

Church Lawton School

Examination and Appeals Policy

Inc. Conflicts of Interest Policy

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School Examination and Appeals Policy

The School's Examination Officer is responsible for the organisation of entries, examinations, dispatch of papers, correlation of results and certificates and all external returns or reports connected to the external examinations process at KS3, KS4 and 16+.

External examinations sat in school

It is the responsibility of the Examinations Officer to organise the sitting of all external examinations in accordance with the regulations met by the awarding or organising bodies. The Examinations Officer is responsible for ensuring that Special Educational Needs student's requirements are met, in consultation with the SEN coordinator.

School Policy

In line with the general school policy every student should be encouraged to complete examination/course preparations and coursework to the best of their ability. Examinations 'success' must be viewed in relative terms and wherever possible students must be given the opportunity to complete courses and embark upon final assessments.

The School is responsible for ensuring all students have the best possible chances of success in external examinations and that students are not disadvantaged by organisational or curricular failures.

All examination courses must therefore be carefully monitored as follows: It is the responsibility of the Examinations Officer to:

- Distribute information about the continuing viability of proposed school courses to the relevant subject teacher. New information regarding excluded subject combinations must also be distributed.

- Distribute new information related to assessment requirements and required subject content.

It is the responsibility of the subject teacher to:

- Annually check the current viability and any altered requirements of their courses.
- Inform the Examinations Officer of any changes in examination boards or courses offered before the beginning of the academic year.
- Ensure that all staff delivering courses which are subject to change are clearly informed of the changes prior to planning course details.

It is the responsibility of subject teachers and the SLT link to ensure that adequate planning and development occurs to ensure the effective organisation of new/changed examination courses.

If errors occur which may adversely affect student performance, it is the responsibility of the subject teacher to immediately inform the Examinations Officer and the SLT. The school will then contact the relevant examination board and argue the case for the students concerned in an open manner and without delay.

The School Examinations Officer is responsible for taking steps to ensure that individual examination entries are accurate and fully understood by the students.

The outline for examination entries is as follows:

1. Staff are issued with teaching group lists. These are marked to indicate possible entries and returned to the Examinations Officer, who checks for anomalies and queries.
2. The Examination Officer submits entries to the examination boards and provides teaching staff with printed entry lists. These are checked and amended if necessary.
3. Once entries have been finalised, students receive a printed timetable of their exams, which they check for accuracy. Any errors are corrected by

the Examinations Officer. Students are issued with new timetables when the amendments have been made.

4. It is the responsibility of Curriculum Team Leaders (CTLs) to ensure that accurate entry information is received by the Examinations Officer before the deadlines stipulated by the examinations board. Late entry or amendment fees will be charged to the relevant department.
5. The school reserves the right to charge students late entry or amendment fees where the responsibility for entry omissions/amendments is judged to rest with the student/parent.

For each student / examination group the following routines should be followed:

Subject Teachers are responsible for making every effort to ensure that coursework and other requirements for examination courses are met by the students to the best of their abilities.

The subject teacher should ensure that students understand the assessment requirements of the course including the examinations papers and the role of any coursework in the process.

The subject teacher should ensure that students are aware of their level of entry for the subject and the particular examination papers that are appropriate (see Assessment Policy).

The subject teacher should ensure that students are aware of any deadlines for coursework and the importance of meeting these. Monitoring by teachers should provide early warnings concerning those who are falling behind with coursework. Where coursework deadlines are not met by students the subject teacher should inform the SLT.

It is an important subject teacher responsibility to ensure that parents/guardians are informed as soon as possible of a student's failure to meet an academic deadline. The Deputy Principal must also be informed.

The Deputy Principal should monitor students to ensure that they are coping with coursework requirements. Action may be taken by the Achievement Leader to modify the demands upon students who are finding the combined course requirements unexpectedly demanding.

The subject teacher should provide feedback on coursework and details of omissions or possible amendments as soon as possible. Students should not be disadvantaged by being confronted with further, last minute coursework requirements. Examination board requirements regarding the assistance of students with coursework must be known and adhered to.

The Deputy Principal and Subject Teachers should consult upon coursework deadlines in order to spread demands as far as possible at an early point.

The school is responsible for planning with students a balanced and individually challenging series of examination entries. This should not make unreasonable demands upon the students.

In judging the suitable course loading for each student, a number of individual factors are considered, including the pressures of chosen GCSE courses. The number and nature of outcomes intended is considered.

SEN Provision for Examinations

It is the responsibility of the Exams Officer/Senco to produce an 'Access Arrangements in Examinations' booklet, giving details of:

- Students requiring access arrangements.
- Details of these arrangements, including staffing, to all subject teachers, SLT and the Examinations Officer. It should also be copied to the staff notice board.

Examinations Conduct

It is the responsibility of subject teachers to ensure students are aware of the requirements of the examination and the equipment/resources required.

Students should be familiar with the format of the examinations via their subject teachers.

Examination Entry Policy and Charging

All students will have the opportunity to sit all tests appropriate to their level of study. Programmes of Study will identify the sequence of tests appropriate for each year group. Opportunities to maximise the possible chances of success should be built into the programme.

All examination fees are to be paid for by the school. Only re-sit examinations will be paid for by the student/parent. In exceptional circumstances the cost of re-sit examination and payment will be considered by the relevant CTL in conjunction with the Exams Office. The sequencing of examinations will be phased by curriculum teams to ensure students' opportunities to succeed are maximised. The dates of examinations are to be shared with students and parents.

