



## CITY OF LONDON SCHOOL FOR GIRLS

### EXAM POLICY

Policy last reviewed by:	Neil Codd
Date policy last reviewed:	<del>March 2021</del> <a href="#">February 2018</a>
Approved by:	Board of Governors
Date approved:	<a href="#">February 2018</a>

## 1. Exam Policy

The purpose of this exam policy is:

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

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

The exam policy will be reviewed [by Governors](#) every ~~three~~ years.

The exam policy will be reviewed [annually](#) by the Headmistress, Deputy Head (Academic), Senior Management Team and Exams Officer.

## 2. Qualifications offered

The qualifications offered at this centre are decided by the Heads of Department.

The qualifications currently offered are:

- GCE and GCSE
- Pre-U
- IGCSE
- FSMQ IGCSE
- [STEP Maths](#)
- [AEA Maths](#)
- EPQ and HPQ
- Vocational Qualifications (e.g. Young Enterprise)
- University Aptitude Tests

The subjects offered for these qualifications in any academic year may be found in the School's published prospectus for that year [and the Exams site of the School Portal](#).

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates/parents/carers and Heads of Section. The final decision will be made by the Headmistress.

## 3. Exam series and timetables

### 3.1 Exam Schedules

Public exams and assessments are scheduled in the summer (May and June) exam series. Internal (school) exams are scheduled in December/~~February~~ for years 11, ~~February for Year~~and 13, and in May/June for other years. As far as possible, school exams are held under external exam conditions.

Internal assessments which make up part of a formal qualification are scheduled in agreement with the Exams Officer and may be taken at any time as determined suitable by the Head of Department concerned.

### 3.2 Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for public exams via the Portal, ~~and staff notice board~~.

Timetables for school exams will be drawn up by the Exams Office after consultation with the Deputy Head (Academic) and HODs. These will be put on the Portal ~~and staff notice board~~, and distributed to students via ~~e-mail, their~~ Form Tutors.

## 4. Entries, entry details and late entries

Candidates are selected for their public exam entries by the subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre accepts entries from up to 10 external (or 'private') candidates per exam series, under the following circumstances:

- They are known to the School, i.e. leavers or candidates from City of London (Boys) or one of the City of London Academies
- OR they are resident on the Barbican Estate
- AND they are not registered at another centre for the purpose of taking exams unless their centre does not offer the qualification and CLSG does
- AND the exams they are doing are the same as those being taken by internal candidates

Entry lists are circulated to HODs and then to individual candidates the month before the entry deadlines for checking and confirmation. Late entries are authorised by the Exam Officer.

Retakes are allowed as permitted by the respective examination boards for A level subjects. Candidates are encouraged to make decisions about whether to re-sit an exam after consultation with HODs.

Candidates will be entered and allowed to take exams at School for subjects not taught at the school with permission from the Heads of Section and the Headmistress in the autumn prior to the summer exam session.

A candidate is able to take an examination in a subject taught at the School earlier than usual only with the agreement of the Head of Section, Head of Department and the Headmistress.

If an exam is entered and sat at another centre, candidates must notify the School and obtain permission from the Headmistress. The same unique UCI number must be used as is used in the School.

## 5. Exam fees

Exam entry fees will be charged to individual candidates. Students in receipt of a full bursary are not charged. Those in receipt of less than a full bursary are charged entry 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.

Late entry or amendment fees made after the deadline are paid by the candidate. Entry fees reimbursement will not be made if a candidate withdraws from a previously entered exam after the withdrawal deadline, or does not meet the necessary Non Examined Assessment (NEA) coursework requirements without medical evidence or evidence of other mitigating circumstances.

External candidates will pay in full and in advance for any exam entries that are made for them. These are not refundable.

External candidates will pay an administration fee to sit an exam for a qualification that is not taught at the School but has internal candidates. If a subject is not taught at the school and does not have any internal candidates, then requests to enter an exam will be refused (see section 4).

## 6. Disability discrimination act

The School will apply for reasonable adjustments to be made for candidates who meet the following definition of disability, as defined by the Equality Act 2010:

“a physical or mental impairment which has a substantial and long-term adverse effect on someone’s ability to carry out normal day-to-day activities”.

These reasonable adjustments are known as access arrangements and are the joint responsibility of the Exams Officer and Special Education Needs Coordinator.

