



**YSGOL  
LLANFYLLIN**

# Exam Policy

Senior Leader: -	Mrs Ann Roberts
Chair of Governors: -	Mr Graeme Hunter

Date Adopted: -	September 2023	Review Date: -	September 2024
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There are internal examination weeks for Years 7, 8 and 9. Mock weeks for Years 10, 11,12 and 13 and these are part of the QA Calendar. Staff enter data into SIMS that is either reported to parents through an interim report or full written report.

The examinations officer in Ysgol Llanfyllin is Mrs Jan Jones and she has responsibility for formal assessments and examination both internal and external.

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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.
- to ensure a consistent and effective response in the event of major disruption to the examination system.

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 annually.

This exam policy will be reviewed by the Dewi Owen, senior leadership team, head of sixth form, Director of Learning, Jan Jones and the curriculum governors sub- committee.

## **1. Exam responsibilities**

### **Headteacher - Dewi Owen**

#### **Overall responsibility for the school as an exam centre:**

- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- Ensures knowledge of JCQ General Regulations is current
- Ensures an Exams Officer is appointed (Head of Centre MAY NOT appoint themselves as Exams Officer)

### **Exams Officer – Jan Jones**

#### **Manages the administration of public and internal exams.**

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- 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/ controlled assessment/ non-exam assessments are 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 in accordance with JCQ guidelines
- In conjunction with the ALNCo applies for Access Arrangements and Reasonable Adjustments for those candidates identified by the ALNCo as being eligible due to disabilities and/or learning difficulties. JCQ regulations followed.
- Makes applications for special consideration for disadvantaged candidates using the JCQ *Special Considerations Guidance*
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.

- Tracks despatch of Exam scripts and coursework / controlled assessments / non-examination assessments. Returns returned work to departments for storage.
- Ensures appropriate access for staff to Exam Board secure websites
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any re-mark requests / appeals
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Updates and maintains the Exam Entries / Exam Day Contingency plan annually in case of emergencies

### **Directors of Learning**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate electronic input of coursework/ controlled assessment marks and declaration sheets to Examination boards.
- Ensuring coursework/ controlled assessment/ non exam assessments and declaration sheets are stored securely and available for moderation.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Ensuring coursework/ controlled assessment/ non-exam assessments are prepared and stored securely and are ready for JCQ Inspection

### **Teachers**

- Submission of candidate entry details to heads of faculty
- Notification of access arrangements to the ALNCo (as soon as possible after the start of the course.
- Notification of coursework / controlled assessment / non-exam marks to the Head of Faculty/ ALNCo

In conjunction with Jan Jones applies for access arrangements for eligible candidates.

- Administration of access arrangements
- Identification and testing of candidates' requirements for access arrangements / storing evidence for inspection purposes.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to ensure candidates can access the examination system and help them achieve their course aims.

### **Lead invigilator/invigilators**

- Keep up to date with knowledge of JCQ ICE rules and regulations.
- Collection of exam papers and other materials from the Exams Officer before the start of the exam
- Checking the notices, ICE booklet and clock are in place in all exam rooms.
- Opening of exam papers (2 people to check the pack before opening) and distribution to the appropriate candidates.
- Supervision of candidates in the examination rooms in accordance with JCQ guidelines as laid down in the ICE booklet.

- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Ensuring all secure documents are returned to the Exams Officer after the exam.
- Together with the exams officer the lead invigilator is responsible for the packing and sealing of exam script parcels.
- Daily listing of all exam parcels to be sent to examiners via the Post Office.

### **Candidates**

- Confirmation of entries.
- Understanding coursework/ controlled assessment/ non-exam assessment regulations and signing a declaration that authenticates the coursework/ controlled assessment as their own work.
- Adhering to examination regulations as displayed on notices outside the exam rooms and on the individual notices issued.
- Being on time and dressed in the appropriate school uniform for exams

### **Administrative staff**

- Support for the input of data.
- Posting of exam papers.

## 2. The statutory tests and qualifications offered

- The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Senior leadership team and Directors of Learning.
- The statutory tests and qualifications offered are GCSE and alternative GCSE qualifications, A2 + AS levels, Key/Essential skills and BTEC, Cambridge Nationals and Technicals and the Welsh Baccaulaureate.
- National Reading and Numeracy tests will take place every year for pupils in Key Stages 1, 2 and 3.
- At Key Stage 4 all candidates will be entitled and enabled to achieve an entry for qualifications from an external awarding body.

