVA)
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	(HOD/Exams Officer)
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		(HOD/Exams Officer)
Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of controlled assessment are limited	(HOD/Exams Officer)

Example risks and issues	Possible remedial action		Staff (<i>use 'RACI' to determine who should be listed</i>)
	Forward planning	Action	
Control levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	(HOD/Exams Officer)
Supervision			
Student study diary/plan not provided or completed* (if required)	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	(HOD)
Teaching staff do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff understand nature of controlled assessments and their role in supervision		(HOD)
Suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any controlled assessment where a teacher is not supervising, in line with the awarding body specification.		(Exams Officer/ AHT/Admin Manager)

Example risks and issues	Possible remedial action		Staff (<i>use 'RACI' to determine who should be listed</i>)
	Forward planning	Action	
Task setting			
Teaching staff fail to set tasks correctly	Ensure teaching staff understand the task setting arrangements as defined in the awarding body specification**	Seek guidance from the awarding body	(HOD)
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	(HOD)
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	(HOD)
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	(HOD)
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	(HOD/Facilities Manager)

** All tasks whether set by the awarding body or the Centre/consortium must be developed in line with the requirements of the specification.

Example risks and issues	Possible remedial action		Staff (<i>use 'RACI' to determine who should be listed</i>)
	Forward planning	Action	
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	(HOD)
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body	(HOD)
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	(Teaching staff)
Teaching staff fail to complete authentication forms or leave before completing authentication	Ensure teaching staff understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	(HOD)

Example risks and issues	Possible remedial action		Staff (<i>use 'RACI' to determine who should be listed</i>)
	Forward planning	Action	
Marking			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	(HOD and teaching staff)
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	(HOD and teaching staff)
Staff member entering an examination or staff preparing member of family for examination			
Staff member taking exam	Staff to find alternative Centre for exam. If not, ensure staff treated as any other candidate and does not have access to exam materials or receive preferential treatment.	Inform staff of procedure Inform exam board	SLT/Exams Officer
Staff preparing member of their family for exam	Ensure staff member does not have unaccompanied access to exam materials and student is treated as any other candidate.	Inform staff of procedure Inform exam board	

APPENDIX 3

JCG APPROACH TO COURSEWORK IN KS4/5

Rationale

Coursework is an essential component of many GCSE, A level subjects. The exact details and requirements vary from board to board and subject to subject, but essentially the work must be the student's own work, verified by the school and submitted for marking by a specified date. The need for a systematic approach to coursework is essential if students are to maximise their success in this component of their examination and if all candidates are to be treated fairly. JCG will provide support, advice and a structured process for the management of coursework.

JCG Coursework Deadline Date

All coursework is to be completed by all students by the given date in mid March (published on the College's assessment calendar). It is expected that the minimum grade coursework will be a Grade C at GCSE and A level.

This coursework deadline date will allow lesson time afterwards to be devoted to exam revision. This should also make the administration of coursework and the associated form filling easier to manage.

The Head of Department is responsible for

- Incorporating coursework preparation into schemes of work for their subject so that coursework can be completed in time to meet the College deadline.
- Supporting staff and students in the meeting of the whole school coursework deadline.
- Amending schemes of work to reflect the JCG Coursework deadline
- Providing written guidelines for students at the start of the course, stating interim deadlines for completion, how coursework is presented, marked, standardised and the percentage marks on offer.
- Giving students interim deadlines for coursework completion at the start of the course.
- Ensuring that the completion and submission of coursework is monitored throughout the course and 'chunked' into manageable sections with departmental enforced deadlines.
- Ensuring that satisfactory progress is made at each interim date
- Informing parents and Heads of Year (HOY) when interim deadlines are not adhered to and/or work is of substandard quality.
- Ensuring that there is a departmental procedure set up to monitor submission of coursework, i.e. both student and subject teacher sign when coursework is submitted.
- Ensuring that all coursework is safely and securely stored.