### 6.1 Access Arrangements

The Special Education Needs Coordinator will inform subject teachers of candidates with special educational needs. The Special Education Needs Coordinator will also inform individual staff of any special arrangements that individual candidates can be granted during their course and in their exams.

A candidate's access arrangements requirement for exams will be determined by the Special Education Needs Coordinator and/or a Doctor. These requirements and evidence supporting them will be provided to the Exams Office by the Special Education Needs Coordinator.

Submitting completed access arrangement applications to the awarding bodies and meeting access arrangement requirements for candidates to take exams is the responsibility of the Exams Officer.

The Exams Office will keep all access arrangement applications and supporting evidence on file to show if requested in JCQ inspections. The information will also be held on the School's Data Management System for individual candidates.

## **7. Contingency planning**

Contingency planning for exams administration is the responsibility of the Senior Management Team. This is detailed in the Exam Contingency Plan and is saved on the school's shared area.

## **8. Managing invigilators**

The School will comply with exam board regulations for all public exam invigilation. External invigilators will be used to invigilate public exams. These will be recruited from a CLSG invigilator pool.

Recruitment of invigilators to the CLSG pool is the responsibility of the Exams Office. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Senior Administrative Officer.

Invigilators will be trained, timetabled and briefed by the Exams Office.

Invigilator's rates of pay are set by the Bursar.

For internal exams the School will adopt comparable procedures with respect to invigilation as for public exams, except that teaching staff will be used as invigilators. The Deputy Head's Secretary will allocate staff to invigilate using requirements specified by the Exams Office.

## **9. Malpractice**

The Exams Office is responsible for investigating suspected malpractice.

## **10. Exam day arrangements**

All exam rooms required will be scheduled by the Exams Office and booked by the Deputy Head's Secretary. Question papers, other exam stationery and materials available for the invigilator will be brought to each exam room on the day of the exam by the Exams Office.

Premises management is responsible for setting up the allocated exam rooms on instruction from the Exams Office.

The Exams Officer, Assistant Exams Officer or Lead Invigilator will start all exams in accordance with JCQ guidelines.

Subject teachers may be on hand in case of any technical difficulties, in practical exams only. For all other written exams subject teachers are not permitted to enter into the examination room, except at the specific request of the Exams Officer.

Public exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Such papers will be distributed to heads of department at the end of the exam session.

## **11. Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

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

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 Exams Officer or Senior Invigilator. For exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The Exams Office is responsible for handling late or absent candidates on the exam day. Late or absent candidates will be telephoned as soon as possible to check their whereabouts.

## **12. Clash candidates**

JCQ regulations specify that candidates are considered to have an exam clash if they have two or more papers scheduled in the same exam session (morning or afternoon) and the total time is more than three hours including extra time and/or supervised rest breaks.

Overnight supervision by a parent or School staff is only permissible if three or more exams are scheduled on the same day and the total duration for those papers (including extra time and/or supervised rest breaks) is:

- Six hours for GCE qualifications
- Five and a half hours for IGCSE and GCE qualification

The Exams Office will arrange secure facilities for clash candidates, and overnight supervision if appropriate.

### **13. Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, or the Exam Invigilator, to that effect. As an extra back up, the Exams Office will ask Heads of Sections for details of any candidates they believe may have been disadvantaged in any way in an exam.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from their GP or Consultant. Notes from the School Nurse will not normally be sufficient.

The Exams Office will complete special consideration requests to the relevant awarding body within seven days of the end of the exam series.

### **14. Non examination assessment policy and appeals**

It is the duty of HODs to ensure that all non examination assessments are carried out by the submission deadlines and are ready for despatch at the correct time. The Exams Office will assist by keeping a record when assessments are done and of each despatch, including the recipient details and the date and time sent.

If there is any evidence or indication that the assessment material has not been received by the appropriate person at the Board, the Exams Office will take measures to both clarify what has happened and to take remedial action.

Marks for all internally assessed work and estimated grades are to be provided to the Exams Office by the HODs.

The School's policy with respect to the management and administration of controlled assessments is detailed in a separate document 'City of London School for Girls Non Examination Assessment Procedures' which is available in the exams section of the Portal.

