

# St. Joseph's Grammar School

## Scoil Iósaef



## Examination Policy

<b>Policy Author</b>	Mrs A Garvey
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<b>Proposed by</b>	
<b>Seconded by</b>	
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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 centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the head of centre, vice principals, senior management team and the exams officer.

## 1. Exam responsibilities

### Head of centre / principal

Overall responsibility for the school/college as an exam centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- Signs completed special consideration forms (can be signed alternatively by exams officer)

### Exams officer

Manages the administration of public and internal exams and analysis of exam results:

- advises the senior leadership team (SLT), subject and form teachers 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, governors 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 coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule

- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests (including collaboration eg BTEC's)
- maintains systems and processes to support the timely entry of candidates for their exams.

### **Assistant exams officer**

- checks all exam papers on delivery
- makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and organises exam timetable clashes which are managed in a timely manner
- submits candidates' coursework marks and forecast grade mark sheets which are set up on SIMS.

### **Vice principal(s)**

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

### **Heads of department**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### **Head of careers**

- Guidance and careers information to students.

### **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department.

### **SENCO (Pastoral care manager)**

- Administration of access arrangements.
- Identification of candidates' requirements for access arrangements.
- Oversees provision of additional support, in consultation with the principal — 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.

### **Chief invigilator/invigilators**

- Collection of exam papers and other material from the exams office 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 office.

- Posting of English board exam papers.
- Leaving CCEA exam papers in the store for collection by Parcel Force and writing the details in their collection book.

### **Candidates**

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

### **Administrative staff**

- Storing of confidential exam deliveries in secure storage as soon as possible after they arrive into the school premises.

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

The statutory tests and qualifications offered at this centre are decided by the senior management team.

The statutory tests and qualifications offered are GCSE, A levels, OCR Technicals and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. *If there has been a change of syllabus from the previous year, the exams officer must be informed by **September 30th**.*

### **At Key stage 3**

Students may take Communication, Using Mathematics and ICT at the discretion of the Heads of these departments and the SLT.

The school will consider the use of intervention or booster strategies (eg Mentoring or after school classes etc) in connection with any candidates who are unlikely to attain the minimum standard.

### **At Key stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body eg GCSE or OCN equivalents.

### **At post-16**

It is expected that AS modules will be completed during Year 13, in the majority of cases, to avoid repeats of these in Year 14.

## 3. Exam seasons and timetables

### 3.1 Exam seasons

Internal exams are scheduled in December/January and June.

External exams are scheduled in November, January, February and May/June.

Internal exams are not held under external exam conditions.

Which exam series are used in the centre is decided by the heads of department and the senior management team.

### 3.2 Timetables

The exams officer will circulate the exam timetables for external exams once these are confirmed.

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

### 4.1 Entries

Candidates are selected for their exam entries by the heads of subject, heads of department and the subject teachers.

Candidates, or parents, cannot request a subject entry, change of level or withdrawal. **Entries are subject to the students having met the school's requirements regarding attendance, as noted in the attendance policy, and at the discretion of the SLT whose decision is final.**

The centre accepts external entries from **former** candidates of this school and candidates from other schools, subject to the permission of their Principal.

### 4.2 Late entries

Entry deadlines are circulated to heads of department via e-mail and the staffroom noticeboard.

Late entries must be authorised by the exams officer.

### 4.3 Retakes (repeats)

Candidates are responsible for organising their **own** tutorials outside of school for GCSE modular Mathematics and English Language repeats in order to gain grade C, as there will no longer be any repeat classes offered. The Exams officer will make the necessary entries upon payment of the fees in the school office.

Candidates are allowed a **maximum of 2** retakes per subject in A2 on the advice of their subject teacher(s) and these are paid by the pupil.

**Retakes in Year 14 are subject to the students having met the school's requirements regarding attendance of 90% or more. In cases of attendance <90% medical evidence must be provided.**

Retake decisions will be made in consultation with the candidates, subject teachers, heads of department and the heads of subject. The final decision will rest with the SLT.

## 5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

### **Late entry or amendment fees are paid by the candidates.**

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

**\* Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.**

**NB** This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates, except for the first retake of GCSE modular Mathematics and English Language, in order to get grade C. (See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result in advance of the request being sent to the awarding body.

