



## Exams policy 2023-2024

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

Review Date: September 2024

## Key staff involved in the exams policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Jon Young</b>
Exams officer line manager (Senior Leader)	<b>Jon Ward</b>
Exams officer	<b>Helen Boddy</b>
SENCo	<b>David Williams / Louise Edmonds</b>
SLT member(s)	<b>Jon Young, Kara Stevens, Nicola Pursey, Sarah Jones, Laura Hunter, Richard Stubbs, James Maddern, Louise Edmonds, Louise Kopinska, Julie Russell</b>

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## Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

- ▶ all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- ▶ the workforce is well informed and supported
- ▶ all centre staff involved in the exams process clearly understand their roles and responsibilities
- ▶ all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- ▶ exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

This policy will be available to staff via the shared drive
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## Roles and responsibilities overview

### Head of centre

- ▶ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres](#) (GR)
  - [Instructions for conducting examinations](#) (ICE)
  - [Access Arrangements and Reasonable Adjustments](#) (AA)
  - [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
  - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting coursework)
  - [A guide to the special consideration process](#) (SC)
- ▶ Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- ▶ Takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR [ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/](https://ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/)) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes

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## Head of centre declaration

The Head of centre declaration can be found in the JCQ Inspection folder 2023-2024 held by the Examinations Officer.

- ▶ Enables the relevant senior leader(s), the examinations officer and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations.
- ▶ Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- ▶ Ensures the exams officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre (as example, EO networking events and relevant events offered by awarding bodies, MIS providers and other external providers)
- ▶ Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- ▶ Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- ▶ Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- ▶ Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test...”*
- ▶ Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including
  - the location of the centre’s secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
  - access to the secure room and secure storage facility is restricted to the authorised 2-4 keyholders
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- ▶ Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.
- ▶ Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration,

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involving a candidate or a member of staff, are reported to the awarding body immediately

- ▶ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the head of centre to act immediately in the event of an emergency or staff absence)

### **Exam contingency plan**

#### **See appendix A**

- ▶ Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers

### **Internal appeals procedures**

#### **See appendix B**

- ▶ Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers
- ▶ Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers

### **Equality policy**

- ▶ All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.
- ▶ The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- ▶ 'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.
- ▶ The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and Exams officer.

### **Complaints and appeals procedure**

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- ▶ Ensures that the centre will draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification

#### **Child protection/safeguarding policy**

- ▶ Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

#### **Data protection policy**

- ▶ Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

#### **Access arrangements policy**

- ▶ Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- ▶ Ensures staff are only entered for qualifications through the centre as a last resort where the member of centre staff is unable to find another centre
- ▶ Ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate
- ▶ Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- ▶ Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- ▶ Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel

#### **Exams officer**

- ▶ Understands the contents of annually updated JCQ publications including:
  - [General regulations for approved centres](#)
  - [Instructions for conducting examinations](#)
  - [Suspected Malpractice in Examinations and Assessments](#)
  - [Post-results services](#) (PRS)
- ▶ Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines

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- ▶ Ensures key tasks are undertaken and key dates and deadlines met
- ▶ Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- ▶ Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.
- ▶ Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.
- ▶ Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

### **Senior leaders (SLT)**

- ▶ Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres](#)
  - [Instructions for conducting examinations](#)
  - [Access Arrangements and Reasonable Adjustments](#)
  - [Suspected Malpractice in Examinations and Assessments](#)
  - [Instructions for conducting non-examination assessments](#) (and the instructions for conducting coursework)
  - [A guide to the special consideration process](#)

### **Special educational needs co-ordinator (SENCo)**

- ▶ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [Access Arrangements and Reasonable Adjustments](#)
- ▶ Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- ▶ If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- ▶ Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

### **Head of department (HoD)**

- ▶ Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo

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- ▶ Ensures teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- ▶ Ensures teaching staff attend relevant awarding body training and update events

### Teaching staff

- ▶ Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- ▶ Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- ▶ Attend relevant awarding body training and update events

### Invigilators

- ▶ Attend/undertake training, update, briefing and review sessions as required
- ▶ Provide information as requested on their availability to invigilate

