Examinations Policy (Public Examinations)

Berkhamsted Prep and Pre-Prep
Berkhamsted Senior Schools & Sixth
Heatherton

Revision and Terminology: Please refer to the School’s Policies Policy.

<table>
<thead>
<tr>
<th>Policy owner:</th>
<th>Principal</th>
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<td>Regulatory</td>
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1 Scope of this policy

1.1 To ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.

1.2 To ensure the operation of an efficient examinations systems with clear guidelines for all relevant staff.

1.3 For the purpose of this document examinations refer to GCSEs, iGCSEs, GCE, International A level, EPQ, Level 3 Diplomas, and all University Admissions Tests (such as BMAT and the Oxford University entrance examinations).

1.4 It is the responsibility of everyone involved in the Centre’s examination processes to read, understand and implement this policy, which will be reviewed annually by the Head of Centre, Headteachers and the Examinations Officer.

2 Examination Responsibilities

2.1 Head of Centre/Principal

2.1.1 Overall responsibility for the School as an Exam Centre.

2.1.2 Advises on appeals and review of results.

2.1.3 Reports all suspicions or actual incidents of malpractice (cf the Joint Council for Qualifications (JCQ) document Suspected malpractice in examinations and assessments / follow the procedure as set out in the Cambridge International Handbook for dealing with suspected malpractice).

2.2 Examinations Officer

2.2.1 The Examinations Officer manages the administration of public and internal exams. More specifically, s/he:

2.2.1.1 Reports to the Deputy Head Academic Performance, advises the Senior Management Team (SMT), Heads of House, Heads of Department and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.

2.2.1.2 Oversees the production and distribution to staff and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.

2.2.1.3 Ensures that candidates and their parents are informed of those aspects of the examination timetable that will affect them.

2.2.1.4 Consults with teaching staff (usually Heads of Department) to ensure that necessary coursework is completed on time and in accordance with JCQ / Cambridge International guidelines.

2.2.1.5 Provides and confirms detailed data on estimated entries.

2.2.1.6 Receives, checks and stores securely all examination papers and completed scripts.

2.2.1.7 Administers access arrangements and makes applications for special
consideration using the JCQ / Cambridge International Access Arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations.

2.2.1.8 Identifies and manages exam timetable clashes.

2.2.1.9 Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any appeals/review of marking requests.

2.2.1.10 Maintains systems and processes to support the timely entry of candidates for their exams.

2.2.1.11 Collects exam papers and other material from the Exams Office before the start of the exam.

2.2.1.12 Collects all exam papers in the correct order at the end of the exam and ensures their return to the Exams Office.

2.2.1.13 Produces spreadsheets of examinations results at the reasonable request of the Vice Principal and/or Director of Studies.

2.2.1.14 liaises with HoH regarding day-to-day issues which arise that may affect pupils’ ability to sit an external examination.

2.2.1.15 Maintains a register of conflicts of interest.

2.3 Heads of Department

2.3.1 Provide guidance to candidates who are unsure about exam entries or amendments to entries.

2.3.2 Are involved in post-results procedures.

2.3.3 Complete accurately coursework mark sheets and declaration sheets.

2.3.4 Complete accurately entry requirements and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

2.3.5 Store returned coursework and any other material required by the appropriate Awarding Bodies correctly and on schedule.

2.4 Heads of House

2.4.1 Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries, advising the Exams Officer and the Headteacher where there should be an application for ‘special consideration’.

2.4.2 Communicate with pupils and parents about information relating to examinations.

2.5 Head of Careers

2.5.1 Offers guidance and careers information.

2.6 Teachers

2.6.1 Submit candidate names to Heads of Department.

2.7 Head of Learning Support (SENCO) (see Access Arrangements for Examinations Policy)
2.7.1 Identifies and tests candidates’ requirements for access arrangements.

2.7.2 Arranges 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.

2.8 Candidates

2.8.1 Confirm examination entries.

2.8.2 Understand coursework regulations and signing a declaration that authenticates the coursework as their own.


2.8.4 Should advise their Head of House if they think they may be eligible for ‘Special Consideration’ as a result of pastoral or medical circumstances.

