

ST KILLIAN'S COLLEGE



EXAMINATION POLICY

03 March 2011

At St Killian's College, we are fully committed to ensure equality of access and provision for all students. Consequently, the following examinations policy outlines both rigorous and fair procedures for quality assurance, appeals and malpractice.

Quality Assurance Procedure

1. There is a high expectation that all work is marked consistently within the centre and to the standards set out by appropriate awarding bodies.
2. Where candidates require specialist provision to meet their needs for learning or assessment, this will be facilitated (see below).
3. The provision of learning towards examinations is regularly monitored and reviewed by the Governors' Curriculum Committee.
4. One day a year is devoted to internal standardisation of internal assessment.
 - This should be led by Heads of Department although all assessors should be involved in peer-moderation.
 - Any work that is borderline of critical grade or pass boundaries should be included in the internal moderation process.
 - At least 10% of all internal assessments must be internally moderated.
 - A record of any internal moderation should be made on the candidates' work to show the awarding bodies that this process has been carried out. Work may not be annotated.
 - Heads of Department should keep a record of the outcome of any internal moderation.
 - Work and marking reviews for each year group will take place once a year and should be returned to the Vice Principal with responsibility for that School. Where appropriate, the review should encompass the awarding body assessment policy as well as the school assessment policy.
5. New assessors for a qualification should have their assessments checked by their Head of Department until the Head of Department is satisfied with the standard of assessment.
6. Invigilators should be regularly trained and/or familiarised with the practices required by the school and awarding bodies.
 - New invigilators should be observed at least once before being allowed to invigilate on their own. This applies for each type of test (e.g. examination paper, on-screen test, practical).
 - All invigilators should be provided with any relevant information from the awarding bodies.
7. The Examinations Officer is responsible for ensuring that any information from awarding bodies is disseminated to appropriate Heads of Department who are in turn responsible for ensuring this information is disseminated to their Departmental team.
8. The school's equal opportunity policy must be adhered to at all time when assessment is involved. The Examinations Officer is responsible for ensuring that this happens.

2. Learning Support Needs

A candidate's special needs requirements are determined by the Learning Support Co-ordinator and the Educational Psychologist.

The Examinations Officer, in liaison with the Learning Support Co-ordinator, will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam.

Individual staff will be informed of any special arrangements that individual candidates may be granted during the course and in the exam.

3. Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the Learning Support Co-ordinator /Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Learning Support Co -ordinator/Examinations Officer. Rooming for access arrangement candidates will be carried out by the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the Learning Support Co-ordinator with the Examinations Officer.

Internal Appeals Procedure

Candidates, who believe a mistake may have been made regarding any aspect of assessment, should first discuss the matter with the Head of Department for that subject.

- If necessary, the original assessor will be asked to reconsider their assessment.
- If necessary, a different assessor will also reconsider the assessment.
- If following the discussion with the Head of Department a candidate wishes to appeal regarding any aspect of the examination process, then the appeal should be made in writing to the Examinations Officer by either the student or a parent/guardian. The reasons for this appeal must be stated in writing together with any relevant supporting evidence.
- Acknowledgement of receipt of the appeal will be made in writing at the earliest opportunity.
- The Examinations Officer will initially check that correct procedures have been applied by both the school and the awarding body.
- The Head of Department or other experienced teacher of the subject will examine the evidence provided.
- If the Head of Department believes that internal assessment should be adjusted then this will be done.
- If the Head of Department believes that the correct awarding body procedures or assessment guidelines have not been followed, then a results enquiry will be made by the school.
- The outcome of the internal review procedure will be provided in writing to the student or parent/guardian within 10 days of receipt of the appeal.

External Appeals

In the case of externally assessed examinations, an enquiry on results may be initiated to the Awarding Body.