(See also section 11.2: Enquiries about results [EARs])

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

### 6.1 DDA

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

### 6.2 Special needs

A candidate's special needs requirements are determined by the doctor and the educational psychologist / specialist teacher. Evidence retained by SENCO.

Parents to be informed by SENCO of the Access Arrangements by letter, and to also explain to pupils what these arrangements are. These pupils must also sign the "Personal Data Consent" form, again the responsibility of SENCO.

The SENCO 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. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the exams officer.

Submitting completed access arrangement applications online to the awarding bodies is the responsibility of the exams officer, in consultation with the Head of Centre/SENCO.

Rooming for access arrangement candidates will be arranged by the exams officer, in consultation with the SENCO.

Invigilation and support for access arrangement candidates will be organised by the exams officer, in consultation with the SENCO.

## 7. Estimated grades

### Estimated (forecast) grades

The heads of department and the heads of subject will submit estimated grades sheets or SIMS forecast mark sheets to the assistant exams officer when requested by the assistant exams officer.

## 8. Managing invigilators and exam days

### 8.1 Managing invigilators

External invigilators will be used for exam supervision.  
They will be used for external exams.

CCEA provides invigilation of all examinations with the exception of the following which should be **Teacher** invigilated.

**Please note that the teacher of the subject must not be the sole invigilator.**

- **GCSE Science: Single Award (Modular) End of Module Tests**
- **GCSE Music: Listening and Appraising Tests**
- **GCE AS/A2 Music: Test of Aural Perception**
- **GCE and GCSE Modern Language Listening Tests**
- **GCE Physics Practical**
- **GCE Chemistry Practical**

The recruitment of invigilators is the responsibility of the Head of Centre.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the school administration staff.

CRB fees for securing such clearance are paid by the centre.

Invigilators are timetabled and Chief invigilators are trained by CCEA.

Invigilators are briefed by the Chief Invigilator and exams officer.

Invigilators' rates of pay are set and paid by CCEA.



## 8.2 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.

The caretaker, Mr P McCann, and Mr Kane (when required) are responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Authorised subject staff (SLT or HOD) will be present at the start of the exam to assist with **identification of candidates** as they enter the exam room but must not advise on which questions are to be attempted.

\*External candidates are expected to bring photographic identification with them to the school office which will be photocopied and kept on record. They should also bring their candidate timetable which will be posted out in advance to them by the Exams officer. They will also sign in the log book at reception and be given a visitors' badge before being escorted to the exam hall.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Procedures for the emergency evacuation of the Exam room(s) will be on notices in the venues and candidates will be informed at the start of the exam when the Invigilators notice will be read out.

**Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department at the end of the exam session or left in the school office.**

## 9. Candidates, clash candidates and special consideration

### 9.1 Candidates

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

**Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage, especially electronic items such as mobile phones.**

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of invigilating staff **must** accompany them.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

## 9.2 Clash candidates

The assistant exams officer will be responsible, as necessary, for identifying escorts, identifying a secure venue and arranging overnight stays, in consultation with Mrs McCourt and the Head of centre.

## 9.3 Special consideration

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.

Any special consideration claim must be supported by appropriate evidence within **seven days** of the exam, for example a letter from the candidate's doctor.

The Assistant Exams Officer will then forward a completed special consideration form/fill in an online form, signed by Head of centre/exams officer, to the relevant awarding body within seven days of the exam.

## 10. Coursework and appeals against internal assessments

### 10.1 Coursework/Controlled Assessment

Candidates who have to prepare portfolios should do so by the end of the course or internal centre-defined date.

Internal standardisation will be carried out by departments and external moderation where specified by awarding bodies

Record of marks/grades of controlled assessment pieces will be kept by the Head of Department

Heads of department will ensure all coursework/CA is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the assistant exams officer by the heads of subject and the heads of department.

### 10.2 Appeals against internal assessments

Centres **must** inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them 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

**\* Please see new process in Appendix 1 for 2021 series as part of the 'Centre post-results service'.**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams officer.

#### **The main points are:**

- having received a request for copies of materials, promptly make them available to the candidate (within 5 school days);
- request that reviews of marking requests **must** be made in writing within 3 school days of receiving copies of the requested materials by completing and submitting the internal appeals form;

- allow sufficient time for the review to be carried out, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline;
- ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review;
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- inform the candidate promptly in writing of the outcome of the review of the centre's marking.