2.9 Administrative staff

2.9.1 Support the input of data.

2.9.2 Post examination papers.

2.9.3 Reception staff to follow the process to log confidential materials delivered to / received by the centre to the point materials are issued to authorised staff for transferral to the secure storage facility.

3 The statutory tests and qualifications offered

3.1 The statutory tests and qualifications offered are decided by the Head of Centre. The statutory tests and qualifications currently offered are GCSE/IGCSE, A levels and Level 3 Diplomas.

3.2 At Key Stage 4, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3.3 At post-16, candidates will study a two-year linear A Level / Pre-U qualification sitting the examinations at the end of Year 13. The Centre will aggregate at the end of Year 13 for the AS grades, not at the end of Year 12.

4 Exam seasons and timetables

4.1 Exam sessions

4.1.1 External exams are normally scheduled in May/June/November.

4.1.2 Candidates are roomed as appropriate with the Centre’s resources.

4.2 Timetables

4.2.1 The Examinations Officer circulates the examination timetables once these are confirmed.

4.2.2 Where examinations clash they are scheduled to run without breaks within
the 3 hour session. This is to minimise security issues for the candidate and Centre.

5 Entries, entry details, late entries and retakes

5.1 Entries

5.1.1 Candidates are selected for their examination entries by the Heads of Department. A candidate or parent/carer may request a subject entry, change of level or withdrawal. The Centre does not normally accept entries from external candidates.

5.1.2 The school reserves the right not to enter a candidate for public examinations if preparations have been significantly disrupted by prolonged absence (either unauthorised absence and/or due to prolonged illness). This decision will be at the discretion of the Principal.

5.2 Late entries

5.2.1 Entry deadlines are circulated to Heads of Department via email and post. Late entries are authorised by Head of Centre. Candidates presenting themselves for any examination for which the entry has not been sanctioned by the relevant department will, in addition to the Examination Board’s penalty fees be liable for a charge of £100.

5.2.2 Exam fees are charged once the entries are made. No refunds are made if a candidate is withdrawn. Late fees for changes/additions are charged.

5.3 Retakes

5.3.1 Pupils may only retake (I)GCSEs in English Language and Mathematics. Pupils retaking (I)GCSEs will not normally receive academic support (lessons) from the School. Retake decisions should be made in consultation with the candidates, parents, subject teachers and the Heads of Department. (See also section 6: Exam fees)

5.3.2 Pupils who have left the school are not normally allowed to sit their exams at school, unless at the discretion of the Principal.

6 Examination Fees

6.1 The following fees are paid by the candidates:

6.1.1 GCSE examination entry
6.1.2 AS examination entry
6.1.3 A2 examination entry
6.1.4 Any other public examination entry e.g. EPQ, University entrance exams
6.1.5 Late entry or amendment fees
6.1.6 Retake fees for first and any subsequent retakes (see also section 5.3: Retakes)
6.1.7 The fees for review of results (see also section 13.2: Reviews of results [RoRs])
7 The Equality Act 2010, Special Needs and Access Arrangements

7.1 The School recognises its duties under the Equality Act 2010 to facilitate access to exams and assessments for candidates with disabilities.

7.2 JCQ uses the definition of disability set out by the Equality Act 2010 using it cumulatively:

7.2.1 Identifying a physical or mental impairment
7.2.2 Looking into adverse effects and assessing which are substantial
7.2.3 Considering if substantial effects are long term
7.2.4 Judging the impact of substantial long-term effects on day-to-day activities

7.3 Factors that might reasonably be expected to have a substantial adverse effect include;

7.3.1 Persistent and significant difficulty reading and understanding written material where this is in the person’s native language, for example because of a mental impairment, or learning difficulty or a sensory or multi-sensory impairment.
7.3.2 Persistent distractibility or difficulty concentrating
7.3.3 Difficulty understanding or following simple verbal instructions.