The process for managing appeals against non examination assessments is detailed in a separate appeals policy 'Review Policy and Procedures Relating to Internal Assessment Decisions for External Qualifications' which is available in the school policy section of the Portal and from the Exams Office.

### **15. Results, enquiries after results (EARS) and access to scripts (ATS)**

Results of public exams will be made available in full on the Portal by 7.00am on the day that results are published. Candidates may also receive individual grade result slips on results days, in person at the School, by request.

Arrangements for the centre to be open on results days are made by the Senior Management.

The provision of staff on results days is the responsibility of the Senior Management.

#### 15.1 Enquiries After Results (EAR)s

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

EAR requests are paid for by the candidate.

#### 15.2 Access to Scripts (ATS)

Centre staff may request original scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. The cost will be borne by the department making the request.

EAR requests cannot be applied for once an original script has been returned. Therefore it is recommended that candidates only order copies of their script not the original script itself.

## 16. Appeals against the outcome of EARs

The final decision to make an appeal against the outcome of EARs is made by the Headmistress with guidance from the Exams Officer, Deputy Head (Academic) and the relevant Head of Department. Candidates who wish to proceed to an appeal should write to the Headmistress and the Deputy Head Academic setting out the grounds for appeal. They must do this within 15 calendar days of receiving the outcome of the EAR but preferably much sooner.

An appeal can only be made if the School has a genuine belief:

- that the awarding body has failed to follow its procedures properly or fairly,
- that the procedures were not consistent with regulatory requirements in the first place,
- in the case of AS, A-level, EPQ, HPQ, GCSE English Language and GCSE English qualifications only, that marking scheme was not properly applied, within a reasonable degree of tolerance,



- in the case of the case of AS, A-level and EPQ qualifications only, the mark could not have been given by a trained and standardised marker who had appropriate subject knowledge and who had exercised his/her academic judgement in a reasonable way

These procedures are set by the Joint Council for Qualifications. Should the School conclude that an appeal does not satisfy any of the above criteria, it will not proceed to appeal. The decision will be communicated to the candidate in accordance with JCQ guidelines and the process followed to reach the decision will be explained.

In reaching this decision, the Headmistress will seek advice from the Head of Department and the Deputy Head Academic. In some cases, it will be appropriate to seek the views of another suitably qualified subject teacher, who may or may not be employed by the school. If the School decides not to make an appeal the decision is final.

If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of an enquiry about results or a subsequent appeal. Therefore candidates should only order copies of their script not the original script itself.

If the appeal goes ahead the candidate will be charged the fees charged by the awarding body.

In the case of internally assessed papers (the EPQ in total and some A-level papers), this policy only applies if the marks submitted to the awarding body have been changed following moderation. If a candidate wants to appeal marks submitted to an awarding body they must appeal the marks before they are submitted by following the Review Policy and Procedures Relating to Internal Assessment Decisions for External Qualifications'

If the candidate remains unhappy with the outcome of an initial appeal it is possible that the School requests an appeal hearing with the relevant exam board. However candidates should be aware that the School will only proceed to a hearing, if the Headmistress is of the view that there are still valid grounds for appeal after considering the board's response to the initial appeal. The same procedure will apply to candidates wishing their appeal to be lodged with OFQUAL after an unsuccessful appeal hearing with the relevant exam board.

## **17. Certificates**

Once received, exam certificates will be posted to a candidate's home address using Royal Mail 'recorded signed for delivery'. The candidate will be notified by email of any certificate returned to the School as undeliverable.

Undeliverable certificates will be kept by the Exams Office for one year before being destroyed.

Requesting certified copies of results from Exam Boards and their cost is the responsibility of the candidate.

## APPENDIX 1

Formatted: Font: 16 pt, Bold

### Exam Management Responsibilities

Formatted: Font: Bold

Head of Centre (Headmistress):

- Has overall responsibility that the School complies with published regulations as an exam centre
- If requested, advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice
- Approves any exams sat by candidates that are in addition to those on the school curriculum

Exam Officer & Exams Office Assistant

Manage the administration of public and internal mock exams:

- Advising the Senior Leadership Team, subject and class Tutors and other relevant Support Staff on exam timetables and application procedures as set by the various awarding bodies
- Overseeing the production and distribution to staff, governors and candidates of an calendar for all exams in which candidates will be involved
- Communicating regularly with staff concerning imminent deadlines and events
- Ensuring that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Consultation with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Collecting and submitting data on estimated entries and forecasted grades
- Receiving, checking and storing securely all exam papers and completed scripts
- Administering and making applications for access arrangements and special consideration
- Identifying and managing exam timetable clashes
- Accounting for income and expenditures relating to all exam costs/charges
- Organising the recruitment, training and managing of a team of exams invigilators responsible for the conduct of exams
- Submitting candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranging for dissemination of exam results and certificates to candidates
- Processing and submission of requests for remarks and copies of scripts
- Maintaining systems and processes to support the timely entry of candidates for their exams
- Maintaining records and supporting documentation for candidates' exam access arrangements and special consideration requests to satisfy the requirements of the awarding bodies

- Putting all arrangements in place to administer exams in the school, including liaising with premises staff, IT support, media resources and catering staff

Deputy Head (Academic):

- Liaises between Exams Office and teachers/Senior Management
- Deputises for the Exams Officer if both the Exams Officer and Exams Office Assistant are absent

Heads of Departments (HODs):

- Decide qualifications taken, exam options and exam boards used and inform the Exams Office
- Confirm candidates' names with Exams Office for exam entries
- Agree dates and administrative requirements of controlled assessments with Exams Office
- Manage controlled assessments and coursework requirements

The Special Education Needs Coordinator (SENCO):

- Identifies and tests candidates, and determines their requirements for access arrangements
- Notifies the Exams Office of candidates' access arrangement requirements
- Provides all supporting documentation for access arrangement requests to the Exams Office
- Authorises access arrangements for candidates with individual medical needs or special circumstances
- Collects evidence for normal way of working within the School for candidates with access arrangements and makes this available to the Exams Office
- Provides additional support to help candidates achieve their course aims

Heads of Section:

- Provide up to date lists of candidate mobile phone number to Exams Office and Reception
- Give details of any candidates requiring special consideration to the Exams Office within one week of the end of each public exam series

Invigilators:

- Are familiar with the JCQ instructions in conducting exams in the School
- Supervise exams in accordance with JCQ guidelines
- Assist the Exams Office in setting out the exam room prior to the start of an exam
- Collect exam papers in the correct order at the end of the exam and prepare them for return to the exams office.

Form Tutors:

- Distribute candidate exam entries and timetables
- Make sure candidates understand their exam entries

Candidates:

- Confirm their own exam entries
- Understand coursework regulations and sign a declaration that authenticates the coursework as their own
- Keeping their exam certificates safe in a secure place
- Turn up on time for their exams and assessments
- Provide evidence of for access arrangements when requested by the Special Education Needs Coordinator.

**Commented [NC1]:** @Phil Clarkson you happy to delete this? I think you and Zeba have taken this over now that we live in a digital world!

**Commented [NC2R1]:**

## APPENDIX 2

**Formatted:** Font: 16 pt, Bold

Word Processor Use (September 2020)

**Formatted:** Font: Bold

## Introduction

This section of the Examination Policy is updated annually in the Autumn term following publication of the updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments (AA) and Instructions for Conducting Examinations (ICE).

## Principles For Using a Word Processor

The purpose of Access Arrangements is to ensure, where possible, that students with additional needs or disabilities are not placed at a substantial disadvantage when sitting examinations or assessments: the intention is to identify and remove barriers arising from persistent and significant difficulties. Word processing is not offered to students simply because it is their preference to type, because they have become accustomed to typing nor that their speed of typing is faster than that of their handwriting.

Students at CLSG may choose to use a word processor when it is demonstrated that the quality of their written expression substantially improves when word processing because it enables students to overcome identified barriers associated with:

A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly.

A medical condition

A physical disability

A sensory impairment

Planning and organisational difficulties when writing by hand

Extremely poor handwriting

Slow speed of handwriting

In accordance with JCQ guidelines the school will first consider whether rest breaks would appropriately address a student's difficulties. In some instances rest breaks will be offered as a reasonable adjustment where the school is in receipt of a professional report suggesting word processing use. If rest breaks are inappropriate or insufficient then a word processor will be offered as an accommodation to address a student's substantial disadvantage.