### Reception staff

- ▶ Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

### Site staff

- ▶ Support the EO in relevant matters relating to exam rooms and resources

### Candidates

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

### The exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:

- ▶ planning
- ▶ entries
- ▶ pre-exams
- ▶ exam time
- ▶ results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

### Planning: roles and responsibilities

#### Information sharing

### Head of centre

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- ▶ Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#) (and the instructions for conducting coursework)

### **Exams officer**

- ▶ Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- ▶ Signposts relevant centre staff to JCQ information that should be provided to candidates
- ▶ As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

### **Information gathering**

#### **Exams officer**

- ▶ Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- ▶ Collates all information gathered into one central point of reference
- ▶ Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- ▶ Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- ▶ Collects information on internal exams to enable preparation for and conduct of mock examinations

#### **Head of department**

- ▶ Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- ▶ Meets the internal deadline for the return of information
- ▶ Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- ▶ Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

### **Access arrangements**

#### **Head of centre**

- ▶ Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- ▶ Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments
- ▶ Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

#### **SENCo**

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- ▶ Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- ▶ Gathers **evidence** to support the need for access arrangements for a candidate
- ▶ Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- ▶ Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- ▶ Gathers signed **Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms** (candidate personal data consent form) from candidates where required.
- ▶ Applies for **approval** through *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- ▶ Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation. In the event of IT failure a hard copy will be available.
- ▶ Employs good practice in relation to the Equality Act 2010
- ▶ Liaises with the EO regarding exam time arrangements for access arrangement candidates
- ▶ Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- ▶ Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments
- ▶ Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms
- ▶ Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room.

### Handwriting and Word Processor

The School recognises that for some students with specific learning difficulties a laptop may be the most appropriate method of organising and presenting their work. Pupils are allowed to use a laptop in school as their normal, routine way of working where a need has been established and its use is recommended by the school SENCO.

### Use of a Laptop/ tablet

Pupils are allowed to use a laptop in school as their routine, normal way of working under the following conditions:

- A need for use has been established and is recommended by the School SENCO.
- The pupil has been using the laptop as her/his routine way of working in any subject where she/he wishes to use a word processor (WP) in an examination and has had specific practice and rehearsal in the use of a WP under examination conditions.

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- Evidence of illegible handwriting from a variety of subjects has been supplied to the Exams Officer.

Whilst the School accedes to JCQ's recommendation (section 5.8 in the Joint Council for Qualification booklet on Access Arrangements 2017/2018), the complexities outlined above mean this it will be unrealistic. Not in the best interest of the majority of our pupils to use a WP in an examination unless they have been using it as their routine, normal method of working throughout their examination years (e.g. Years 10 and 11 if they wish to use it for their GCSE examinations.)

### **Use of Word Processors in Public Examinations**

The Joint Council for Qualification's recommendation for the use of word processors in examinations (section 8.8 of the 2017/18 booklet) and be viewed within the context of the School's position on Word Processor use for Years 7-11.

- Where a pupil is authorised to use a WP as their normal way of working as per School policy and therefore may use it in examinations, the Examinations Officer will make contact with the candidate to arrange in which specific examinations they wish to use a word processor.
- Only the relevant software applications will be available: spell-check, grammar check and the thesaurus will be set to off. There will be instructions informing candidates how to set up documents with all the relevant personal details. The word processor will be set to save automatically every five minutes, but we suggest saving at regular intervals in addition to this.
- At the end of the examination, the candidate will be required to remain in the room while their work is printed. The student would be required to authenticate the relevant hard copy.
- Opportunities to rehearse the use of a WP are available in the period leading up to the public examinations, for example in mock examinations or during NEA. Without this practice, it is unlikely to be in the best interest of the pupil to use the WP in an examination and a transcript may be a better option for a pupil with illegible handwriting. This would be arranged with the School SENCO.

### **Separate invigilation within the centre**

- In the case of separate invigilation, the candidate's difficulties are established within the centre and known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.
- Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs."