1. This enquiry can only be requested by a student or a parent/guardian and will be at their own cost. Every opportunity will be provided by the college to assist candidates to follow the Awarding Body's appeals procedure.
2. This decision must be made in writing to the Examinations Administrator within 7 days of receiving the result of the examination. This procedure can be followed even if the Head of Department is in disagreement, as the cost will be met by the student or parent/guardian.
3. If the appeal to the Awarding Body is considered unacceptable to the student or the parent/guardian, then a further appeal can be made to the Principal.
4. If the appeal to the Principal is considered unacceptable, then an appeal can be made to the Governors' Curriculum Committee.
5. Where an awarding body offers an independent appeals procedure, then the candidate or parent/guardian can make a final appeal to the Awarding Body.
 - Most Awarding Bodies do not offer this facility.
 - The school will provide details of how this appeal can be made upon request.
 - The procedure at this point is as defined by the awarding body.
6. Where a test was conducted using specialist equipment (e.g. a computer), then a re-test will be provided free of charge if the equipment fails during the test.

Examinations Malpractice Policy Malpractice Procedure:

Definition

Malpractice is deemed to be those actions and practices which threaten the integrity of public examinations, and/or damage the authority of those responsible for conducting them.

Centre Staff Malpractice

The following are examples of malpractice by Centre staff. The list is not exhaustive and other instances of malpractice may be considered and acted upon.

- Moving the time or date of a fixed examination (beyond that permitted) without notifying the relevant Awarding Body.
- Failing to keep examination papers secure prior to the examination.
- Obtaining unauthorised access to examination material prior to an examination.
- Assisting candidates in the production of coursework, beyond that permitted by the regulations.
- Allowing candidates unsupervised access to coursework exemplar material, whether this is the work of former students or that provided by the Awarding Body.
- Failing to keep student computer files secure.
- Assisting or prompting candidates with the production of answers.

Candidate Malpractice

The following are examples of malpractice by candidates. The list is not exhaustive and other instances of malpractice may be considered and acted upon.

- Misuse of examination material.
- Behaving in such a way as to undermine the integrity of the examination.
- Failing to abide by the instructions or advice of an invigilator, supervisor or the Awarding Body in relation to the examination rules and regulations.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations.
- Disruptive behaviour in the examination room (including the use of offensive language).
- Introduction of unauthorised material into the examination room e.g. notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar devices.
- Introducing into the examination room notes in the wrong format (when notes are permitted) or incorrectly annotated texts (in open book examinations).
- Obtaining, receiving, exchanging or passing on information which could be examination related (or the attempt to) by means of talking or written paper/notes.
- Personation: pretending to be someone else, arranging for another to take one's place in an examination.
- The inclusion of inappropriate, offensive or obscene material in scripts or coursework.
- Copying from another candidate (including the misuse of ICT to do so).
- Collusion: working collaboratively with other candidates.
- Plagiarism: the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.
- Theft of another's work.
- The deliberate destruction of another's work.
- The alteration of any results documents, including certificates.

Procedures for informing candidates of Awarding Bodies' regulations

All candidates receive a copy of the Awarding Bodies' regulations regarding coursework and examinations. During the course of the examination period, three notices are displayed both in the area immediately outside the examination room and on display in the examination area.

Notice 1: Warning to Candidates

This notice covers:

- Unfair and dishonest practice in the examination
- Personation
- Unauthorised material
- Communication
- Details of what would happen in the case of an infringement

Notice 2: Notice to Candidates

This notice covers:

- Regulations – make sure you know the rules
- Information – make sure you attend
- Bring what you need
- Calculators, dictionaries and computer spellcheckers
- Examination instructions
- Advice and assistance
- The end of the examination

Notice 3: Mobile Phones Prohibited

This notice warns candidates that possession of a mobile phone in the examination room will mean disqualification.

Verbal Announcements

Before the beginning of every exam, candidates are given a verbal reinforcement of the Awarding Body's regulations.

In addition, candidates are given the opportunity to hand in mobile phones by being supplied with a fastening polythene bag that is kept at Reception until the end of the exam.

Procedures for investigating alleged malpractice

All cases of malpractice are reported to the Examinations Officer who will inform the Principal. The Examinations Officer will obtain written statements from those concerned, whether the malpractice is by staff or candidates.

