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This policy is for the whole school including the Early Years Foundation Stage (EYFS).

## Public Examinations

All the arrangements for Public Examinations are the responsibility of the Examinations' Officer and Examinations' Assistants but everyone should be aware that our reputation as a centre is dependent upon the way in which we all conduct public examinations.

- The Examinations Officer / Assistants ask Heads of Faculty for GCE and GCSE examination entries in December.
- A timetable of exams is published and this is available for candidates to read on the exams notice board. An individual statement of each candidate's entries is also given to each girl concerned. A candidates' meeting is held to disseminate information regarding examination procedures, collection of results in August and collection of certificates in November. An 'Instructions for Candidates' booklet is issued to all candidates.
- The Examinations Officer / Assistants compile an invigilation rota for each exam session and a copy of this is sent by email to each member of staff and a master copy is displayed on the Exam board in the Common Room. An invigilators' meeting is held at the beginning of the Summer term and an 'Instructions for Invigilators' booklet is given to each invigilator. It is the responsibility of each invigilator to ensure that they understand the procedures. Invigilation must be 'strict, alert, efficient, close, constant and effective' and the needs of the candidates should receive prompt attention.
- All exam papers sent by the Exam Boards are unpacked, checked and stored in a secure cupboard by the Examinations Officer / Assistant. They are provided, along with appropriate stationery, in the exam room by the Examinations Officer or the assistant.
- At the end of the afternoon exams, the last invigilator takes the completed scripts in the Exam box to the Finance Office where it is securely stored overnight. The Examinations Officer/Assistant will collect scripts from the morning exams personally, at the end of the exam.
- The Examinations Officer/Assistant is responsible for requesting Access Arrangements and liaises with the Lead TA and the Heads of EAL regarding these applications, together with the use of laptops, coloured overlays, enlarged papers and dictionaries.
- GCSE and A level results are published to staff by email and on the Q drive, on the day of publication in August for staff. Girls receive their results in person from the Examinations Officer/Assistant in Swann Hall, or by email as requested on the Results Day information sheet. Heads of Faculty are responsible for ensuring that each department produces a written examination analysis (templates in Appendices 1 and 2) for a meeting with the School Management Team in the first week back at school in September.
- The Examinations Officer/Assistant is responsible for making any requests for Special Consideration to the Examination Boards, should the need arise.
- The Examinations Officer/Assistant applies for all post-results services such as access to scripts and reviews of marking at the request of Heads of Faculty.
- Certificates are distributed to girls via their Head of Teaching and Learning in early November, girls are asked to sign for these to acknowledge receipt. Any certificates which cannot be collected in person are sent by recorded delivery (international signed for). Girls can ask for the tracking number to be emailed to them.

## Instructions for Invigilators

1. Invigilation begins at 08:50 and 13:20. Invigilation extends through breaks, which are therefore divided.
2. Invigilators sign a seating plan as we are required to keep a record of invigilators for the Exam Boards. They also sign the attendance register when finishing an exam if it has not already been signed.
3. Girls whose first language is not English are allowed to use a bilingual dictionary. The dictionaries will be in the Exam room ready for distribution and must be collected and left there after each exam. They cannot be used for any English, Geography, History, RE or foreign language exams.
4. The requirement is for “vigilant invigilation” thus invigilators cannot read, mark etc. They should patrol unobtrusively at times, but not stand behind candidates or look at their work.
5. If a candidate needs to go to the toilet during the exam a female member of staff must accompany her and check the cubicle before she uses the toilet. If only one person is invigilating, the invigilator must use the mobile phone supplied to call the Examinations Officer or their Assistant to the Exam room. Similarly if someone is ill.
6. If any accidents/problems occur in the Exam room, the Board has to be notified in writing. Therefore, those invigilating at the time must give an account of the incident in writing, plus the names of the candidates concerned, to the Examinations Officer/Assistant.
7. If a candidate is late to an exam they must be allowed their full time allocation. The time started and their finishing time must be written on the board. If they are more than 1 hour late they must be warned that the board might not accept their work. The Examinations Officer/Assistant will contact the board to give details of when and why the candidate was late.
8. No rough paper, opaque pencil cases etc., are allowed in the Exam room. Candidates should not bring in handfuls of tissues or food, except for medical reasons and the only drink allowed is water in a clear unlabelled bottle. No mobile phones or other electronic devices are allowed.
9. Candidates must write in black ink. They must not write in pencil, except for diagrams, and no correcting fluid/pens are allowed.
10. Candidates should not leave any exam early. They should remain in the exam room until the end of the exam.
11. No question papers may be removed from the exam room.
12. Invigilators must not look at question papers until more than one hour after the published start time.
13. At the end of the exam, invigilators should ensure that the candidates have completed all details on the front of the answer books and collect in scripts in candidate number order (candidates must not be allowed to go, leaving their scripts on the desks). If candidates have used extra sheets of examination paper for notes or working and do not want these marked, they should be crossed through but still handed in with their scripts. In the afternoon, the invigilator must take the Exam box to the Finance Office to be locked securely away overnight. The Examinations Officer/Assistant will collect the morning exam scripts. The seating plan, spare paper, formula sheets etc., should be left in the Exam room and the door locked where possible.

