

# Hummersknott Academy Trust



## 22 – Examinations Policy

**Review Date: October 2020**

Adopted/V1	V2	V3	V4	V5	V6	V7	
Oct 2011	Mar 2014	Mar 2015	July 2016	Mar 17	Dec 18	Dec 19	

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy and procedures applies to all Academies equally.

## **PURPOSE**

- To ensure that all students/pupils have the opportunity to demonstrate their abilities and enhance their development through sitting public examinations/national assessments
- To ensure that planning and management of examinations/national assessments is conducted efficiently and in the best interests of candidates
- To ensure that procedures are fair, transparent and involve all relevant stakeholders
- To ensure that students/pupils take the most appropriate level of examination/national assessment
- To ensure the operation of an efficient examinations/assessment system with clear guidelines for all relevant individuals

## **SCOPE**

The responsibilities stated below must be followed throughout each Academy to ensure that the whole external assessment process is robust and fit for purpose.

At every level, we have a responsibility to ensure all assessment practices are completed in accordance with the JCQ and within the timescales as set out by the various awarding bodies. It is crucial that all processes are clearly understood and successful outcomes for our students/pupils are achieved.

It is the responsibility of everyone involved in each Academy's examination/assessment processes to read, understand and implement this policy and related procedure.

### **Reviews of Marking - Centre Assessed Marks**

#### **(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)**

Hummersknott Academy 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. Hummersknott Academy 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. Hummersknott Academy 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. Hummersknott Academy 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. Hummersknott Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Hummersknott Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. Hummersknott Academy will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Hummersknott Academy 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. Hummersknott Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, who where possible has had no previous direct involvement in the assessment of that candidate and has no personal interest in the review.
8. Hummersknott Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Candidates will be informed that their mark may be lowered, confirmed or raised as a result of the review.
10. Hummersknott Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
11. 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

This policy links with Values 1 – Academic Excellence, 2 – Outstanding Provision, 3 – Nothing but the best for all, 4 – Taking Responsibility and 5 – Foundations for Future Success, of Hummersknott Academy Trust's Vision and Values.

## **RESPONSIBILITY**

This policy will be reviewed and updated where necessary by the Assistant Principal of Personalised Learning & Wellbeing and approved for adoption by the Curriculum and Standards Committee.

## **PUBLICISING THE POLICY**

A copy of this policy and related procedure will be available on each Academy's website and the X-Drive/ intranet where applicable. Staff will be advised of amendments to this policy via the Staff Bulletin/Briefing and are expected to familiarise themselves with the content.

## **POLICY STATUS**

This is a non-statutory policy.