Investigation by the School into alleged malpractice by candidates

The Examinations Officer will conduct a full enquiry into the malpractice in conjunction with the Principal. If malpractice is deemed to have taken place then a full written report (using Form JCGQ/M/01 where appropriate) is submitted to the Awarding Body with supporting evidence.

Candidates accused of malpractice are made fully aware at the earliest opportunity of the nature of the alleged malpractice, and of the possible consequences should malpractice be proven. The parents/guardians of the candidates are also notified in writing of the alleged malpractice and of the possible consequences.

Candidates accused of malpractice must be given the opportunity to respond (preferably in writing) to allegations made.

Candidates accused of malpractice should be made aware of the avenues for appealing should a judgement be made against him or her. Full details of an Awarding Body's appeals procedure will be sent to the candidate and parents/guardians if the judgement goes against the candidate.

The candidate and parents/guardians will be informed in writing of the outcome of the Awarding Body's decision.

Investigation by the School into alleged malpractice by members of staff

Investigations into any case of malpractice or irregularities against a member of staff must normally be carried out in the first instance by the Principal of the school, in conjunction with the Awarding Body.

Investigations into alleged malpractice or irregularities against the Principal must be carried out by the Chair of the School's Governing Body, or the responsible employer, and reported to the Awarding Body when completed.

Any member of staff accused of malpractice or irregularities must be made fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice, and the possible consequences should malpractice be proven.

Any member of staff accused of malpractice or irregularities must have the opportunity to respond (preferably in writing) to allegations made.

Any member of staff accused of malpractice or irregularities must be made aware of the avenues for appealing should a judgement go against him or her.

When investigating serious cases or alleged staff malpractice, it may be necessary for a member of the Awarding Body staff to be present at an interview with the staff member concerned. The member of staff being interviewed may be accompanied by a friend or union representative.

In accordance with the requirements of the Code of Practice and the Arrangements for the Statutory Regulation of External Qualifications in England, Wales and Northern Ireland, a report on cases where members of staff are found to have committed malpractice, together with details of the action taken by the Principal, the Governing Body or the responsible employer must be forwarded to the regulatory authorities and may be made available to other Awarding Bodies if the Awarding Body decides that the circumstances of the case are sufficiently serious to warrant such reports being made.

Reports

It is the responsibility of the Principal, acting on behalf of the Awarding Body, to submit a full written report of an investigation and to provide the following where appropriate:

- A statement of the facts, a detailed account of the circumstances and details of any investigations carried out by the Centre.
- Written statement(s) from the invigilators or other staff concerned.
- Written statements from the candidate(s) concerned.
- Any mitigating factors (e.g. relevant medical reports).
- Information about the School's procedures for advising candidates of the Awarding Bodies' regulations.
- Seating plans.
- Unauthorised material found in the examination room.
- Any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.
- The form JCGQ/M/01 should be used as the basis of the report.

Plagiarism

What is plagiarism and why is it important?

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. It is very important that you give credit where it is due.

How can students avoid plagiarism?

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion or theory
- any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge
- quotations of another person's actual spoken or written words
- paraphrase of another person's spoken or written words

Plagiarism and the World Wide Web

The World Wide Web has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarising these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or a quote from a website, they must cite that source.

If a writer wants to use visual information from a website, many of the same rules apply. Copying visual information or graphics from a website (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from websites – for example, if a student is constructing a web page as a class project, and copies graphics or visual from other sites, they must also provide details about the source of this information. In this case, it might be a good idea to obtain permission from the website's owner before using the graphics.

Strategies for Avoiding Plagiarism

- Put in quotations everything that comes directly from the text, especially when taking notes.
- Paraphrase*, but make sure you are not just rearranging or replacing a few words. Read over what you want to paraphrase carefully: cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a 'guide'). Write out the idea in your own words without peeking.
- Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

Using someone else's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

It is expected that teachers will cover plagiarism during their lessons.

Associated Documentation:

- The College Mission Statement
- Equal Opportunities Policy
- Behaviour Policy
- Anti-Bullying Policy
- Curriculum Statement
- Controlled Assessment Policy
- Charges and Remissions policy