Assistant Headteacher Exams is responsible for

- Monitoring coursework progress in Faculties with the help of all Assistant Headteachers who include 'coursework monitoring' as a rolling point on the agenda for their regular meetings with the HoFs they line manage.
- Publishing a College Coursework deadline
- In conjunction with the Exams Officer / HoFS / HoDs, ensuring that coursework is submitted to the Boards on time.

When a student does not meet an *interim* deadline or the work is substandard the following will apply

1. The Subject teacher informs parents, Head of Department (HOD) and Head of Key Stage.
2. The Subject Teacher meets with student to devise an action plan to ensure coursework is completed within 7 days.

If the newly agreed deadline is not met then

1. The subject teacher informs parents, HOKS and HOD
2. An internal Departmental sanction imposed (student may be asked to stay behind after school to work on coursework, with the agreement of parents / HoD)

If the work remains outstanding then

1. HOY meets with student and line manager informed.
2. Parents informed and invited to meet HOY
3. HOY sanction imposed (student may be obliged to miss events / non-academic sessions to complete coursework under supervision)

It is essential that this procedure is followed after each deadline

March 1st

SLT will ask HoF for the Faculty they line manage who is in danger of not meeting the coursework deadline. HOF and HOKS will meet with student to develop action plan to ensure submission.

Mid March set date

For any student who has not met the whole school coursework deadline or whose work is **likely to be below Grade C (GCSE or A level)/4(GCSE)** the following scaled response will apply.

1. Member of SLT will meet student and parents.
2. Study sessions at lunch time and after school imposed.
3. Withdrawal for non examination lessons or enrichment for a limited period.
4. Withdrawal from exam.

Our approach to coursework is designed to ensure that every effort is made to support the student in her completion of high quality coursework.

It is crucial that all departments comply with these guidelines to ensure consistency and fairness across year groups.

It is the expectation that this procedure will ensure the quality of coursework produced and the meeting of deadlines.

APPENDIX 4

Procedure for Exams when JCG is closed due to inclement weather.

Attendance at external national examinations is vital for the success of individual students. However school closure due to inclement weather may restrict this attendance. JCG does wish to run such external examinations where possible for the benefit of students providing that no student or member of staff's health and safety is put at risk. As health and safety is our first priority, the following procedure will apply only when it is deemed appropriate to do so:

- In the case of inclement conditions, the Director of Education will make an announcement on BBC Radio Jersey and social media stating that all schools are closed since the conditions are too dangerous. However if conditions permit attendance for external exams, he will advise parents to contact JCG for further information
- The Principal will contact Jersey Radio and place information on the College website and social media to inform parents and students that the exams are occurring
- The College will be open by 8am and the morning exams will begin by 9.30am at the latest to conform with the exam boards' requirements

The final decision as to whether students attend external exams having been informed the school is open, rests with the parent. In taking this decision, they should ensure that they can make provision for the safe travel of the student to and from school. If the student is unable to attend her exam, she will be entered in the next exam season (now in the following year)

Snow closure- exams(What will happen) NB this would only apply to the IFS exams taken in January

CBH to contact PM to make decision running exams

CBH to contact JB re opening College

CBH to contact PM re updating website, Facebook and Twitter with decision made.

Exams will proceed if safe to do so.

A message will be sent to all media to that effect.

PM/SG will make contact with each other.

Scenario 1

- SG can make it in- then exams begin at 9.30 and students who arrive by that time will take exam.
- Senior staff and any invigilators present will invigilate. Invigilators have been asked to report as usual if safe to do so.
- Access arrangements will be followed if possible and there is enough staff to do so.

Scenario 2

- SG can't make it in
- MM has access to spare set of keys
- If inclement weather is expected, all exams will have been placed in the small padlocked grey cupboard in the exams cupboard by SG the evening before. PM will start exam. Senior staff and or Invigilators will invigilate. Exams will start at 9.30
- Access arrangements will be followed if possible and if there are enough staff to do so.