A copy of the “Instructions for the Conduct of Exams” will be in the Exam box in the Exam room for invigilators to consult if necessary. Any questions concerning invigilation should be addressed to the Examinations Officer/Assistant.

## Policy on Internal Assessments for External Qualifications

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Moira House Girls School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- staff responsible for internal standardisation attend any compulsory training sessions.

## Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself; you cannot appeal against the mark or grade only the procedures used.
- the parent or guardian must make the appeal in writing to the School's Examinations Officer/Assistant. Appeals should normally be made by 20 May for examinations in the summer series.
- the enquiry into the internal process will normally be led by the Examinations Officer/Assistant and the Assistant Head, provided that neither has played any part in the original internal assessment process.
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the parent/guardian making the appeal.
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The parent/guardian making the appeal will be informed in writing of the outcome of the appeal including:

- relevant communications with the Awarding Body;
- any steps taken to further protect the interest of the candidates.

If he/she is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing body.

Note: Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

## Internal Examinations

Year 11, 12 and 13 have Mock Examinations in the first part of the Spring Term.

In the Summer Term, Years 3 to 10 have examinations for 3 days.

Both exam timetables are organised by the Assistant Examinations Officer.

Exam papers should be ready in packets clearly labelled with the standard header showing a list of the girls taking the exam, indicating any eligible for extra time, the timings and any instructions on the front. These should be placed in pigeonholes in the Common Room by the specified deadline. Blank copies of the header sheets to be filled in are available on the Q: drive in the folder 'Internal Exams'.

## Internal Invigilation

1. Staff should bear in mind that these exams are preparation for the conditions governing public exams.
2. Heads of Pupil Progress should arrange the use of a slot prior to the exams to go through the relevant points, with girls in their section of the school and should stress to them the standards of behaviour that are expected.
3. Girls must sit at separate desks in alphabetical order, places to be allocated by Heads of Pupil Progress for Years 3 to 8 and invigilators for Years 9 and 10.
4. Silence must be kept by all girls from the moment they enter the exam room until all the scripts have been collected by the invigilator at the end of the exam.
5. All revision books and school bags must be left at the back or front of the exam room or outside the room.
6. Only transparent pencil cases may be used or pens and pencils must be held in the hand or placed in a polythene bag.
7. Liquid paper/Tippex must not be used.
8. Whiteboards must display the following information: Examination, Length, Start and Finish times.
9. A clock must be on display in the exam room.
10. Invigilators should be vigilant while an exam is taking place and should walk round the room at least once during the period of invigilation.
11. At the end of the exam, completed scripts should be collected by the invigilator. The invigilator should give them to the member of staff named on the header.
12. No food or drink is to be taken into the exam room apart from water which must be in a transparent unmarked container.