## The Use of a Word Processor

The use of a word processor must reflect a student's usual way of working [as defined by JCQ](#). Students may not require the use of a word processor in all subjects as their methods of assessment may vary. Word processor use will be considered on a subject-by-subject basis with

evidence provided by the student, her teachers and parents. This will include feedback regarding the outcomes of extended writing tasks in lessons, tests and mock examinations, for instance.

It is presumed that a student will use a word processor in non-examination components (for example, controlled assessments or coursework components) unless it is prohibited by the specification.

Students who use word processing as their normal way of working for extended writing tasks will have the spelling and grammar checks disabled, together with any predictive text functionalities. The exception to this is where a successful application has been made for a student to use a scribe.

Students must have had the opportunity to practice using a Word Processor in timed written exercise before the actual exams.

The use of a word processor does not entitle a student to additional time. If it is assessed that a student has persistent and significant difficulties in reading, processing questions and/or formulating their responses, as outlined in the JCQ's published criteria, then an application for additional time may be made.

#### Word Processor Use in Examinations

The integrity of examinations must be maintained whilst also providing fair access to assessments for students with additional needs or disabilities. A word processor cannot be offered where it will compromise the assessment objectives of the specification questions.

Invigilators invigilating examinations where there are candidates using word processors will have completed appropriated training and the school will have retained copies of the training materials. These will be kept in an accessible format for inspection.

Students entitled to use a word processor will have instructions regarding appropriate use and examination regulations by the SENCO or other member of the Study Centre team. Students will also be advised regarding the formatting that they should use.

When a student word processes an examination a word processor cover sheet must be completed with the candidate's typed script. If the candidate has also used a scribe then a scribe cover sheet must also be completed. Relevant forms may be downloaded from the JCQ website.

**Formatted:** Font: 16 pt, Bold

## APPENDIX ~~ppendix~~ 3:-'

## Review Policy and Procedures Relating to Internal Assessment Decisions for External Qualifications<sup>2</sup>

### REVIEWS OF INTERNAL ASSESSMENT POLICY

This policy and procedure is for the benefit of pupils ('candidates'), and parents of pupils, at the City of London School for Girls ('the School'). This policy and procedure will be relied upon in respect of candidate requested reviews relating to Internal Assessment Decisions for External Qualifications.

The policy applies to all qualifications that are administered by awarding bodies that are members of the Joint Council for Qualifications (JCQ). Significantly, the Cambridge Assessment International Education (CIE) awarding body is not a member of JCQ. The CIE does not require students to be given the right to appeal internal assessment decisions. Instead the CIE recommends that schools do not share assessment decisions with students prior to moderation externally by CIE itself. Therefore we do not allow students the opportunity to review internal assessment decisions in subjects that use the CIE board.

Each awarding body publishes its arrangements for appeals against its decisions and specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment. The final judgement on marks awarded is that of the awarding body. Requests to review matters outside the School's control will not be considered in the School's review procedure. This policy refers to candidate requested reviews made concerning the marks sent to awarding bodies prior to the awarding bodies' moderation decisions.

Any other concerns or complaints against the School will be dealt with under the School's Complaints Policy and Procedure for Parents and Pupils (unless otherwise stated). Complaints made by members of the public about the School will be dealt with under the City of London's Complaints Procedure.

In undertaking internal assessment in respect of external qualifications and in accordance with the General Regulations for Approved Centres produced by the Joint Council for Qualifications (JCQ) and the GCSE, GCE, Principal Learning and Project Code of Practice produced by the Office of Qualifications and Examinations Regulation (OFQUAL), the School is committed to ensuring that:

- (a) it meets the administrative requirements of the awarding body;
- (b) internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- (c) assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification for the particular qualification;
- (d) the consistency of the internal assessment is secured through internal standardisation as necessary;

Formatted: Line spacing: Multiple 1.15 li



(e) the students are informed of their marks at least two weeks prior to the marks being submitted to the awarding body;

Formatted: Justified, Line spacing: Multiple 1.15 li

(f) the students are given the opportunity to review copies of their assessed material two weeks' prior to the work being submitted to the awarding body;

Formatted: Line spacing: Multiple 1.15 li

(g) work submitted after the deadline may not be accepted and where work is accepted, the candidate loses her right to request a review of marking;

Formatted: Justified, Line spacing: Multiple 1.15 li

(h) staff responsible for internal standardisation attend any compulsory training sessions;

(i) candidates' assessment evidence is retained under secure conditions in the event of enquiries about results or reviews and sufficient evidence (documentary, photographic, audio taped or videotaped, as appropriate) will be kept by internal assessors to support their judgements; and

(j) these review procedures are made available and accessible to all candidates.