APPENDIX 5

PROCEDURE FOR STUDENT WANTING TO WITHDRAW FROM AN EXAM

Please adhere to the following procedure in the case of a student wanting to withdraw from an exam immediately prior to the commencement of the exam:

1. Exams Officer to ask student(s) to go to the office
2. Office staff please locate a member of the SLT
3. SLT to manage situation – depending on context – ideally encourage student to return to do the exam / it may be appropriate to speak with and get advice from subject teacher or HOD etc.
4. SLT member to inform Exams Officer of outcome.

APPENDIX 6

PROCEDURE FOR STUDENT FAILING TO ATTEND AN EXAM

Please adhere to the following procedure in the case of a student failing to attend an exam:

1. Invigilator to send a message to the Office if student is not present at the start of an exam.
2. Office to call home / student's mobile number to ascertain whether or not student is running late or has decided not to take the exam.
3. If student has decided not to take the exam Exams Officer and parent to be informed.
4. Exams Officer to inform subject teacher and call student to ensure that they are aware of the consequences of not taking the exam.
5. If the student arrives up to one hour after the start of the exam for an exam lasting longer than one hour, they can start the exam late and receive the full time allowance for that exam.
6. If the student arrives 'very late' (for examinations of less than one hour this would mean arriving after the published finishing time for this exam; for examinations of more than one hour this would mean arriving more than an hour after the published starting time for this exam) the student may be allowed to sit the examination at the discretion of the exams officer but the relevant JCQ declaration form would need to be completed and JCQ may subsequently decide not to accept the exam script.

APPENDIX 7

PROCEDURES FOR ILLNESS TO ENSURE THAT EXAMS CONTINUE

Illness of Exams Officer

The Exams Officer and the Administration Manager both have relevant keys and both can find relevant papers as required. Exams would continue as per exam timetable. Should both members of staff fall ill then the admin staff know how to locate keys and Assistant Head Teacher Examinations will administer exams.

APPENDIX 8



Jersey College for Girls

Exams Emergency Evacuation Procedure

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Seek advice from Facilities Manager to ascertain that evacuation is needed.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Advice: In dealing with emergencies you must be aware of your Centre's policy and the expectations of your Local Authority, where appropriate. You must have a written Centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.

APPENDIX 9

Jersey College for Girls

Public Examinations Enquiries About Results Policy

Public Examinations Enquiries about Results

Enquiries about results of public examinations sent to examination boards must be supported by the College. The College may initiate an enquiry if a significant number of candidates appear to have underperformed in external assessments. It may also agree to pursue an enquiry on behalf of an individual candidate at the candidate's request if there is a considerable and inexplicable variation in the candidate's performance across modules/papers or inexplicable overall underachievement. In circumstances where the grounds for pursuing an enquiry are relatively slim, the candidate will be asked to meet the costs of the enquiry.

Appeals Procedure

If, following an enquiry about results, the Centre or candidate is convinced that the awarding body has not followed due procedures, it is possible to submit an appeal. If an application for an appeal is accepted, an investigation into candidates' or Centre's results, and the awarding body's procedures, will follow. An appeal investigation does not generally involve a further review of candidates' work.

The appeals process will be managed by the College's Examinations Officer who is responsible for informing all candidates and their carers of the existence of the appeals procedure. She is responsible for informing the Head of Centre about the existence and outcome of all such appeals. The appeals process is subject to a tight timeframe because of the need to ensure its completion prior to the printing and issuing of certificates by the examination board.

Candidates and their carers wishing to appeal against the Principal's decision not to support an enquiry should appeal in writing to the College's Examinations Officer stating the reasons for the appeal. Any appeal must be lodged with the Examinations Officer no more than one week after the date on which the Principal refused to support an enquiry.

A copy of this written appeal should be given by the Examinations Officer to the Principal who will respond to it in writing. The Examinations Officer should ensure that a copy of this response is sent to the candidate and their carer. In the event of the candidate and their carer not being happy with the written response received, they may request a personal hearing. They must make this request within one week of receiving the written response.

