



EXAMS

Mrs A Wyatt – Exams Officer

Mr D Rogan – Assistant Vice Principal

ACCESS ARRANGEMENTS



- Students who have a disability or learning difficulties may be entitled to reasonable adjustments for exams
- These needs must be identified by teachers and our Access Arrangements Coordinator must determine any necessary adjustments
- Access arrangements include: rest breaks, computer reader, word processor, prompt, extra time, smaller room
- Arrangements can be made at short notice for injuries such as a broken arm, but we have to assess the need formally

HELPING STUDENTS DEAL WITH EXAM STRESS



- We support students to be ready to sit exams
- We know the students who are vulnerable or anxious and we support them as they prepare to go into the exam room
- We cannot allow students to sit their exams in a smaller room because of nervousness, low-level anxiety or being worried about exams – that would be a breach of regulations

EXAM POLICIES



- We follow many policies when running exams
- You can find these on the Exams page of our website
- There is an overarching Exams policy supplemented by others covering matters such as Access Arrangements, Special Consideration and Reviews of Marking
- All policies are currently under annual review

JCQ (Joint Council for Qualifications)



- Exams are run according to rules set out by the JCQ, the umbrella organisation for the Exam Boards
- They have a comprehensive website (www.jcq.org.uk) where you can find details of the procedures we have to follow

NON-EXAMINATION ASSESSMENT (NEA)



- Some courses contain work that is completed during the course and marked by teachers
- We have NEA in English Language (the spoken language endorsement, which doesn't count towards the final grade), Food & Nutrition, Design & Technology, Textiles, Music, Drama, Art, Photography
- We also have internally assessed assignments in Media Studies and Sport Studies Tech Awards

NON-EXAMINATION ASSESSMENT (NEA)



- Students have a right to request a review of marking of NEA in any of these courses
- NEAs are marked by teachers and standardised against exam board reference materials
- We send marks home to students and parents
- If a student thinks that work has been marked incorrectly, they tell us, we provide assessment evidence and then the student submits a request for a review with clear grounds based on the evidence
- We consider if the grounds are sufficient for a review and carry one out if required
- After the review we send marks to the exam board. Marks are subject to change during the exam board's moderation processes

SPECIAL CONSIDERATION



- If a student is affected by illness or other disruptive circumstances, such as a bereavement at the time of an exam, we need to know.
- Complete the special consideration form on our website to make sure our Exams Officer knows about this
- Special consideration is an adjustment of between 1% and 5% of the total marks for each paper

SPECIAL CONSIDERATION



- If a student is too ill to come to school, they are too ill to sit an exam. Contact the attendance officer as usual **and** complete the special consideration form
- If a student is ill and comes to school, we will assess them and we can advise students not to sit exams
- Absence because of illness is processed routinely by Exam Boards who use the student's other papers and NEA to award a grade

CONTINGENCY PLANS



- We must retain students' Year 11 mock exam papers. In the event of a national emergency these would be used as evidence to help determine teacher-assessed grades
- Exam timetables for next summer are now published by exam boards, but if there is national or significant local disruption these can be altered
- All students must be available to sit exams until Wednesday 23rd June

ACCESS TO SCRIPTS AND REVIEWS OF MARKING



- When students receive their results they are given information about their marks in each subject
- If a student feels they have the wrong grade in a subject, they can request their exam papers back for a small charge. Exam papers typically have no annotation other than the marks for each part question. We cannot provide mark schemes, which remain confidential.
- Students can ask for a review of marking, for which there is a further charge
- We provide full details with results, and on the Exams pages of our website