#### REVIEWS OF INTERNAL ASSESSMENT PROCEDURE

1. A request for review can be made to the School concerning internal assessment. This procedure will be used for requests for reviews by candidates against internal assessment decisions.

2. The Deputy Head (Academic) will inform candidates of their right to appeal against the procedures used in internal assessment decisions for public examinations and their right to request a review of the decision itself.

3. The request for review must be made by parents in writing addressed to the Headmistress, setting out the grounds for the appeal.

4. The request for a review must be made within one week of the receipt of the mark for the piece of work being assessed and at least one week before the deadline set by the awarding body for submission of the work, the piece of work being assessed might not constitute the whole assignment or project.

5. Management of the matter may be delegated by the Headmistress to the Deputy Heads.

6. The request for a review will then be referred to the School's Internal Assessments Review Panel ('the Panel').

7. The Panel will consist of three people, at least one of whom has not been involved in the internal assessment decision. The Panel will normally consist of the Deputy Head (Academic) the Examinations Officer and the subject specialist assessor ("the Assessor"). The Deputy Head (Academic) will be responsible for choosing the Assessor.

Formatted: Justified, Line spacing: Multiple 1.15 li

8. The Assessor must have appropriate competence, have had no previous involvement in the assessment of the piece of work being assessed and have no personal interest in the review. The assessor will be employed by the School unless there is no subject specialist who has not been involved in the marking of the piece of work that is subject to the review.

Formatted: Line spacing: Multiple 1.15 li

9. The meeting of the Panel will be convened as soon as possible, normally no later than two working days of receipt of the request for review, dependent upon availability of the Panel members. The Panel will resolve the internal review in time for the marks to be received by the awarding body's deadline.

10. The Panel will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the awarding body concerned and Ofqual and JCQ rules and regulations.

Formatted: Justified, Line spacing: Multiple 1.15 li

11. The Assessor will consider whether the candidate's work has been assessed by the standard set by the School

Formatted: Line spacing: Multiple 1.15 li

12. The Assessor will consider whether the candidate's work has been assessed in accordance with the assessment criteria set out by the examining body.

Formatted: Justified, Line spacing: Multiple 1.15 li

Formatted: Line spacing: Multiple 1.15 li

13. The Assessor will leave marks unchanged if he or she believes the difference between the mark he or she would award and the original mark is within the range of tolerance the awarding body uses when moderating the piece of work being assessed.

Formatted: Justified, Line spacing: Multiple 1.15 li

Formatted: Line spacing: Multiple 1.15 li

14. The Assessor may recommend to the Panel that the mark be reduced, kept the same or increased.

Formatted: Justified, Line spacing: Multiple 1.15 li

Formatted: Line spacing: Multiple 1.15 li

15. The Headmistress will be informed of the Panel's decision and within two (2) working days of this decision the candidate and her parents will be informed in writing of:

- (a) the outcome of the review;
- (b) reasons for the decision

16. A record of the Panel meeting, decision and reasons for decision will be kept by the School. These documents will also be given to the awarding body should they request it or where the outcome of a review has implications for the conduct of the examination or the issue of results at the School. A copy will be kept in the pupil's confidential file.
17. The decision of the Panel is final and cannot be appealed further. The marks submitted to the board are subject to moderation by the awarding body.
18. If the awarding body's moderation process accepts the marks submitted by the School, no further requests for review are possible by the candidate.
19. If the awarding body's moderation process concludes that the marks submitted need to be changed it is possible for the School and not individual candidates to request a review. This request can only challenge the whole moderation of all marks submitted, it cannot challenge the work of an individual candidate or the work of candidates not in the original sample of work sent to the awarding body.

This policy does not apply for Centre Assessed Grading decisions due to the Covid-19 pandemic. For Centre Assessed Grading decisions there will be a separate appeal process laid down by the awarding bodies. The School will follow the processes laid out by the awarding bodies.

Formatted: Justified, Line spacing: Multiple 1.15 li

Formatted: Line spacing: Multiple 1.15 li

Formatted: Justified, Line spacing: Multiple 1.15 li