## Other procedures in the Summer Term

- All normal lessons for Years 7-10 are cancelled
- Years 7,8 and 9 will be based, where possible, in their form rooms for the exams
- Year 10 will have their exams in the Exam room, if possible
- Lessons for Years 11-13 may be moved to empty classrooms
- Timings of the day may be changed to accommodate the exam timetable.
- When girls are not taking an exam, they are in the exam room revising and this should be done individually and in silence

Instructions are available on the Q: drive in the folder 'Internal Exams'

## Results

Individual results should not be put on public display or read out in public.



Appendix 1 GCSE Examination Review 20 / 20

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Teaching group: mixed ability group / Set 1 / Set 2 / Set 3 / Set 4

Teacher: \_\_\_\_\_

Students who sat the examination	Yellis prediction	Teacher's predicted grade	GCSE grade	Value added (difference between Yellis prediction and GCSE grade)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
Students who dropped the course during the 2-year-GCSE course or who did not sit the examination	Reason for dropping the course or not sitting the examination			
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				



Summary of grades		% pass rate A*-C	% pass rate A*-A
Moira House and your subject (results for past years on Q: Senior School/Examinations/Results)	2012		
	2013		
	2014		
	2015		
	2016		
National results for girls in your subject (Q: Senior School/Examinations/Results once published by JCQ)	2016		

Value added	-3	-2.5	-2	-1.5	-1	-0.5	0	+0.5	+1	+1.5	+2	+2.5	+3
No. of students													
Average value added =													

<b>Examination Board analysis</b> (Edexcel 'Results Plus', AQA 'Enhanced Results Analysis', OCR 'Active Results')	
<b>Your department's analysis of results</b> (if more than one paper/module/component has been assessed, an analysis of the relative performances of your candidates in each section, identifying any obvious strengths or weaknesses)	
<b>Interventions</b> (put in place during the year to improve students' performance in the exams)	
<b>Professional development</b> (undertaken to improve students' performance in the exams)	
<b>Conclusions</b> (lessons learned from your analysis)	
<b>Future action</b> (to address any weaknesses / build on successes)	

Head of Faculty: \_\_\_\_\_

Date: \_\_\_/\_\_\_/20\_\_\_



Appendix 2 A level Examination Review 20 /20

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Teaching group: mixed ability group / Set 1 / Set 2 / Set 3 / Set 4

Teacher: \_\_\_\_\_

Students who sat the examination	ALIS prediction	Teacher's predicted grade	A2 grade	Value added (difference between ALIS prediction and A2 grade)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
Students who dropped the course during the 2-year-A Level course or who did not sit the examination	Reason for dropping the course or not sitting the examination			
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				



Summary of grades		% pass rate A*-E	% pass rate A*-B	% pass rate A*-A
Moira House and your subject (results for past years on Q: Senior School/Examinations/Results)	2012			
	2013			
	2014			
	2015			
	2016			
National results for girls in your subject (Q: Senior School/Examinations/Results once published by JCQ)	2016			

Value added	-3	-2.5	-2	-1.5	-1	-0.5	0	+0.5	+1	+1.5	+2	+2.5	+3
No. of students													
Average value added =													

<b>Examination Board analysis</b> (Edexcel 'Results Plus', AQA 'Enhanced Results Analysis', OCR 'Active Results')	
<b>Your department's analysis of results</b> (if more than one paper/module/component has been assessed, an analysis of the relative performances of your candidates in each section, identifying any obvious strengths or weaknesses)	
<b>Interventions</b> (put in place during the year to improve students' performance in the exams)	
<b>Professional development</b> (undertaken to improve students' performance in the exams)	
<b>Conclusions</b> (lessons learned from your analysis)	
<b>Future action</b> (to address any weaknesses / build on successes)	

Head of Faculty: \_\_\_\_\_

Date: \_\_\_/\_\_\_/20\_\_\_

Related policies and documents





# ROEDEAN MOIRA HOUSE EXAMINATIONS POLICY 2018-2019

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Controlled Assessment (GCSE) Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2017

NEXT REVIEW: May 2019