

کزین برتر اندیشه برنگذرد

به نام خداوند جان و خرد



HAFEZ PERSIAN LANGUAGE  
ASSOCIATION

آموزشگاه زبان فارسی حافظ

## **Policies & Procedures**

### **ASSESSMENT DECISIONS AT GCSE LEVEL**

Hafez Persian School policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the OCR Awarding Body.

This document covers the schools' policy in dealing with the OCR Awarding Body, the Joint Council for Qualifications (JCQ) and Head of the school who is also acting as the Exam officer of the school.

### **Examinations and Procedures Relating to Examinations**

Examinations policy is decided by the School Head and The experienced Board of Trustees with reference to the guidance and regulations supplied by the JCQ and the OCR Awarding Body. The Head of Centre who is also acting as the Examination Officer is responsible for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints directly from students or parents. All queries of this type must be raised in the first instance with the school Examination Officer. Should a complaint relating to the administration of some part of the exams process be made against the Head of the school who is also acting as the Examination Officer must first be notified to the Board of Trustees.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted inside and outside of the examination room and also given to each individual in advance.

During examinations, candidates must follow any instructions given to them by the Examinations Officer, staff or any Invigilator present.

Failure to do so can result in the OCR Awarding Body or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

Hafez Persian School undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.

### **Mobile Phones and Examinations**

The possession of a mobile phone in an examination room, whether switched on or not, is an offence under JCQ regulation I.C.E. 9.3. School policy is that mobile phones must not be brought into the examination room. Phones will be collected before an examination and taken to reception. Failure to observe this regulation will result in the loss of all results for the exam.

### **Internal Persian Oral Assessment**

Under section 2, paragraph 19; subsection IX of the Joint Council Code of Practice, The Awarding Bodies require centres offering their examinations to:

1. Have a published appeals procedure
2. Make this document available and accessible to candidates and their parents

The Awarding Body will moderate the assessed oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of Hafez Persian School and is not covered by this procedure.

Hafez Persian School will ensure that the oral tapes submitted for assessment has been authenticated as original work according to the guidance issued by the Joint Council;

## **Results**

Candidates will receive their result by email on the results day and will receive individual results slips either in person at the centre or by post to their home address.

## **Enquiries about Results**

Enquiries about results may be requested by the centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the exams officer will investigate the feasibility of asking for a re-mark.

As Hafez Persian School does not mark the exams paper and does not have any control on the results, a candidate may apply to have an enquiry carried out by the Exam Officer according to the guidance issued by the OCR Examination Body and the Joint Council.

## **Internal Appeals Procedure**

1. The grounds for appeal relate only to the procedures used in arriving at internal Administration of the examination
2. The appeal must be made in writing to the Hafez Persian School Head teacher by 31 May of the year that the exam is conducted. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The Head teacher may nominate a senior member of staff to lead the enquiry.
4. An experienced member of Trustees will also be on the panel.
5. The panel will examine the evidence for the procedures and will decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned.
6. The enquiry will be completed by the end of June of that examination series.
7. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
8. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

The Hafez Persian School Appeals Procedure is available for inspection.

Nazanin Abolkheriyan  
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