**Candidates should be aware that any centre assessed marks are subject to change through the moderation process.**

### **BTEC Appeals Procedure**

**\* Please see new process in Appendix 1 for 2021 series as part of the 'Centre post-results service'.**

- **For Internal Assessments**
- **Appeal Procedure**
- The policy, relating to Internal Assessment Decisions and Examination Results, is to help ensure that the school's appeals procedure contains the essential elements of transparency, right of hearing, independence in the hearing and a written record of outcomes.
- The Quality Nominee is the nominated senior member of staff to manage appeals. The Examinations Officer will be responsible for disseminating information to all students and their parent/guardians about the appeals procedures and for informing the Principal about the existence and outcome of all such appeals.
- **Internal Assessments**
- **Stage 1 – INFORMAL:**
- Appeals regarding internal assessments must be made in writing within **two weeks** of the Internal Verification Process for that unit following grade and feedback to the Quality Nominee.
- **Stage 2 – REVIEW:**
- The teacher(s) concerned in making the assessment decision, which is the subject of the appeal, will see a copy of the appeal and in conjunction with their Head of Department, respond in writing. A copy will be sent to the candidate.
- **Stage 3 – APPEAL HEARING:**
- If the candidate is not happy with the written response they have received, then they will be entitled to a personal hearing. Reasonable notice will be given of the hearing date and the student will have sight of all the relevant documents (eg. The marks given, the assessment made) to the case in advance of the hearing. Where a student is presenting their own case, they will be allowed to be accompanied by a (single) carer/friend. The teacher(s) and the student will have the opportunity to hear each others submission to the panel at the hearing.
- The Appeals Panel will comprise at least two individuals who had not previously dealt with the particular case, such as the Principal and a Governor.
- A written record of all appeals will be kept outlining the outcome of the appeal and reasons for that outcome for **18 months**. A copy will be sent to the student **within a two week period** following the hearing.
- The Awarding Body will be informed if there is any change to an internally assessed mark as a result of an appeal.
- **Stage 4 – EXTERNAL APPEAL:**
- the grounds for appeal and any supporting documentation must be submitted by the centre to Pearson within 14 days of the completion of Stage 3: a fee is levied.

- Recording appeals: each stage should be recorded, dated and show either agreement or disagreement with decisions. Documents must be kept for a minimum of 18 months.
- Monitoring of appeals: undertaken by senior management to inform development and quality improvement.

## 11. Results, enquiries about results (EARs) and access to scripts (ATS)

\* There is a change in the system this year due to the pandemic and we are awaiting an update from the Awarding Bodies in relation to the process regarding reviews of the overall subject results grades in August. Please now see Appendix 1 ‘Centre policy for post-results service’ at the end of this document.

### 11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses. AS and A2 candidates may also gain access to their results from individual awarding bodies online through the use of personal passwords on results day.

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the head of centre.

The centre aggregates at the end of year 13 for AS grades.

### 11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

Candidates requesting EAR’s will be required to pay the fee in advance.

(See section 5: Exam fees).

### 11.3 ATS

After the release of results, candidates may ask the exams officer to request the return of papers within the relevant deadline.

Centre staff may also request scripts for investigation or for teaching purposes. The fee will be paid by the relevant Department. For the latter, **the consent of candidates must be obtained**.

AS, A2 or GCSE re-marks cannot be applied for once a script has been returned.

## 12. Certificates

Certificates for school leavers' will be posted out directly to students in due course and all other Year groups will receive and sign for their certificates via their Form teachers.

Certificates may not be collected on behalf of a candidate by a third party without their written permission.

Certificates are not withheld from candidates who owe fees.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for **one** year, after which they may be destroyed.

.....  
**Head of centre**

Mrs Geraldine Donnelly

.....  
**Exams officer**

Mrs Anne Garvey

.....  
**Date**

The policy is next due for review on **June 2023**.

## Appendix 1

# **CENTRE POLICY FOR THE POST-RESULTS SERVICE 2021**

## **St. Joseph's Grammar School**

**(Primarily for CCEA but includes all other Awarding Organisations also)**

Adopted by Board of Governors June 2021

Responsible: Mrs G Donnelly, Mrs O McCourt and Mrs A Garvey.