The personal hearing will be before a panel consisting of a member of the Senior Leadership Team who has not previously been involved in the particular case and the Principal. The candidate and their carer should be given a least seven days' notice of the date of the hearing. At the same time as they are sent notification of the hearing they should be given copies of all relevant documentation. Candidates may present their own case or may ask a single carer or friend to do so on their behalf. If they choose to present their own case, they may be accompanied by a single carer or friend in the role of supporter. The Principal and the candidate should have an opportunity to hear each other's submission. Once the submissions have been heard, the panel will withdraw to consider its verdict.

The candidate and her carer will be given a written copy of the outcome of the appeal within seven days of the hearing. The outcome will include an explanation of the reasons for the decision. In the event of a decision being made to support an enquiry, the Examinations Officer will immediately inform the examination board involved and make an enquiry. Unless the panel rules otherwise, the candidate will be asked to pay the costs of the enquiry. A copy of the appeal and the outcome will remain in the school records maintained by the Examinations Officer.

Jersey College for Girls

Public Examinations Internal Appeals Procedure Relating to Internal Assessment Decisions

Rationale

We acknowledge the importance of giving students prompt and constructive feedback in relation to all assignments. In assessing work submitted as coursework for public examinations, staff use the assessment criteria, guidelines and procedures published by the examination boards. The College supports staff attendance at examination board training sessions and is committed to ensuring that staff are provided with opportunities to update their knowledge and skills in relation to public examination assessments.

Any student is entitled to request access to the marks submitted by the College to the examination board relating to internal assessments of her work by College staff. However, students should be aware that any marks awarded internally are subject to external verification and moderation. The correlation between raw marks (i.e. the score the candidate actually got) and UMS (the mark scale in which marks are finally reported to candidates) is not available to staff when they mark coursework, neither is the precise correlation between marks and grade boundaries.

Candidates and their carers, who have reason to believe that assessment criteria, guidelines and procedures published by the examination boards have not been properly or fairly applied, have a right to ask for a review of the internal assessment of their work following the publication of the official examination results. In the first instance, a candidate and her carers should raise the matter informally, with the Principal, who is the Head of the Examination Centre. In normal circumstances it is expected that this would bring about a resolution of the matter. However, in the exceptional circumstance of this informal approach failing to bring about a satisfactory resolution of the issue, then the candidate and her carers may formally appeal against the assessment made. The procedure describes how to set about doing this.

Appeals Procedure

The appeals process will be managed by the College's Examinations Officer who is responsible for informing all candidates and their carers of the existence of the appeals procedure. She is responsible for informing the Head of Centre about the existence and outcome of all such appeals. The appeals process is subject to a tight timeframe because of the need to ensure its completion prior to the printing and issuing of certificates by the examination board.

Candidates and their carers wishing to appeal should appeal in writing to the College's Examinations Officer stating the details of the complaint and the reasons for the appeal. Any appeal must be lodged with the Examinations Officer no more than one week after publication of examination results by the examination board.

A copy of this written appeal should be given by the Examinations Officer to the teacher(s) concerned in making the assessment which is the subject of the complaint. The teacher(s) should have the opportunity to respond to this in writing. The Examinations Officer should ensure that a copy of this response is sent to the candidate and their carer. In the event of the candidate and their carer not being happy with the written response received, they may request a personal hearing. They must make this request within one week of receiving the written response.

The personal hearing will be before a panel consisting of a member of the College Management Team who has not previously been involved in the particular case and a governor. The candidate and their carer should be given a least seven days' notice of the date of the hearing. At the same time as they are sent notification of the hearing they should be given copies of all relevant documentation e.g. marks awarded, assessments made, assessment criteria, exemplar material, assessment guidelines, Centre report

etc. Candidates may present their own case or may ask a single carer or friend to do so on their behalf. If they choose to present their own case, they may be accompanied by a single carer or friend in the role of supporter. The teacher(s) and candidate should have an opportunity to hear each other's submission. Once the submissions have been heard, the panel will withdraw to consider its verdict.