### **Senior Leaders, Head of department, Teaching staff**

- ▶ Support the SENCo in determining and implementing appropriate access arrangements
- ▶ Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

### **Internal assessment and endorsements**

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### Head of centre

- ▶ Provides fully qualified teachers to mark non-examination assessments
- ▶ Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- ▶ Ensures a non-examination assessment policy is in place for GCSE qualifications which include components of non-examination assessment.

### Non-examination assessment policy

- ▶ Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

### Senior leaders

- ▶ Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- ▶ Ensure appropriate internal moderation, standardisation and verification processes are in place

### Head of department

- ▶ Ensures teaching staff delivering GCSE specifications (which include components of non-examination assessment) follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body
- ▶ For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- ▶ Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### Teaching staff

- ▶ Ensure appropriate instructions for conducting internal assessment are followed
- ▶ Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place
- ▶ Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### Exams officer

- ▶ Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- ▶ Signposts teaching staff to relevant JCQ *information for candidates* documents that are annually updated

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## Invigilation

### Head of centre

- ▶ Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- ▶ Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible
- ▶ Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

### Exams officer

- ▶ Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- ▶ Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- ▶ Provides a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate and exam.
- ▶ Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- ▶ Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- ▶ Collects evaluation of training to inform future events

## Entries: roles and responsibilities

### Estimated entries

#### Exams officer

- ▶ Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- ▶ Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification

#### Head of department

- ▶ Provides entry information requested by the EO to the internal deadline
- ▶ Informs the EO immediately of any subsequent changes to information

### Final entries

#### Exams officer

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- ▶ Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- ▶ Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- ▶ Confirms with HoDs final entry information that has been submitted to awarding bodies
- ▶ Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies

#### **Final entries collection and submission procedure**

- ▶ Once entries have been confirmed by HoDs then EO meets with SLT to confirm entries prior to submission via EDI.

#### **Head of department**

- ▶ Provides information requested by the EO to the internal deadline
- ▶ Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
  - changes to candidate personal details
  - amendments to existing entries
  - withdrawals of existing entries
- ▶ Checks final entry submission information provided by the EO and confirms information is correct

#### **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.
- ▶ GCSE entry exam fees are paid by the Centre.
- ▶ Late entry or amendment fees are paid by the Departments.
- ▶ Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

#### **Late entries**

##### **Exams officer**

- ▶ Has clear entry procedures in place to minimise the risk of late entries
- ▶ Charges any late or other penalty fees to departmental budgets

##### **Head of department**

- ▶ Minimises the risk of late entries by

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- following procedures identified by the EO in relation to making final entries on time
- meeting internal deadlines identified by the EO for making final entries

## Candidate statements of entry

### Exams officer

- ▶ Provides candidates with statements of entry for checking

### Teaching staff

- ▶ Ensure candidates check statements of entry and return any relevant confirmation required to the EO

### Candidates

- ▶ Confirm entry information is correct or notify the EO of any discrepancies

## Pre-exams: roles and responsibilities

### Access arrangements

#### SENC<sub>o</sub>

- ▶ Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- ▶ Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- ▶ Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- ▶ Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- ▶ Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

### Briefing candidates

#### Exams officer

- ▶ Issues individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams

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- ▶ Prior to exams issues relevant JCQ information for candidates documents
- ▶ Where relevant, issues relevant awarding body information to candidates
- ▶ Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - wrist watches in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

### **Access to scripts, reviews of results and appeals procedures**

- ▶ Post result services are offered by awarding bodies after the issue of exam results.
- ▶ Candidates should be aware that marks and subject grades may be lowered after the outcome of the EaR.
- ▶ Candidates are responsible for paying the fees as published by the awarding bodies.
- ▶ Fees for a Review of marking or clerical check which result in the increase of a candidate's unit grade or overall result will be refunded.
- ▶ Candidates must provide written consent for an EaR to be processed.

#### **EAR Service 1 – Clerical check**

This is a re-check of all clerical procedures leading to the issue of a result and will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks

#### **EAR Service 2 – Review of Marking**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:

- the clerical re-checks detailed in service 1;
- a review of marking as described above.

#### **Access to script – original**

This service is to request the original script to be returned. Candidates should not use this service if they are considering requesting an EAR as the original script will be returned after the deadline for services 1 and 2.