### **1. Statement of Intent**

The purpose of this policy is:

- to provide an overview of the Post-Results Service for Summer 2021 in the context of the guidance issued by CCEA, *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021*; and JCQ\_Appeals-Guidance\_Summer-2021
- to ensure that all staff involved in the process know, understand and can carry out their roles effectively;
- to ensure students understand the Post-Results Service, the centre's role and the role of the awarding organisation (AO); and
- to provide relevant timelines to ensure the successful completion of internal processes so as not to hinder the progress of any student to the next phase of their education.

It is the responsibility of everyone involved in the Post-Results Service within St. Joseph's Grammar School to understand and implement this policy. The Centre Post-Results Service Policy is in line with *CCEA Post-Results Service, Process for Heads of Centre – Summer 2021*, and any further guidance provided by CCEA in relation to its Post-Results Service. Staff will familiarise themselves with all relevant documents.

### **2. Process Overview**

There are two stages to the Post-Results Service; students must commence with Stage 1 which will be completed by St. Joseph's Grammar School and may then progress to Stage 2. The two stages are:

- **Stage 1** - A Centre Review, completed by St. Joseph's Grammar School
- **Stage 2** – An Appeal to CCEA Awarding Organisation, submitted by St. Joseph's Grammar School on behalf of a student and completed by CCEA.

#### **Stage 1 – Centre Review conducted by St. Joseph's Grammar School**

Any student, including private candidates, who was awarded a Centre Determined Grade by St. Joseph's Grammar School in summer 2021 is permitted to submit a request for a Centre Review. St. Joseph's Grammar School will complete a Centre Review for any student who makes a request. To help students decide whether to request a Centre Review, St. Joseph's Grammar School will provide students, voluntarily or on request, with access to:

- the centre CDG policy;
- the sources of evidence used to determine the CDG, including any marks and/or grades;
- details of any variations in evidence used; and
- details of any special circumstances that were considered in determining their grade.

All requests for a Centre Review must be made directly to St. Joseph's Grammar School using the form provided by CCEA. A student may request a Centre Review if they consider:

- 1) St. Joseph's Grammar School made an administrative error in relation to their grade; and/or
- 2) St. Joseph's Grammar School did not follow its procedure in arriving at the CDG as outlined in the CDG Policy.

If a student wishes to submit an appeal on the ground of academic judgement (unreasonableness), this will only be considered by CCEA at Stage 2. To enable a student to move to this stage, a Centre Review must first be completed by St. Joseph's Grammar School to ensure there have been no administrative errors and that procedures have been followed, or these have been addressed.

Students may submit a **priority Centre Review** if they have a place at a Higher Education Institution on hold.

### **Determining the Outcome of a Centre Review**

All Centre Reviews will be completed using the form provided by CCEA and will be retained by St. Joseph's Grammar School electronically to be submitted should a student decide to request a Stage 2 Appeal to CCEA Awarding Organisation.

In order to determine the outcome of a Centre Review, the member of staff conducting the review will have access to the following records and will consider:

- a) the reason presented by the student for the review where this has been specified;
- b) the centre's approved policy and whether it was followed;
- c) the evidence which was used to determine the grade (although the reviewer will not be assessing or re-marking this evidence);
- d) any relevant assessment records that detail amendments to the range of evidence for the student and, where applicable, the steps taken to address any known mitigating circumstances or approved access arrangements;
- e) the records of the quality assurance processes and whether these were followed in determining the grade;
- f) the record of any pre-results discussions between the centre and student (for example, where a student has raised mitigating circumstances earlier in the process);
- g) relevant centre administration records; and
- h) any other documentation the decision-maker feels necessary to process the review.

In cases where an administrative or procedural error is identified, the member of staff completing the review will decide whether a grade change is required; this may require input from the Head of Department or Subject Teacher. **The outcome of any Centre Review completed by St. Joseph's Grammar School may be that the grade goes up, goes down or stays the same.**

### **Reporting the Outcome of a Centre Review**

If a grade change is considered to be required, St. Joseph's Grammar School will submit an error correction request to CCEA as soon as possible.

St. Joseph's Grammar School will provide the student with an outcome letter using the template provided by CCEA. This will include:

- whether or not the review found a procedural failure or administrative error;
- if it did, what that error or failure was;
- the reason for the finding;
- whether there was a grade change and, if so, what the new grade is;

- a reason for the grade change, or lack of change; and
- information on the next steps if a student wishes to submit an appeal to CCEA.