## 3. Exam seasons and timetables

### Exam seasons

- Internal exams are scheduled in September, October, February, March and April.
- External exams are scheduled in November, May and June.
- External BTEC on screen tests may be scheduled outside these times.
- Which exam series are used in the centre is decided by the head of centre, deputy head, senior leadership team and heads of faculty
- Timetables
- The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

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

### Entries

- Candidates are selected for their exam entries by Heads of Faculty and the subject teachers.
- A candidate or parent/carer can request a subject entry, change of level or withdrawal.
- The Centre does not accept entries from external candidates.
- Late entries
- Entry deadlines are circulated to heads of faculty via staff briefings and emails.
- Late entries are authorised by the Heads of Year, Heads of Faculty and Senior Leadership.
- Resits
- Resit decisions will be made in consultation with the candidates, subject teachers, Heads of Year and Heads of Faculty.

## 5. Exam fees

- GCSE initial entry exam fees are paid by the centre.
- AS initial entry exam fees are paid by the centre.
- A2 initial entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by departments or candidates
- 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.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework/ controlled assessment/ non-exam assessments requirements.

- Resit fees for first and any subsequent resits are paid by the candidates providing they are not being actively taught for the resit.  
(See also section 4.3: Resits)
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.  
(See also section 11.2: Enquiries about results [EARs])

## 6. The Equality Act (EA), Special Needs and Access Arrangements

### EA

- The Equality Act 2010 extends the application of the EA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### Special needs

- A candidate's special needs requirements are determined by the ALNCo, the doctor and the educational psychologist/ specialist teacher.
- The ALNCo 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 ALNCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### Access arrangements

- Making special arrangements for candidates to take exams is the responsibility of the ALNCo. These Access Arrangements should reflect the candidate's normal way of working in school. Following the completion of the Form 8 and any relevant testing by a suitably qualified person appointed by the Head of Centre an Access Arrangement can be applied for.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the ALNCo in conjunction with the exams officer
- The ALNCo should have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes.
- Rooming for access arrangement candidates will be arranged by the ALNCo with the exams officer, taking into account the individual needs of candidates.
- Invigilation and support for access arrangement candidates will be organised by the SEN Dept with the exams officer. Invigilators will be fully briefed on the needs of the candidates they are invigilating.

## 7. Managing invigilators and exam days

### Managing invigilators

- External invigilators and support staff will be used for exam supervision. The recruitment of invigilators is the responsibility of the Senior Leadership team.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are trained, timetabled and briefed by the exams officer.

### 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 exams officer and lead invigilator are responsible for setting up the allocated rooms.
- The lead invigilator, exams officer and other invigilators will start all exams in accordance with JCQ guidelines. If they are unable to confirm the identity of any candidate sitting an examination a member of the Senior Leadership team or the relevant Head of Year should be asked to verify the candidate's identity.
- In practical exams subject teachers and/or technicians may be on hand in case of any technical difficulties.
- Subject teachers are not permitted in the exam room. Exam papers must not be read by or removed from the Exam room before the end of a session. All papers/ secure documents must be returned to the Exams Officer who will then distribute papers to Heads of Faculty at the end of the exam session.

## 9. Candidates, clash candidates and special consideration

### Candidates

- The centre's published rules on acceptable dress and behaviour apply at all times, candidates' use of mobile phones and all electronic devices apply at all times. Candidates are forbidden to take mobile phones, ipods, iwatches, MP3/4 players or any product with electronic communication / storage device or digital facility into examination rooms. Wrist watches must be placed on the examination desk.
- 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.
- 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.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room but must be accompanied by a member of Centre staff.

### Clash candidates

- The exams officer will be responsible for identifying escorts, identifying a secure venue and arranging overnight stays and supervision where necessary.



### 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.
- It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor.
- All special consideration claims to the awarding bodies will be made electronically where possible by the Exams Officer ideally within 5 days of the exam.

## **10. Coursework / Controlled Assessment / Non-Exam Assessment and Appeals against Internal Assessments**

- Coursework / Controlled Assessment / Non-Exam Assessments
- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Directors of Learning will ensure all coursework/ controlled assessment/ non-exam assessments are 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 coursework/ controlled assessments/ non-exam assessments are entered onto the relevant awarding bodies secure websites by Teachers/ Head of Faculties. Where electronic input of marks is not available then teachers/ heads of faculty should ensure relevant documents are delivered to the exams office for return to the moderator in a timely fashion.
- Appeals against internal assessments
- The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and is available for inspection purposes

### The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

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

### Results

- Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).
- 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 12 for AS grades.

### EARs (Enquiries about results)

- EARs may be requested by candidates if there are reasonable grounds for believing there has been an error in marking. Subject teachers may be asked for advice on

this. Candidates have to give written permission for an EAR as the mark may go down as well as up.

- The candidate will be charged for the cost of an EAR unless the Head of centre authorises it to be a school cost. In all instances no fee is payable if a Grade change results from a successful EAR.
- Should a candidate not be satisfied with the result of an EAR he/she should arrange to discuss it with the Head of Centre.

#### ATS (Access to scripts)

- After the release of results, candidates may request the return of papers. The exams officer has the deadline dates and fees for this service.
- Priority photocopied scripts may be requested in order to support decisions about EARs
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Re-marks cannot be applied for once an original script has been returned.