### **Dispatch of exam scripts**

#### **Exams officer**

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- ▶ Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

## **Internal assessment and endorsements**

### **Head of centre**

- ▶ Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

### **SENCo**

- ▶ Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

### **Teaching staff**

- ▶ Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- ▶ Assess and authenticate candidates' work
- ▶ Assess endorsed components
- ▶ Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

### **Head of department**

- ▶ Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- ▶ Ensures teaching staff assess endorsed components according to awarding body requirements
- ▶ Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- ▶ Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

### **Exams officer**

- ▶ Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- ▶ Keeps a record to track what has been sent
- ▶ Logs moderated samples returned to the centre
- ▶ Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

### **Candidates**

- ▶ Authenticate their work as required by the awarding body

## **Invigilation**

### **Exams officer**

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Link SLT: Vice Principal

Review Date: September 2024

- ▶ Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators annually
- ▶ Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- ▶ Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- ▶ Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

### **SEnCo**

- ▶ Liaises with the EO regarding facilitation and invigilation of access arrangement candidates

### **Invigilators**

- ▶ Provide information as requested on their availability to invigilate throughout an exam series

### **JCQ inspection visit**

#### **Exams officer or Senior leader**

- ▶ Will accompany the Inspector throughout the visit

#### **SEnCo or relevant Senior leader (in the absence of the SEnCo)**

- ▶ Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise
- ▶ Ensures that information is readily available for inspection at the venue where the candidate is taking the exam.

### **Seating and identifying candidates in exam rooms**

#### **Exams officer**

- ▶ Ensures a procedure is in place to verify candidate identity including private candidates
- ▶ Ensures invigilators are aware of the procedure
- ▶ Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan)

#### **Verifying candidate identity procedure**

Candidates are identified by photo ID cards placed on their examination desks. Exam cards are produced for all candidates for all examinations once entries have been made. They are checked against examination registers prior to the season and are then placed on the relevant examination desk allowing invigilators to confirm the identity of candidates.

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Exam cards contain the following information:

- Candidate name
- Candidate number
- Current school photograph
- Examination date and start time
- Examination (qualification, component, tier)
- Venue and seat number
- Access arrangements

At the end of the examination all cards are collected before students are dismissed and disposed of securely (shredded) if no longer needed.

### **Invigilators**

- ▶ Follow the procedure for verifying candidate identity provided by the EO
- ▶ Seat candidates in exam rooms as instructed by the EO/on the seating plan

### **Security of exam materials**

#### **Exams officer**

- ▶ Confirms appropriate arrangements are in place to ensure that confidential materials are only delivered to those authorised by the head of centre.
- ▶ Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre.
- ▶ Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order.
- ▶ Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment)
- ▶ Ensures that examination stationery e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility when sufficient space allows).

#### **Reception staff**

- ▶ Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for placing in the secure storage facility

#### **Teaching staff**

- ▶ Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

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This policy is reviewed annually to ensure compliance with current regulations.

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## Timetabling and rooming

### Exams officer

- ▶ Produces a master centre exam timetable for each exam series
- ▶ Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- ▶ Identifies exam rooms and specialist equipment requirements
- ▶ Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- ▶ Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- ▶ Liaises with the SENCo regarding rooming of access arrangement candidates

### SEnCo

- ▶ Liaises with the EO regarding rooming of access arrangement candidates
- ▶ Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

### Site staff

- ▶ Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

## Alternative site arrangements

### Exams officer

- ▶ Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- ▶ Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ *Alternative Site arrangement* notification through CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

## Transferred candidate arrangements

### Exams officer

- ▶ Liaises with the host or entering centre, as required
- ▶ Processes requests for *Transferred Candidate arrangements* through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
- ▶ Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

## Internal exams

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

Review Date: September 2024

### **Exams officer**

- ▶ Prepares for the conduct of internal exams under external conditions
- ▶ Provides a centre exam timetable of subjects and rooms
- ▶ Provides seating plans for exam rooms
- ▶ Requests internal exam papers from teaching staff
- ▶ Arranges invigilation