7.4 The School’s internal Examinations Procedures include a Disability (Exams) Procedure which outlines staff roles and responsibilities in relation to:

7.4.1 Identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (collectively referred to as “Access Arrangements”)
7.4.2 Requesting Access Arrangements
7.4.3 Implementing Access Arrangements and the conduct of exam
7.4.4 Good practice in relation to the Equality Act 2010

7.5 Please refer to the School’s Disability Policy and its Access Arrangements for Examinations Policy.

8 Estimated Grades

8.1 The Heads of Department will submit projected grades to the Examinations Officer when requested by the Examinations Officer. These should be the most likely grade a student may achieve, not the highest grade which they might achieve; the predicted grade for UCAS is, on the other hand, the highest grade the pupil has a realistic chance of achieving.

9 Managing invigilators and Examination Days

9.1 Examination Days

9.1.1 The Examinations Officer:
9.1.1.1 will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

9.1.1.2 in order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened.

9.1.1.3 ensures this additional/second check (which takes place in the secure room if a question paper packet has to be split or in the designated exam room if not) is recorded.

9.1.1.4 is responsible for setting up the allocated rooms.

9.1.1.5 will start all examinations in accordance with JCQ / Cambridge International guidelines.

9.1.2 Subject staff for JCQ Examinations Boards qualifications may not be present in the exam room, however for Cambridge International examinations subject staff can be present but must not advise on which questions are to be attempted. In practical examinations, subject teachers may be on hand in case of any technical difficulties. Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department after 24 hours as per JCQ / Cambridge International guidelines.

10 Candidates, Clash Candidates and Special Consideration

10.1 Candidates

10.1.1 The Centre’s published rules on acceptable dress, behaviour and candidates’ use of watches, mobile phones and all electronic devices apply at all times. (Please see Instructions for Examinations at Appendix 4). 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 / Cambridge International guidelines.

10.1.2 Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

10.1.3 All candidates must stay until the end of normal time.

10.1.4 Extra-time candidates may either leave at the end of normal time or remain until the end of extra time. (If a candidate with extra time has a difficult day due to clashes then the Examinations Officer will discuss timing with the individual candidate and appropriate arrangements put in place).

10.1.5 Candidates are responsible for bringing all allowable examination equipment – no equipment is provided to candidates during exams. The candidates must bring in everything they need and replacements in case their equipment fails.
10.2 Clash Candidates

10.2.1 The Examinations Officer will be responsible as necessary for identifying ‘escorts’, identifying a secure venue and arranging overnight stays. Where a candidate’s examinations exceed three hours in any one session according to the Board’s published timetable, a paper may be moved to a later or earlier session on the same day with the candidate remaining under supervision between examinations.

10.2.2 Where a candidate’s examinations exceed six hours (GCE) and five and a half hours (GCSE) in any one day, according to the Board’s published timetable, a paper may be moved to the following day with the candidate remaining under supervision overnight by a member of the school staff, or at home if they and their parents have signed an agreement which fulfils awarding bodies’ regulations in such circumstances.

10.3 Special Consideration

10.3.1 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 examination invigilator, to that effect. Any special consideration claim must be supported by appropriate evidence within five days of the examination, and would usually (where relevant) include a letter from the candidate’s doctor. All applications must be supported by signed evidence produced by a member of the Senior Leadership Team. The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination. It is important to note that the school reserves the right to decide, on the basis of the evidence presented and in light of the guidance issued by JCQ / Cambridge International, whether to process an application for special consideration on behalf of the pupil concerned.

10.3.2 If, after publication of results for a particular exam series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a member of the senior leadership team is able to produce evidence to support a late application.

10.3.3 If a claim is made after the completion of a review of results, the claimant will be informed that an application for special consideration cannot be submitted.

11 Non-Examination Assessments (NEAs)

11.1 A Non-Examination Assessment (NEA) is any type of assessment that is not externally set and taken by candidates at the same time under controlled conditions. NEA therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as NEA.

11.2 The School’s internal Examinations Procedures include an NEA Procedure which covers:

11.2.1 Procedures for planning and managing NEAs
11.2.2 Staff roles and responsibilities with respect to NEAs

11.2.3 Management of risks associated with NEAs

12 Appeals against centre assessed marks for public exams

12.1 JCQ’s General Regulations state that the Centre must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the Centre’s marking before marks are submitted to the exam board. The Centre is required to have in place a written internal appeal procedure which explains the process. The Internal Appeals Procedure and the Internal Appeals Form can be found as Appendices 1 and 2 to this policy.