A record of the outcome of all Centre Reviews will be retained to be submitted to CCEA should a student decide to request a Stage 2 Appeal to CCEA Awarding Organisation.

## Stage 2 – Appeal to CCEA Awarding Organisation

Whether or not an administrative or procedural error was found through the Centre Review, and whether or not the grade changed as a result, all students, including private candidates, have the right to submit an Appeal to CCEA Awarding Organisation as the next stage in the process. Where requested by the student, St. Joseph's Grammar School will submit such appeals on the student's behalf and include the following as required:

- CCEA submission form completed by the student;
- Evidence used to determine the Centre Determined Grade; and
- Completed Candidate Assessment Record, or similar, for the student.

St. Joseph's Grammar School will submit any request for an Appeal to CCEA Awarding Organisation from a student upon the conclusion of a Centre Review. St. Joseph's Grammar School will have a process in place to communicate the outcome of the Appeal to CCEA Awarding Organisation to the student upon completion.

## 3. Roles and Responsibilities

St. Joseph's Grammar School will:

- Have appropriate arrangements in place to conduct a Centre Review in line with CCEA guidance;
- Ensure that a transparent process is in place so that students and parents understand the steps in a Centre Review;
- Complete a Centre Review if requested by a student, checking for any **administrative errors and/or procedural failures**;
- Decide if a grade change is considered to be necessary having completed the Centre Review;
- Make a request to CCEA Awarding Organisation for any changes considered to be necessary to Centre Determined Grades;
- Submit any requests to CCEA for a CCEA Awarding Organisation Appeal;
- Communicate the outcome of any Centre Review and/or CCEA Awarding Organisation Appeal to students;
- Retain records of all completed Centre Reviews electronically, to be submitted to CCEA should a student decide to request a Stage 2 CCEA Awarding Organisation Appeal; and
- Provide pastoral support to students at each stage of the process, as required.

St. Joseph's Grammar School will also carefully consider the requirements of their centre policies, particularly in relation to the separation of duties and personnel to ensure fairness in reviews and appeals.

**The Board of Governors** is responsible for approving the policy.

**The Head of Centre** has overall responsibility for St. Joseph's Grammar School as an examinations centre and will ensure the roles and responsibilities of all staff are defined. The Head of Centre may complete Centre Reviews and/or may delegate this responsibility to another member of the centre staff. The Head of Centre is required to sign-off the outcome of any Centre Review. The Head of Centre should communicate the outcome of any Stage 1 Centre Review or Stage 2 Appeals to CCEA Awarding Organisation to students.



**The Senior Leadership Team** will support the Head of Centre in completing Centre Reviews. They may undertake a support function to students in the completion of any required paperwork or provide advice on the submission of review requests.

**The Examinations Officer** will submit any Stage 2 Appeal to CCEA Awarding Organisation through the CCEA app, or delegate this responsibility to another member of centre staff. The Examinations Officer or a delegated member of staff will submit any error correction requests to CCEA, should it be considered that a grade change is required.

**Heads of Department and Subject Teachers** may be required to provide expert opinion on whether or not a grade change is required should an administrative error or procedural failure be identified through a Centre Review.

## **4. Timelines and Dates**

### ***Priority Requests (A2 only)***

The deadline for submission of priority (A2) Stage 2 Appeals to CCEA Awarding Organisation, where a place at a higher education Institution is on hold, is **23 August 2021**.

In order for St. Joseph's Grammar School to meet the above deadline for submission, any requests for a priority Stage 1 Centre Review, where a place at a higher education Institution is on hold, must be submitted no later than **16 August 2021**.

### ***Non-Priority Requests***

The deadline for submission of all other Stage 2 Appeals to CCEA Awarding Organisation is **17 September 2021**.

In order for St. Joseph's Grammar School to meet the above deadline for submission, all other requests for a Stage 1 Centre Review must be submitted no later than **3 September 2021**.

## **5. Conflicts of Interest**

To protect the integrity of the process, staff must declare any potential conflicts of interest to the Head of Centre. An example of a conflict could include conducting a Centre Review for a family member or close friend. The Head of Centre will take the appropriate actions to manage any potential conflicts of interest arising with centre staff.