### **SENCo**

- ▶ Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

### **Teaching staff**

- ▶ Provide exam papers and materials to the EO
- ▶ Support the SENCo in making appropriate arrangements for access arrangement candidates

## **Exam time: roles and responsibilities**

### **Access arrangements**

#### **Exams officer**

- ▶ Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- ▶ Has a process in place to deal with emergency access arrangements as they arise at the time of exams
- ▶ applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

### **Candidate absence**

- ▶ All examination desks contain a photographic ID card for students. The Examinations Officer will collect any ID cards where desks are empty and these will be used to identify those students missing from the examination room.
- ▶ In the first instance either the Examinations Officer and/or members of the Pastoral Team will contact home to ascertain why the student is missing from the Examination room. Parents/carers will be instructed to ensure that their child is in school by 10.00am for morning examinations and by 2.00pm for afternoon examinations.
- ▶ Where we are unable to make contact with parent by telephone then either the Examinations Officer and/or members of the Pastoral Team will go to the home address to collect the student.
- ▶ Students will be perceived as being under centre supervision from either the time that they arrive in school or from the time they are in the Company of school staff collecting them.
- ▶ Students that are not under centre supervision by either 10.00am for morning exams or 2.00pm for afternoon exams will be allowed to take their examination and allowed the full duration but the awarding body will be informed of their arrival time and may not accept their paper.

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- ▶ If the student is unable to attend due to ill health or other acceptable reason then the parent will be asked to provide suitable evidence in order that special consideration may be applied for.
- ▶ If the student fails to attend for unacceptable reasons then they will be invoiced for the relevant entry fee.

### **Invigilators**

- ▶ Are informed of the policy/process for dealing with absent candidates through training
- ▶ Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

### **Candidates**

- ▶ Are re-charged relevant entry fees for unauthorised absence from exams

### **Candidate behaviour**

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.

### **Candidate belongings**

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

### **Candidate late arrival**

#### **Exams officer**

- ▶ Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room through CAP to timescale.
- ▶ Warns candidates that their work may not be accepted by the awarding body

#### **Invigilators**

- ▶ Are informed of the policy/process for dealing with late/very late arrival candidates through training
- ▶ Ensure that relevant information is recorded on the exam room incident log

#### **Candidate late arrival policy**

- ▶ Candidates arriving late for an examination will be allowed to sit their paper and given the full time.
- ▶ They may be seated in an alternative venue to avoid disrupting other students.
- ▶ If their arrival is considered very late (after 10.00am for morning exams or after 2.00pm for afternoon exams) then the awarding body will be advised and may not accept the completed script for marking.

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This policy is reviewed annually to ensure compliance with current regulations.

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## Conducting exams

### Head of centre

- ▶ Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

### Exams officer

- ▶ Ensures exams are conducted according to JCQ and awarding body instructions
- ▶ Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

## Dispatch of exam scripts

### Exams officer

- ▶ Dispatches scripts as instructed by JCQ and awarding bodies
- ▶ Keeps appropriate records to track dispatch

## Exam papers and materials

### Exams officer

- ▶ Organises exam question papers and associated confidential resources in date order in the secure storage facility
- ▶ Attaches erratum notices received to relevant exam question paper packets
- ▶ Collates attendance registers and examiner details in date order
- ▶ Regularly checks mail or email inbox for updates from awarding bodies
- ▶ In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened
- ▶ Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

## Exam rooms

### Head of centre

- ▶ Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- ▶ Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams.
- ▶ Ensures only authorised centre staff are present in exam rooms
- ▶ Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- ▶ Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates.

## Food and drink in exam rooms

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This policy is reviewed annually to ensure compliance with current regulations.

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- ▶ Students may bring a drink into the examination room provided that it is a clear bottle and all labels have been removed.
- ▶ Invigilators will check that labels have been removed from bottles prior to the start of each examination.
- ▶ If a candidate has a medical need then they may be allowed to bring a snack into the examination room but this must be agreed with the Examinations Officer prior to the examination season and all packaging must be removed.