12.2 For the avoidance of doubt, non-JCQ qualifications (for example Cambridge International qualifications) are subject to different rules, such that the JCQ Internal Appeals Procedure does not apply to them.

13 Results, review of results (RoRs) and appeals

13.1 Results

13.1.1 Candidates can receive individual results slips on results days in person at the Centre or by post to their home addresses. Candidates can view their results in the Pupil Portal on iSAMS. Arrangements for the school to be open on results days and the provision of staff on results days are the responsibility of the SMT. The Centre aggregates at the end of Year 13 for AS grades, not at the end of Year 12.

13.2 RoRs

13.2.1 RoRs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The deadline for RoRs, as set by the Examinations Officer, is final and non-negotiable.

13.2.2 Ultimately the decision about an RoR lies with the candidate. Candidates are advised that marks can go down as well as up and this may affect university entrance decisions.

13.2.3 Should under exceptional circumstances the Centre feel unable to support the candidate’s request for a review of results, the candidate or their carer/parent may lodge an appeal in writing to the Head of Centre with whom the final decision rests.

13.2.4 Where the Head of Centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the Head of Centre.

13.2.5 Following this, the Head of Centre’s decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

13.2.6 The internal appeals form should be completed and submitted to the Centre
within 5 calendar days of the notification of the outcome of the RoR.

13.2.7 Subject to the Head of Centre's decision, this will allow the Centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the RoR process.

13.2.8 Awarding body fees which may be charged for the preliminary appeal must be paid to the Centre by the appellant before the preliminary appeal is submitted to the awarding body.

13.2.9 If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the Centre.

14 Complaints

14.1 If a pupil wishes to appeal against the mark they have been awarded in an internally marked Non-Examination Assessment, such appeals are dealt with via the Internal Appeals Procedure (see section 12 and Appendices 1-3 of this Policy).

14.2 If a pupil (or his/her parent/carer) has a general concern or complaint about the Centre's delivery or administration of a qualification they are following, the School encourages the pupil / their parent/carer to try to resolve this informally in the first instance. If a complaint is not resolved informally, the pupil (or his/her parent/carer) is at liberty to make a formal complaint pursuant to the School's Complaints Policy.

15 Certificates

15.1 GCSE Certificates are normally presented in person. Certificates may be collected on behalf of a candidate by a third party, provided they have been formally authorised to do so. Uncollected and A level certificates are posted by registered post to the address held by the school.

16 JCQ Guidance

16.1 The School has had regard to the following JCQ documentation in formulating its internal Examinations Procedures:

16.1.1 General Regulations for Approved Centres
16.1.2 Access Arrangements and Reasonable Adjustments
16.1.3 Instructions for Conducting Examinations
16.1.4 Instructions for Conducting Non-Examination Assessments
16.1.5 Suspected Malpractice in Examinations and Assessments – Policies and Procedures
16.1.6 Notice to Centres – Teachers Sharing Assessment Material and Candidates' Work
16.1.7 Post Results Services – Information and Guidance to Centres

16.2 JCQ also provides information for candidates which the School draws to candidates' attention and makes available to them:
16.2.1 Information for Candidates – Non-Examination Assessments
16.2.2 Information for Candidates – Social Media
16.2.3 Information for Candidates - Coursework (Year 13 only)
16.2.4 Information for Candidates - Privacy Notice
16.2.5 Information for Candidates - Written Exams
Appendix 1 - Internal Appeals Procedure 2020-2021

1 Key staff involved in the internal appeals procedure

<table>
<thead>
<tr>
<th>Role</th>
<th>Name(s)</th>
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<tbody>
<tr>
<td>Head of Centre</td>
<td>Richard Backhouse</td>
</tr>
<tr>
<td>SMT members</td>
<td>Andrew Ford, Will Gunary, Mary-Clare Startin, Nick Cale, Elizabeth Richardson, Martin Walker, Lucy Simson, Greg Anker, Hannah Butland, Emma Watson and Richard MacKay</td>
</tr>
<tr>
<td>Examinations Officer</td>
<td>Julie Andrews</td>
</tr>
</tbody>
</table>