Appeals against Internal Assessment of Work for External Qualifications

Church Lawton School is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

1. Appeals should be made as early as possible and at least two weeks before

the end of the last externally assessed paper in the examination series (e.g., the last GCSE written paper in the June exam series).

2. Students are made aware of the existence of the Student Appeal policy (**See Appendix 1**) and have access to it on the Students Shared Drive. It can be found in their Exams Folder.

All teachers are made aware of this policy and how to access it in order that students can be supported.

This policy is reviewed bi-annually and may be amended in response to feedback from students, staff, parents and external organisations.

3. The candidate's parent/guardian must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
5. The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
6. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
7. The appeals panel will consist of a senior member of staff, the Achievement Leader and a school governor. The candidate will be given at least two days' notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
8. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

9. After work has been assessed internally, it is moderated by the awarding the body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Church Lawton School and is not covered by this procedure. Each awarding body has its own appeal procedure which is available from the Examinations Officer.

Enquiries about External Assessment Marks

Centre actions in the event of a disagreement (dispute)

- Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, NASAT Church Lawton School will:
- For a review of marking (Review of Results priority service 2), advise the candidate a review may be requested by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (Review of Results service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission (and any required administration fee) for the centre to access the script from the awarding body
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (Review of Results service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for the centre to request the service from the awarding body
- Inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by contacting the exams officer in the first instance at least 7 calendar days prior to the internal deadline for submitting a request for a review of results. The appellant will be informed of the outcome of the appeal before the internal deadline for requesting a review of results.

Appeals

Following a Review of Results outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal.

The JCQ publications **Post-Results Services and JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the Review of Results outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, an internal appeal may be made directly to the centre. Candidates or parents/carers are not permitted to make direct representations to an awarding body. 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**.

To submit an internal appeal:

- An internal appeals form should be completed and submitted to the centre within the time specified by the centre from the notification of the outcome of the review of the result
- Subject to the head of centre's decision, the preliminary appeal will be processed and submitted to the awarding body within the required 30 calendar days of the awarding body issuing the outcome of the review of results process

- 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 (fees are available from the exams officer)
- 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

Internal Exams

All internal examinations are organised by the Examinations Officer, following consultation with Deputy Principal and Subject/class teachers.

Conflicts of interest in Examinations Policy

Introduction

The purpose of this Policy is to provide guidance to relevant individuals on handling possible conflicts of interest which regards to examinations procedures. This policy:

- Defines what is meant by conflict of interest.
- Describes the role of conflict of interest in the context of working with, or for an awarding organisation.
- Sets out the roles and responsibilities for managing conflict of interest at all levels.

The individuals falling within scope of this policy include Directors, employees, contractors, agency workers, and any associate staff.

This Policy particularly applies to all staff and other individuals who interact with the work of an awarding body. This includes individuals involved with all aspects of the creation, marketing, sales, distribution, marking or any other activity connected with an awarding body.

Definition of Conflict of Interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances in relation to awarding organisation activity, for example:

- When an individual has a position of authority in one organisation which conflicts with his or her interests in another organisation.
- When an individual has personal interests that conflict with his or her professional position

Roles and Responsibilities

All relevant staff and other individuals have a responsibility to be aware of the potential for a conflict of interest. It is likely that individuals working closely with an awarding organisation function will encounter potential conflicts of interest from time to time.

Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on the standards of, or public confidence in, regulated units and qualifications.

The ultimate responsibility for the management of potential and actual conflicts of interests' rests with the Liberty Trust Board and/ or the Principal.

Examination Procedures

Senior Leaders are responsible are responsible for communicating the conflict of interest policy to all relevant individuals within the school.

Any potential conflict of interest must, in the first instance, be approved by the Principal.

The Principal is responsible for risk assessing all actual or potential conflict of interest.

The Principal is responsible for deciding when and how matters relating to potential or actual conflicts of interest will be escalated within the Trust.

Where the conflict of interest refers to the Principal, the Chair of Governors will assume the responsibilities outlined above.

All relevant individuals will be required annually to sign a declaration that they have read and understood the conflict of interest policy.

Where there is a potential or actual conflict of interest these are required to be documented. The Principal must either resolve the issue or, for issues that are not resolvable (for example, staff who are also external verifiers) report the issue to the Executive Director.

The Principal will investigate the issue and make a decision on the appropriate course of action.

Every individual within school has responsibility for ensuring that they are familiar with the Conflict-of-Interest Policy and any guidelines. The most important feature of the Policy is the requirement that an individual disclose any activity if there is any doubt whether or not it represents a conflict of interest. Where an individual is unsure, they must report it and the Principal will make a decision on whether or not a conflict exists. Any individual considering taking on additional paid work which relates to the assessment and verification of students' work must seek the Principals agreement beforehand, as stipulated in their contract of employment. An individual must not take on any such activities that could be deemed to compete or conflict with school activities.

Appendix 1

Student Appeals Policy

Introduction

This Policy addresses the situation where students may wish to appeal against a grade they have received for a qualification.

Access

Students are made aware of the existence of this policy and have open access to it. It can be found in the Exam folder on Student Shared.

All tutors are made aware of this policy and how to access it in order that students can be supported.

This policy is reviewed annually and may be amended in response to feedback from students, parents and external organisations.

Policy Statement

All students at Church Lawton School have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

If any student wishes to appeal a decision, they should follow the following procedure.

1. If possible, speak to a member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate why he/she received the grade/mark.
3. If the student is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification.

4. The student will be informed of the outcome of the re-marking by letter.
5. If the student wants to continue the appeal, he/she needs to contact the exams officer, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.
6. Please note: a student must have the support of the Centre to be able to appeal against a result.