### **Exams officer**

- ▶ Ensures exam rooms are set up and conducted as required in the regulations
- ▶ Provides invigilators with appropriate resources to effectively conduct exams
- ▶ Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates )
- ▶ Ensures sole invigilators have an appropriate means of summoning assistance
- ▶ Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log.
- ▶ Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how they should be recorded on the exam room incident log.
- ▶ Provides authorised exam materials which candidates are not expected to provide themselves
- ▶ Ensures invigilators and candidates are aware of the emergency evacuation procedure
- ▶ Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **Senior leaders**

- ▶ Ensure a documented emergency evacuation procedure for exam rooms is in place
- ▶ Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **Emergency evacuation policy**

#### **Invigilators - Evacuation During Exam Periods**

**The Chief Invigilator** must take the following action:

- ▶ stop the candidates from writing
- ▶ turn on the emergency mobile phone (provided by the Examinations / Assessment Officer
- ▶ collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority
- ▶ advise candidates to leave all question papers and scripts in the examination room
- ▶ with the assistance of the other Invigilators ensure candidates leave the room in silence and walk / stand at least one metre apart from other candidates
- ▶ escort candidates to the Astro Turf pitch

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- ▶ make sure that the candidates are supervised as closely as possible while they are out of the examination room to ensure that there is no discussion about the exam
- ▶ check students and staff against the register
- ▶ call the emergency mobile number and inform the Operations Manager that all personnel are accounted for or otherwise
- ▶ make a note of the time of the interruption and how long it lasted
- ▶ allow the candidates the full working time set for the examination
- ▶ make a full report of the incident and of the action taken, and retain on file until the relevant date for enquiries about results

**Invigilators** must:

- ▶ assist the Chief Invigilator in ensuring students vacate the examination room in complete silence
- ▶ make sure candidates are closely supervised at all times
- ▶ ensure candidates are never left alone at any time during the evacuation

**Actions on Hearing the Fire Alarm - EVACUATION**

- ▶ leave the Building Immediately - if it is safe to do so close all doors and windows on the way out and switch off all electrical equipment
- ▶ use the Nearest Available Safe Exit
- ▶ do Not Use the Lifts
- ▶ do Not Stop to Collect Personal Belongings
- ▶ go to the designated Fire Assembly Point as detailed below and assemble in line by the relevant year group signage, displayed on the fence within the Assembly Point – and await instructions from the Operations Manager or Head Teacher

Exam Invigilators and students - **Astro-Turf Pitch**  
sitting exams

**Site staff**

- ▶ Ensure exam rooms are available and set up as requested by the EO
- ▶ Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- ▶ Ensure fire alarm testing does not take place during exam sessions

**Invigilators**

- ▶ Conduct exams in every exam room as instructed in training/update events and briefing sessions

**Candidates**

- ▶ Are required to remain in the exam room for the full duration of the exam

**Irregularities**

**Head of centre**

- ▶ Ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff,

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candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

### **Senior leaders**

- ▶ Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- ▶ Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

### **Exams officer**

- ▶ Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- ▶ Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

### **Invigilators**

- ▶ Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

### **Malpractice**

See appendix F

### **Special consideration**

#### **Exams officer**

- ▶ Processes appropriate requests for special consideration to awarding bodies
- ▶ Gathers evidence which may need to be provided by other staff in centre or candidates
- ▶ Submits requests to awarding bodies to the external deadline

#### **Special consideration policy**

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.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a medical letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

### **Candidates**

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- ▶ Provide appropriate evidence to support special consideration requests, where required

## Unauthorised materials

### Arrangements for unauthorised materials taken into the exam room

- ▶ Students are reminded that unauthorised materials must not be taken into the examination room at the start of each session.
- ▶ Students are given the opportunity to hand in any unauthorised materials prior to the start of the examination.
- ▶ Any mobile phones handed in must be switched off.
- ▶ Any items handed in will be kept on the invigilator's table at the front of the venue and may be collected by the student at the end of their examination.
- ▶ Wrist watches of any kind are prohibited in the examination room.

