



The Dartmoor Federation comprises:

- Boasley Cross Primary School
- Bridestowe Primary School
- Exbourne Cof E Primary School
- Lydford Primary School
- Okehampton College



Policy For Assessment Decisions At GCSE, AS and A Level

This policy was adopted by the Dartmoor Federation Policy Review Committee on

28th January 2013

and reviewed by the Policy Review Committee on 30th April 2015

This policy should be viewed alongside The Dartmoor Federation Examinations Policy and Controlled Assessment Policy.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Pearson; WJEC; CCEA and others.

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

Examinations and Procedures Relating to Examinations

Examinations policy is decided by the Senior Leadership Team (SLT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The **Examinations Administrator** is responsible to the Head of Centre for the day to day administration of the examinations system.

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

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates'; a copy of which is posted inside and outside of each examinations room. During examinations, candidates must follow any instructions given to them by the **Examinations Administrator**, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework/controlled assessments, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

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

Mobile Phones and Examinations

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

Internal Assessment

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

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates via the college website, a copy on the examinations notice board and as a printed document lodged with the Principal's secretary.

The Awarding Body will moderate the assessed controlled assessment, coursework/oral tapes and the final mark awarded is that of the Awarding Body.

This mark is outside the control of the **College** and is not covered by this procedure.

The **College** will ensure that:

1. work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
2. at the beginning of the course, candidates can consult written guidance about the Awarding Bodies regulations on the production of coursework and the school's deadlines for submission which is on display in each Tutor Room.
3. within each department, candidates are given adequate and appropriate time to produce the coursework.
4. internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
5. the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
6. the staff responsible for internal standardization of a subject will attend any training sessions given by the relevant Awarding Body.

Internal Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
2. The appeal must be made in writing to the **College's Examinations Administrator by 31 May** of the year that the coursework and controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The **Head of Secondary Education** will nominate a senior member of staff, normally the **Examinations Administrator (EA)**, to lead the enquiry provided that the **EA** has played no part in the original assessment process. An experienced Head of Faculty or School Governor to act as an independent member will also be on the panel.

4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by **the end of June** of that examination season.
5. The panel's findings will be formally reported back to the candidate/parent/carer **at the beginning of July**.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the **Examinations Administrator** and made available to the Awarding Body if required.

The two following notices/sections will be displayed on the Examinations Notice Board in the corridor outside the Examinations Office.

(First Notice)

GCSE Controlled Assessment Procedure at Okehampton College

Controlled Assessment is any piece of written or practical work which is marked by the **College** or an external examiner and which contributes to a GCSE Award.

Procedures pertaining to GCSE controlled assessments at Okehampton College are covered in the college Controlled Assessment Policy.

Coursework Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing by **31 May** of the year that the work was assessed to the Examinations Administrator
4. Okehampton College Appeals Procedure is available for inspection on the College Website or as a written document lodged with the Clerk to the Governors.