



## Policy For Assessment Decisions At GCSE, AS and A Level - Okehampton College

This policy was adopted by The Dartmoor Federation Policy Review Committee on  
28 January 2013

and reviewed by the Governor Teaching & Learning Challenge Group on  
10 March 2017 and 11 May 2018

*This policy should be viewed alongside the 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 Officer** 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 Officer**. Should a complaint relating to the administration of some part of the exams process be made against the **Examination Officer**, 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 outside of each examinations room.

During examinations, candidates must follow any instructions given to them by the **Examinations Officer**, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework/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, smart watch or any other electronic devices 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.

All watches are to be removed and placed on the desk in full view of invigilators.

### **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 standardisation, 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 Officer 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 Officer (EO)**, to lead the enquiry provided that the **EO** 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 Officer** 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.

**Reviews of Marking**

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. Okehampton College Appeals Procedure is available for inspection on the College Website or as a written document lodged with the Clerk to the Governors.

**Reviews of marking - Centre assessed marks  
(GCSE controlled assessments, GCE coursework,  
GCE and GCSE non-examination assessments and Project qualifications)**

Okehampton College 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Okehampton College 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.

1. Okehampton College 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 awarding body.
2. Okehampton College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment.
3. Okehampton College will, having received a request for copies of materials, promptly make them available to the candidate.
4. Okehampton College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Okehampton College will provide a clear deadline for candidates to submit a request for a review of the Centre's marking, depending on Exam Boards dealines, which may vary. Requests will not be accepted after this deadline. Requests must be made in writing.
6. Okehampton College will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Okehampton College 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.
8. Okehampton College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
9. Okehampton College will inform the candidate in writing of the outcome of the review of the Centre's marking.

10. The outcome of the review of the Centre's marking will be made known to the head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the Centre, whereas moderation by the awarding body ensures that Centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.