### Invigilators

- ▶ Are informed of the arrangements through training

## Internal exams

### Exams officer

- ▶ Briefs invigilators on conducting internal exams
- ▶ Returns candidate scripts to teaching staff for marking

### Invigilators

- ▶ Conduct internal exams as briefed by the EO and in line with arrangements for other external examinations.

## Results and post-results: roles and responsibilities

### Internal assessment

#### Head of department

- ▶ Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- ▶ Ensures work is returned to candidates or disposed of according to the requirements

### Managing results day(s)

#### Senior leaders

- ▶ Identify centre staff who will be involved in the main summer results day(s) and their role
- ▶ Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

Review Date: September 2024

### **Exams officer**

- ▶ Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

#### **Results day programme**

- ▶ Provisional results for the examinations that students have taken this year will be available for collection from school on Thursday 20th August 2020 between 9.00am and 10.00am.
- ▶ If the student is unable to collect the results in person they may either nominate another person to collect them on your behalf or send a stamped addressed envelope to the examinations office by Friday 17th July. Please note that after this date school reception will be closed. Please ensure that appropriate postage fees are paid as your results may otherwise be delayed by the Post Office.
- ▶ The student should complete and return to the examinations office the results form if they wish to nominate a friend/relative to collect their results or have them sent by post.
- ▶ There will be a number of staff in school on 20th August who will be happy to discuss the results obtained with students.
- ▶ Should it be necessary to send results by email then this will not be processed until the collections from school have been completed ie after 10.00am.

### **Site staff**

- ▶ Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

### **Accessing results**

#### **Head of centre**

- ▶ Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates

#### **Exams officer**

- ▶ Informs candidates in advance of when and how results will be released to them for each exam series
- ▶ Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- ▶ Resolves any missing or incomplete results with awarding bodies
- ▶ Issues statements of results to candidates on issue of results date
- ▶ Provides summaries of results for relevant centre staff on issue of results date

### **Post-results services**

#### **Head of centre**

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This policy is reviewed annually to ensure compliance with current regulations.

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- ▶ Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- ▶ Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised).

### Exams officer

- ▶ Provides information to candidates (including private candidates) and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)
- ▶ Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- ▶ Provides a process to record requests for services and collect candidate informed consent (**after** the publication of results) and fees where relevant
- ▶ Submits requests to awarding bodies to meet the external deadline
- ▶ Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- ▶ Updates centre results information, where applicable

### Teaching staff

- ▶ Meet internal deadlines to request the services and gain relevant candidate informed consent
- ▶ Identify the budget to which fees should be charged

### Candidates

- ▶ Meet internal deadlines to request the services
- ▶ Provide informed consent and fees, where relevant

### Analysis of results

#### Assistant Principal

- ▶ Provides analysis of results to appropriate centre staff
- ▶ Provides results information to external organisations where required
- ▶ Undertakes the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*

### Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

#### Issue of certificates procedure

Certificates are presented in person, collected and signed for.

### Candidates

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

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- ▶ May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

### **Retention of certificates policy**

The centre retains certificates for five years, after five years they are shredded. A list of names of students who have had certificates shredded is kept on file.

### **Exams review: roles and responsibilities**

#### **Exams officer**

- ▶ Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- ▶ Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

#### **Senior leaders**

- ▶ Work with the EO to produce a plan to action any required improvements identified in the review

### **Retention of records: roles and responsibilities**

#### **Exams officer**

- ▶ Keeps records as required by JCQ and awarding bodies for the required period
- ▶ Keeps records as required by the centre's records management policy
- ▶ Provides an exams archiving policy that identifies information held, retention period and method of disposal

#### **Exams archiving policy**

The exams archiving policy can be found on the shared drive in the Exams and Assessment Office folder.

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

Review Date: September 2024

## Appendices

### Appendix A: **Contingency Plan**

#### **Contents**

Purpose of the plan

Causes of potential disruption to the exam process

1. Exam officer extended absence at key points in the exam process cycle.
2. SENCo extended absence at key points in the exam cycle.
3. Teaching staff extended absence at key points in the exam cycle.
4. Invigilators - lack of appropriately trained invigilators or invigilator absence.
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice.
6. Failure of IT systems.
7. Disruption of teaching time - centre closed for an extended period.
8. Candidates unable to take examinations because of a crisis – centre remains open.
9. Centre unable to open as normal during the exams period.
10. Disruption to the transportation of completed examination scripts.
11. Assessment evidence is not available to be marked.
12. Centre unable to distribute results as normal.