## **12. Certificates**

- Certificates are presented in person.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- Certificates can be posted if a S.A.E is provided.
- Certificates may not be withheld from candidates who owe fees.
- The centre retains unclaimed certificates under secure conditions for a minimum of one year from the date of issue

# **Non- Examination Assessments Policy**

## **Aims**

- That the school fully complies with all JCQ guidelines and Examination Board regulations.
- That every pupil has the opportunity to achieve as highly as their ability warrants through the careful organisation of the Non examination Assessment process, including those who are entitled to special arrangements.
- That all information regarding roles and responsibilities is clearly communicated to all relevant stakeholders.

## **Roles and Responsibilities**

### **Senior leadership team**

- Accountable for the safe and secure conduct of Non Examination Assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- During the School Calendar consultation period (June), liaise with Heads of Faculties to schedule Non Examination Assessments.
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes / problems over the timing or operation of Non Examination Assessments.
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for Non Examination assessments.

### **Directors of Learning**

- Decide on the awarding body and specification for a particular GCSE.
- If a WJEC GCSE ensure that at least 40% of overall assessment is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement.
- Ensure that the Senior Leadership Team are provided with dates for all forthcoming Non Examination Assessment activities by the end of June as part of the School Calendar consultation process
- Standardise internally the marking of all teachers involved in assessing a Non Examination Assessment component.
- Ensure that individual teachers understand their responsibilities with regard to Non Examination Assessments.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new Non Examination Assessment tasks or contextualize sample awarding body Non Examination Assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

### **Teaching staff**

- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting Non Examination Assessments.
- Understand and comply with the awarding body specification for conducting Non Examination Assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for Non Examination Assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the Non Examination Assessment(s) and ensure that such materials are stored securely at all times.
- Supervise Non Examination Assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of a Non Examination Assessment.
- Mark Non Examination Assessment components using the mark schemes provided by the awarding body. Submit marks through the exams office or direct onto the awarding body website when required, keeping a record of the marks awarded.
- Retain candidates' work securely between a Non Examination Assessment sessions (if more than one).
- Post-completion, retain candidates' work securely in a locked cabinet or cupboard until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (ALNCo) for any assistance required for the administration and management of access arrangements.

### **Examinations Officer**

- Enter students for individual units, whether assessed by Non Examination assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where Non Examination Assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.
- In September, distribute information to all new Year 10 pupils containing all information pertinent to them re Non Examination Assessments.

### **Additional Learning Needs Coordinator**

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.
- Ensure all Year 9 pupils are appropriately tested in the Summer term and ensure that the Examinations Officer and the teaching staff are aware of all pupils who require any special arrangements for their Non Examination Assessments.

# **Controlled Assessment Policy**

## **Aims**

- That the school fully complies with all JCQ guidelines and Examination Board regulations.
- That every pupil has the opportunity to achieve as highly as their ability warrants through the careful organisation of the controlled assessment process, including those who are entitled to special arrangements.
- That all information regarding roles and responsibilities are clearly communicated to all relevant stakeholders.

## **Roles and Responsibilities**

### **Senior leadership team**

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- During the School Calendar consultation period (Summer Term), liaise with Directors of Learning to schedule controlled assessments.
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes / problems over the timing or operation of controlled assessments.
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

### **Directors of Learning**

- Decide on the awarding body and specification for a particular GCSE.
- If a WJEC GCSE ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement.
- Ensure that the Senior Leadership Team are provided with dates for all forthcoming controlled assessment activities by the end of June as part of the School Calendar consultation process
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
  - Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
  - Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
  - Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

### **Teaching staff**

- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.

- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office or direct onto the awarding body website when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate Additional Learning Needs Coordinator (ALNCO) for any assistance required for the administration and management of access arrangements.

### **Examinations Officer**

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use.
- On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.
- In September, distribute information to all new Year 10 pupils containing all information pertinent to them re controlled assessments.

### **Additional Learning Needs Coordinator**

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.
- Ensure all Year 9 pupils are appropriately tested in the Summer term and ensure that the Examinations Officer and the teaching staff are aware of all pupils who require any special arrangements for their controlled assessments.

## Internal Assessment Appeals Policy

Ysgol Llanfyllin School is committed to ensuring that whenever its staff assess the work of candidates this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Ysgol Llanfyllin School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work **they should first discuss the matter with the appropriate Director of Learning**. If the problem cannot be resolved in this way the candidate may make use of this appeals procedure. **N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body**

- Appeals should be made as early as possible to ensure that the internal appeals process is completed prior to the submission of marks to the awarding body
- Appeals **must** be made in writing
- The head of centre will appoint a senior member of staff, e.g. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.
- After work has been assessed internally, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Ysgol Llanfyllin School and is not covered by this procedure.