



Cherry Tree  
EDUCATION

# CHERRY TREE SCHOOL EXAMS AND APPEALS POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018,  
SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER  
2022, SEPTEMBER 2023

DATE OF NEXT REVIEW: SEPTEMBER 2024

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO  
CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL  
ADHERE TO ITS CONTENTS.

# Cherry Tree Exams and Appeals Policy

## Purpose

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## Exam Responsibilities

### The Headteacher:

- has overall responsibility for the school as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### Exams Lead / Exams Officer:

- manages the administration of internal exams.
- advises all staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre 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/carers are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies dates for exams to be booked.
- accounts for income and expenditures relating to all exam costs/charges.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.

- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates
- ensures assessors are adequately qualified and to carry out exams / invigilation
- ensures all candidates identities are verified prior to exams / assessments
- ensures all of JCQ procedures are followed at all times

**Teachers** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- supplying information on entries, coursework and controlled assessments as required by the exams officer / exams lead.
- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements.
- working with the exams officer / exams lead to provide the access arrangements required by candidates in exams rooms.

**Named / Allocated Invigilator/s** are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exam office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the admin office/ exams cupboard.
- ensure name of candidate is verified prior to the exam.

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

### **Qualifications offered**

The qualifications offered at this centre are decided by the Headteacher. The types of qualifications offered are:

- Awards and Certificates in English
- Awards and Certificates in Maths
- Awards and Certificates in Applied Science and Technology
- Certificates in Vocational Studies

Decisions on whether a candidate should be entered for a particular subject will be taken by the teachers in consultation with the Headteacher.

**The internal process for receiving examination material is attached as appendix 1.**

**The internal process for internal usage of exam material is attached as appendix 2.**

### **Exam timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal exams at a specified date before each series begins.

### **Entries, entry details and late entries**

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to all relevant staff via briefing meetings.

Subject leads will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Exam / controlled assessment retakes must be agreed by the Headteacher.

### **Exam fees**

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

The exams officer will publish the deadline for actions well in advance for each exams series.

Fees for exams taken at Cherry Tree are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements are not sought from candidates:

- if they fail to sit an exam
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Re-sit fees are paid by the centre.

### **Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Headteacher.

### **Access arrangements**

The teachers will inform the Headteacher of candidates with special educational needs and any special arrangements individual candidates will need for assessments/exams.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Headteacher.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams lead and Exams officer.

Rooming for access arrangement candidates will be arranged by the Exams lead and Exams officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Headteacher.

### **Access to Fair Assessment**

#### **What students can expect from us:**

- We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding body instructions.
- Externally marked tests and exams will be managed according to the requirements of the awarding body.

#### **Students can also expect:**

- To be fully inducted onto a new course and given information that can be shared with parents and carers.
- Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course and when assignments are set.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- All work to be marked within two weeks of completion.
- Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

## **Cheating and Plagiarism**

A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore, students can expect an awarding body to be informed if:

- they are found guilty of copying, giving or sharing information or answers, unless part of a joint project.
- they use an unauthorised aid during a test or examination.
- they copy another student's answers during a test or examination.
- they talk during a test or examination.

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body.

If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Complaints Policy.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the Headteacher.

Contingency plans are available via briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## **Managing invigilators**

External staff will not be sought to invigilate examinations.

Invigilators are allocated, timetabled and briefed by the Exams lead / Exams officer.

## **Malpractice**

The Headteacher is responsible for investigating suspected malpractice. See separate policy on malpractice.

## **Exam days**

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Teaching staff are responsible for setting up the allocated rooms and will be advised of requirements one week in advance.

The Exams lead or exams officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

After an exam, the exams lead or exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Headteacher.

## **Candidates**

The exams officer / exams lead will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the teachers.

The centre's published rules on acceptable dress and behaviour apply at all times.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the teachers / Headteacher.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The teachers / Headteacher are responsible for handling late or absent candidates on exam day.

## **Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Headteacher to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 2 days of the exam.

## **Internal assessment**

It is the duty of Subject Leads to ensure that all internal assessment is ready for dispatch at the correct time. The exams lead or exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exam office by the teachers. The exams lead / exams officer will inform staff of the date when appeals against internal assessments must be made by.

## **Enquiries About Results (EAR)**

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre.

All decisions on whether to make an application for an EAR will be made by the Headteacher.

All processing of EARs will be the responsibility of the Headteacher following the JCQ guidance.

## **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 5 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

An EAR cannot be applied for once an original script has been returned. The cost of EARs will be paid by the centre. Processing of requests for ATS will be the responsibility of the Headteacher.

## **Certificates**

Candidates will receive their certificates in person at the centre.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 5 years.