2 Appeals against internal assessments decisions (centre assessed marks)

2.1 This procedure confirms Berkhamsted School’s compliance with JCQ’s General Regulations for Approved Centres 2020-2021, section 5.7 that the Centre has in place and available for inspection purposes “a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates” and that the Centre “must inform candidates of their centre assessed mark. A candidate is allowed to request a review of the Centre’s marking before marks are submitted to the awarding body.”

2.2 Certain components of GCSE and GCE qualifications (GCE coursework, GCE and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

2.3 Deadlines for the submission of marks for Summer 2021 exam series:

**GCSE**

<table>
<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>Physical Education Unit 3</td>
<td>Wednesday 21 April 2021</td>
</tr>
<tr>
<td>Physical Education Unit 4</td>
<td>Wednesday 21 April 2021</td>
</tr>
<tr>
<td>English Language</td>
<td>Wednesday 21 April 2021</td>
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<td>Food</td>
<td>Wednesday 21 April 2021</td>
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### GCE

<table>
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<th>Publication date of marks by</th>
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<tbody>
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<td>Friday 12 March 2021</td>
</tr>
<tr>
<td>Physical Education (Performance)</td>
<td>Wednesday 21 April 2021</td>
</tr>
<tr>
<td>Biology</td>
<td>Wednesday 21 April 2021</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Wednesday 21 April 2021</td>
</tr>
<tr>
<td>Drama</td>
<td>Wednesday 21 April 2021</td>
</tr>
<tr>
<td>English Language &amp; Literature</td>
<td>Wednesday 21 April 2021</td>
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<tr>
<td>English Literature</td>
<td>Wednesday 21 April 2021</td>
</tr>
<tr>
<td>EPQ Summer 2021 Entry</td>
<td>Wednesday 21 April 2021</td>
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<tr>
<td>History</td>
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<tr>
<td>Physics</td>
<td>Wednesday 21 April 2021</td>
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<tr>
<td>Product Design</td>
<td>Wednesday 21 April 2021</td>
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<tr>
<td>Level 3 App Dip Food Science &amp; Nutrition units 1 &amp; 4</td>
<td>Wednesday 21 April 2021</td>
</tr>
<tr>
<td>Art</td>
<td>Tuesday 18 May 2021</td>
</tr>
<tr>
<td>Photography</td>
<td>Tuesday 18 May 2021</td>
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</tbody>
</table>
2.4 Berkhamsted School is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

2.5 Berkhamsted School ensures that all centre staff follow a robust *Non-Examination Assessment Procedure* (for the management of GCE and GCSE non-examination assessments). This procedure details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

2.6 Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Berkhamsted School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates’ work, internal moderation and standardisation will ensure consistency of marking.

2.7 On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the Centre’s marking.

3 **Appeals against internal assessments - the procedure**

3.1 Berkhamsted School will 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 exam board.

3.2 Berkhamsted School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the Centre’s marking of the assessment.

3.3 Berkhamsted School will, having received a request for copies of materials, promptly make them available to the candidate.

3.4 Requests for reviews of marking must be made in writing within 5 calendar days of receiving the mark by completing the internal appeals form and returning to the Examinations Officer. With the exception of GCE Art and GCE Photography where requests must be made in writing within 4 calendar days. The Head of Art will issue further information on the review of marking process for Art.

3.5 Berkhamsted School will allow 5 calendar days 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. With the exception of GCE Art, GCE Photography and GCSE Art and EPQ where the review will be carried out in one calendar day.

3.6 Berkhamsted School will 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.

3.7 Berkhamsted School will instruct the reviewer to ensure that the candidate’s mark is consistent with the standard set by the Centre.
3.8 The candidate will be informed in writing of the outcome of the review of the Centre’s marking.

3.9 The outcome of the review of the Centre’s marking will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request (see Appendix 3). Should the review of the Centre’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately. Centres must inform the awarding body if they do not accept the outcome of a review.

