



**Stonehill Avenue  
Leicester  
LE4 4JG**

**Exam Procedures and Appeals Policy  
For external Exams sat on school premises**

### **The purpose of this policy is:**

- To ensure the planning and management of exams and portfolio based evidence is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient qualification system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the school's accreditation processes to read, understand and implement this policy.

## **1. Exam responsibilities**

### **Head Teacher and Managing Director**

Overall responsibility for ALP Leicester as an exam centre:

- Advises on appeals and re-marks
- The Head Teacher is responsible for reporting all suspicions or actual incidents of malpractice to the relevant awarding body.

### **Functional Skills Coordinator and Internal Moderators**

- Manages the administration of public and internal exams.
- Advises the Head Teacher and Assistant Head Teacher, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary portfolio evidence is completed on time.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration.
- Accounts for income and expenditures relating to all exam costs/charges.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the management, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams and qualifications.

### **Head Teacher / Assistant Head Teacher**

- Organisation of teaching and learning.
- External validation of courses and a sound internal moderation process.

### **Specialists, Tutors and Higher Level Tutors**

- Guidance and pastoral oversight of candidates who are unsure about exam and qualification entries or amendments to entries.
- Accurate completion of portfolio work mark sheets and declaration sheets.
- Accurate completion of entries and all other marking and adherence to deadlines as set by the Head Teacher, external moderators and awarding bodies.
- Submission of candidate names to Functional Skills Coordinator / Exams Officer .

- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims where possible.

#### **Exams officer**

- Distribution of exam timetables.
- Making internal arrangements for the sitting of exams.

#### **Invigilators**

- Collection of exam papers and other material from the Functional Skills Co-ordinator or exams officer before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams officer.

#### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

#### **Administrative staff**

- Support for the input of data.
- Posting of exam papers.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this school are decided by the Managing Director, Headteacher and Assistant Head Teacher. The Executive Board is informed of these.

## **3. Exam seasons and timetables**

Exams are scheduled throughout the academic year to suit the needs of the learners. Exams are scheduled in a timely fashion when the tutors, functional skills co-ordinator and the Senior Management Team agree that the learner is ready for the exam.

#### **Timetables**

The exams officer / Functional Skills Coordinator will circulate the exam timetables for both external and internal exams once these are confirmed.

## **4. Entries, entry details, late entries and retakes**

#### **Entries**

All students following an appropriate course are expected to be entered for each subject in order for them to achieve the qualification. Candidates are selected for their entries by the subject tutor. This selection is to be monitored by the Senior Management Team.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

### **Late entries**

Entry deadlines are circulated to tutors / Higher Level Tutors in regular team meetings.

Late entries are authorised by the Senior Management Team, subject tutors and the Functional Skills Coordinator.

## **5. Exam fees**

Initial registration of qualifications and exam fees are paid by the school. Late entry or amendment fees are also paid by the school.

Candidates or tutors will not be charged for changes of level, withdrawals made by the proper procedures or alterations arising from administrative processes, provided that these are made within the time allowed by the awarding bodies.

Reimbursement may be sought from candidates who fail to sit an exam or meet the necessary portfolio evidence requirements.

## **6. The Disability Discrimination Act (DDA), special needs and access arrangements**

### **DDA**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special Educational Needs**

A candidate's special needs requirements are determined by the associated school SENCO and the educational psychologist / specialist teacher in accordance with the school's SEN Policy.

The associated schools SENCO (or responsible person for SEND) will inform the school of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### **Access arrangements**

Making special arrangements for candidates to take exams or complete portfolios is the responsibility of the SMT.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SMT or the Functional Skills Coordinator.

Invigilation and support for access arrangement candidates will be organised by the exams officer.

## **7. Exam days**

A suitable room will be identified prior to the exam.

Subject staff / tutors may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical or assessments exams subject tutors may be on hand in case of any technical difficulties.

Exam papers must not be read by tutors or removed from the exam room before the end of a session. Papers will be collected by the invigilator(s) at the end of the exam session.

## **8. Candidates, Clash Candidates and Special Consideration**

### **Candidates**

The school's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply always. In addition to this, all students will follow the exam room code of conduct regarding eating/drinking and what can or can't be brought into the exam room. A copy of this is given to all students, and is clearly reinforced on exam days.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Candidates who are disruptive during an exam should be taken from the room by a member of staff. If they refuse to leave, the SMT will be sent to take the student from the room.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room afterwards. If a candidate leaves the room a member of staff must accompany them.

The tutors will attempt to contact any candidate who is not present at the start of an exam and assist them to attend the exam where possible.

### **Special Considerations**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

If a candidate wishes to apply for Special Consideration, they must make a claim within five days of the exam for which they wish to claim Special Consideration. Any claim for Special Consideration must be supported by appropriate evidence. Appropriate evidence may, for example, include a letter from the candidate's doctor. The exams officer will then forward a completed Special Consideration form to the relevant awarding body within seven days of the exam.

## **9. Portfolio evidence and appeals against internal assessments**

### **Portfolio evidence**

Candidates who must prepare portfolios should do so either by the end of the course or by centre-defined date and will be notified of the date by your tutor

Tutors will ensure all evidence is ready for the Internal Moderator at the correct time and the internal moderator will keep a record of the sample.

### **Appeals against internal assessments**

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their portfolio of evidence has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing to the Head Teacher (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head Teacher/nominee's findings will be notified to the Candidate in writing, copied to the exams officer and internal moderator and recorded for awarding body inspection.

## **10. Certificates and Portfolios**

All portfolios and original certificates are either presented in person or learners are informed of when and where to collect them.

A copy of certificates are kept on learners files for a period of two years.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and they sign for the certificate on collection.

Certificates are not withheld from candidates who owe fees.

Portfolios are evidence and are kept for two years after the date of the learner's qualification.

### **Uncollected certificates and portfolios**

The school will make reasonable efforts to ensure that all certificates are distributed to learners.

Uncollected original certificates will be retained by the school for a minimum of 3 years.

Learners will receive a letter confirming the date from which portfolios are available for collection. The letter will also state the date by which the portfolio must be collected in order to avoid it being destroyed. If a portfolio is not collected by the date set out within the letter, then the school will destroy it without further reference to the learner.