The candidate and her carer will be given a written copy of the outcome of the appeal within seven days of the hearing. The outcome will include an explanation of the reasons for the decision. In the event of a decision being made to change an internally assessed mark, the Examinations Officer will immediately inform the examination board involved. A copy of the appeal and the outcome will remain in the school records maintained by the Examinations Officer.

Jersey College for Girls Public Examinations Internal Appeals Procedure Relating to Coursework/Controlled Assessment Decisions

Rationale

We acknowledge the importance of giving students prompt and constructive feedback in relation to all assessments. In the controlled assessments for public examinations, staff use the assessment criteria, guidelines and procedures published by the examination boards. The College supports staff attendance at examination board training sessions and is committed to ensuring that members of staff are provided with opportunities to update their knowledge and skills in relation to public examination assessments.

Any student is entitled to request access to the marks submitted by the College to the examination board relating to controlled assessments by College staff. However, students should be aware that any marks awarded internally are subject to external verification and moderation. The correlation between raw marks (i.e. the score the candidate actually got) and UMS (the mark scale in which marks are finally reported to candidates) is not available to staff when the controlled assessments take place, neither is the precise correlation between marks and grade boundaries.

Candidates and their carers, who have reason to believe that assessment criteria, guidelines and procedures published by the examination boards have not been properly or fairly applied, have a right to ask for a review of the controlled assessments following the publication of the official examination results. In the first instance, a candidate and her carers should raise the matter informally, with the Principal, who is the Head of the Examination Centre. In normal circumstances it is expected that this would bring about a resolution of the matter. However, in the exceptional circumstance of this informal approach failing to bring about a satisfactory resolution of the issue, then the candidate and her carers may formally appeal against the assessment made. The procedure describes how to set about doing this.

Appeals Procedure

The appeals process will be managed by the College's Examinations Officer who is responsible for informing all candidates and their carers of the existence of the appeals procedure. She is responsible for informing the Head of Centre about the existence and outcome of all such appeals. The appeals process is subject to a tight timeframe because of the need to ensure its completion prior to the printing and issuing of certificates by the examination board.

Candidates and their carers wishing to appeal should appeal in writing to the College's Examinations Officer stating the details of the complaint and the reasons for the appeal. Any appeal must be lodged with the Examinations Officer no more than one week after publication of examination results by the examination board.

A copy of this written appeal should be given by the Examinations Officer to the teacher(s) concerned in making the assessment which is the subject of the complaint. The teacher(s) should have the opportunity to respond to this in writing. The Examinations Officer should ensure that a copy of this response is sent to the candidate and their carer. In the event of the candidate and their carer not being happy with the written response received, they may request a personal hearing. They must make this request within one week of receiving the written response.

The personal hearing will be before a panel consisting of a member of the College Management Team who has not previously been involved in the particular case and a governor. The candidate and their carer should be given a least seven days' notice of the date of the hearing. At the same time as they are sent notification of the hearing they should be given copies of all relevant documentation e.g. marks awarded, assessments made, assessment criteria, exempla material, assessment guidelines, Centre report etc. Candidates may present their own case or may ask a single carer or friend to do so on their behalf. If they choose to present their own case, they may be accompanied by a single carer or friend in the role of supporter. The teacher(s) and candidate should have an opportunity to hear each other's submission. Once the submissions have been heard, the panel will withdraw to consider its verdict.

The candidate and her carer will be given a written copy of the outcome of the appeal within seven days of the hearing. The outcome will include an explanation of the reasons for the decision. In the event of a decision being made to change an controlled assessment mark, the Examinations Officer will immediately inform the examination board involved. A copy of the appeal and the outcome will remain in the school records maintained by the Examinations Officer.