4 **Moderation by the awarding body**

4.1 After candidates’ work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The mark submitted to the awarding body is subject to change and therefore should be considered provisional. This process is outside the control of Berkhamsted School and is not covered by this procedure.
## Appendix 2 – Internal Appeals Form

### Internal Appeals Form

<table>
<thead>
<tr>
<th>Name of appellant</th>
<th>Candidate name if different to appellant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarding body</td>
<td>Exam paper code</td>
</tr>
<tr>
<td>Subject</td>
<td>Exam paper title</td>
</tr>
</tbody>
</table>

Please state the grounds for your appeal below

Appellant signature: ___________________________ Date of signature: ____________

This form must be signed, dated and returned to the Examinations Officer on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure.
Appendix 3 – Appeals Log

Appeals log

On receipt, all appeals will be assigned a reference number and logged. The outcome of any reviews of the Centre’s marking will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request. Should the review of the Centre’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Date received</th>
<th>Appeal</th>
<th>Outcome</th>
<th>Outcome date</th>
</tr>
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Appendix 4 – Examination Rules

See the JCQ Information to Candidates – written exams notice, which include:

- JCQ instructions written exams
- Cambridge International information for candidates
- JCQ Instructions regarding calculators
- JCQ Mobile phone warning poster
- JCQ Warning to candidates poster
- JCQ Information to candidates social media
- JCQ Information to candidates privacy notice

- **Watches:** No watches are allowed in the exam room.

- **Names and candidate numbers:** Each pupil will be provided with a laminated card with their exam name, candidate number and centre number.
  
  ➢ Pupils must write their name as shown on the card on all exam documentation including additional sheets. This label **must** be placed on their desk before the exam starts. The pupils will need to take their candidate card with them after each exam. It is good practice that the pupils keep the card in their clear pencil case so that they have the card for all their exams.

- **Exam clashes:** All clashes are detailed on the exam schedule. All pupils need to understand their exam schedule and any clash papers they need to take.

- **School Uniform:** guidelines and regulations must be adhered to when the pupils are in school during the mocks period.

**Illness during the exam period**

**If pupils are unable to attend an exam**

- Parents should complete the absence notification on My School Portal in the usual way

**AND**

- call Castle campus reception 01442 358000

**Covid-19 – Government guidelines regarding self-isolation must be followed.**
What can be taken into the examination room

The following are not permitted in the examination room (this list is not exhaustive):

- iPods;
- mobile phones;
- MP3/4 players or similar devices;
- watches of any sort (analogue and digital);

This means that:

- ideally, all unauthorised items are left outside of the examination room;
- any pencil cases taken into the examination room must be see-through;
- any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

Following the invigilator’s announcement any mobile phones or other unauthorised items in the candidates’ possession must be handed to the invigilator prior to the examination starting.

If candidates have access to unauthorised items in the examination room this may be considered as malpractice. They could be subject to penalties in accordance with the JCQ publication Suspected Malpractice: Policies and Procedures.

Water is allowed in the examination room at the discretion of the Head of Centre. However, any water bottles brought into the examination room by the candidate or the centre must be free from packaging, with all labels removed.
**Conduct in the examination room**

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

Prior to an exam starting, candidates will be asked to:

- a) hand in their mobile phone if they have not already done so. This is their final chance. Failure to do so may lead to disqualification;
- b) write clearly and in black ink;
- c) write their name, surname, centre number, candidate number and unit or component code or paper details on their answer booklet(s) and on any additional answer sheet(s) used;
- d) fill in any other details as necessary;
- e) do all work, including rough work, on examination stationery unless otherwise stated;
- f) write answers in the designated sections of the answer booklet;
- g) neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner;
- h) do any rough work for multiple-choice papers in the question booklet.

During an exam candidates must not use:

- a) correcting pens, fluid or tape;
- b) erasable pens;
- c) highlighter pens in answers (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. Candidates may also use a highlighter pen to highlight extracts in any resource material provided);
- d) gel pens in answers;
- e) blotting paper.