## **Appeals**

Appeals will only be deemed valid when based on procedural irregularity in terms of the conduct of the examination or determination of the result. Appeals will be deemed invalid and not upheld if based purely on the following:

- Academic judgement of examiners
- Extenuating circumstances affecting performance
- The candidate's lack of awareness of exam regulations and procedures

## **Written appeals procedure**

The pupil, or the parent or carer of a pupil, wishing to appeal against the procedure used in an internal assessment should write to the school's Headteacher immediately. The deadline



for appeal applications is 10 days prior to the start of the written examination. Internal appeals will be resolved by the date of the last externally assessed paper. On receipt of a written appeal, an enquiry will be conducted by the Headteacher and a member of the Management Committee who is not involved in the internal assessment decision. This enquiry will consider whether the procedure used in the internal assessment conformed to the published requirements of the awarding body and the JCQ Codes of Practice. Consideration will be given to whether the original mark given is fair and just. If necessary, comparisons will be made to other pupils' work to help determine a correct and appropriate mark. A written response to the appeal will be sent to the candidate and their parents/carers within 10 working days of the school receiving the appeal.

A written record of the appeal and the outcome will be kept on file at the school, with the awarding body being informed of any amendments. If a candidate is not happy with the written response, a letter requesting a personal hearing should be made to the Management Committee Chair. A date for a hearing must be given to the candidate and any teachers involved in the assessment. The panel must consist of a least two individuals who have not previously dealt with the particular case. The school will make a written record of the hearing, which should include the outcome of the appeal and the reasons for that outcome. A copy will be sent to the candidate, their parents/carers and teacher(s) within 10 working days of the hearing.

**This policy will be reviewed annually by the Headteacher  
and or the Management Committee**

## **Cherry Tree Process Chart for Receiving Confidential Examination Material** **APPENDIX 1.**

Cherry Tree is staffed from 8:30 – 16:30, as required by JCQ regulations, so that any confidential examination material can be sent and received without complications. Any confidential material sent will be signed for by either: the Headteacher, the School Operations Manager (exams officer) or the School Office Manager (exams lead).



Deliveries of exam material is signed for in the small contained room at the front entrance of our school. No staff will gain access to this area during this process. The exam material will then be taken immediately to the secure storage area, which is located 8.5 metres from the front entrance of the school.



Either the exams lead, or exams officer will close themselves in the secure area to check the documents for any tampering or damage. The exams lead or exams officer will stand outside the secure storage area whilst the other completes the process. This adds an extra layer of enforced confidentiality, ensures that the doors are securely locked and means the allocated person can leave the secure storage area safely after the necessary checks are done. After a satisfactory check of the quality and containment of the documents, they will be logged and secured in the examinations safe located in the secure storage area. Any concerns that may arise during the check for tampering or damage will be reported immediately to the appropriate examination board and reported to the headteacher.



The safe will be locked and double-checked. The secure storage area will be locked and double checked. The confidential examination material will be securely locked away and not be accessed until the day of examination. Either the School Operations Manager (exams officer) or the School Office Manager (exams lead) will be completing the entire process.

## Cherry Tree Process Chart for Internal Usage of Confidential Examination Material Appendix 2

On the day of examination, either the headteacher, exams lead, or exams officer will handle / manage any confidential examination material. This person/s will be the sole handler of any confidential material on this day, including the moving of confidential material from the secure storage area to the examination room.



Following the JCQ regulations regarding the appropriate time to remove confidential material from the secure storage area in relation to the scheduled time of examination, the exams lead or the exams officer will arrange the precise time that the material is to be extracted from the secure storage area. At that time, the exams lead, or exams officer will close themselves inside the secure storage area. The exams lead or exams officer will stand outside the secure storage area whilst the other completes this process. This adds an extra layer of enforced confidentiality, ensuring that the doors are securely locked and checked.



The exams lead or exams officer will open the examinations safe and remove any material required for that day's examinations. They will then lock the safe and exit the secure storage area ensuring all doors are locked behind them. They shall then transport the material to the allocated room of examination. The allocated room could be one of three rooms (ensuring no materials relating to the exam are on the walls). The distance from the secure storage area to these three rooms is 3.5, 6.4 and 9.4 metres, respectively.



If at any point a pupil needs to leave the examination room temporarily, they must be accompanied by a member of staff who cannot be their subject teacher relative to the examination. All examination material must not be removed from the examination room during this time and will only be removed upon completion of the examination. Once the examination is complete, the exam invigilator will contact the exams lead or exams officer with a device supplied by the school. The exams lead or exams officer will then go to the examination room and remove the papers. They will then be transported back to the secure storage area and locked in the examinations safe ensuring the safe and all other doors are locked and checked as they exit. The confidential examination material will be securely locked away in preparation for marking and sending back to the relevant examinations board. Only the headteacher, exams lead or the exams officer will be involved in completing this entire process.