Further guidance to inform and implement contingency planning.

#### **Purpose of the plan**

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Abbey Park School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

At all times, the Examinations Officer, Lead Invigilator and Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with it's requirements and that JCQ regulations are adhered to where possible.

Alongside internal processes, this plan is informed by the Ofqual Exam system contingency plan, England, Wales and Northern Ireland which provides guidance in the publication What schools and colleges and other centres should do if exams or other assessments are seriously disrupted and the JCQ Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

This plan also confirms Abbey Park School is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2022-2023) that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

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This policy is reviewed annually to ensure compliance with current regulations.

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## Causes of potential disruption to the exam process:

### 1. Exam officer extended absence at key points in the exam process (cycle)

#### Criteria for implementation of the plan:

Key tasks required in the management and administration of the exam cycle not undertaken including:

#### *Planning*

- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited and trained

#### *Entries*

- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

#### *Pre-exams*

- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

#### *Exam time*

- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected
- malpractice, special consideration
- candidates' scripts not dispatched as required to awarding bodies

#### *Results and post-results*

- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

#### Centre actions:

- Lead Invigilator to assume responsibility for the above tasks with the support of the Senior Leadership Team (SLT)

### 2. SENCo extended absence at key points in the exam cycle

#### Criteria for implementation of the plan:

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

#### *Planning*

- candidates not tested/assessed to identify potential access arrangement requirements
- evidence of need and evidence to support normal way of working not collated

#### *Pre-exams*

- approval for access arrangements not applied for to the awarding body
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained

#### *Exam time*

- access arrangement candidate support not arranged for exam rooms

#### Centre actions:

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This policy is reviewed annually to ensure compliance with current regulations.

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- Assistant SENCO to assume responsibility for the above tasks with the help of the Exams Officer.

### **3. Teaching staff extended absence at key points in the exam cycle**

#### Criteria for implementation of the plan:

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in: candidates not being entered for exams/assessments or being entered late
- Late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines

#### Centre actions:

The Examinations Officer to liaise with acting Head of Department and/or SLT, if necessary, to ensure all necessary deadlines are adhered to. Where this is not possible, the EO will liaise with the relevant Awarding Body and act upon the advice received.

### **4. Invigilators - lack of appropriately trained invigilators or invigilator absence**

#### Criteria for implementation of the plan:

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

#### Centre actions:

- The Examinations Officer and Lead Invigilator will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion.
- The Examinations Office and Lead Invigilator will be aware of the school staff available for invigilation duties at short notice and for peak exam days.

### **5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

#### Criteria for implementation of the plan:

- Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an unexpected incident at exam time

#### Centre actions:

- The Examinations Officer will organise rooming for summer examinations before the Easter holidays ensuring sufficient time is available to identify appropriate rooms and play appropriately. In the event of a room not being available at very short notice,
- sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The SLT will work with the EO at all times during such emergencies.

### **6. Failure of IT systems**

#### Criteria for implementation of the plan:

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

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Centre actions:

- The EO, in consultation with the SLT, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the AB. At all times during the system failure the EO will liaise with the AB to minimise disruption and costs incurred.

**7. Disruption of teaching time - centre closed for an extended period**

Criteria for implementation of the plan:

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

Centre actions:

- SLT to manage all such incidents.

**8. Candidates unable to take examinations because of a crisis - centre remains open**

Criteria for implementation of the plan:

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action.

**9. Abbey Park School unable to open as normal during the exams period**

Criteria for implementation of the plan:

- Abbey Park School unable to open as normal for scheduled examinations
- \*In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

Centre actions:

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action.

**10. Disruption to the transportation of completed examination scripts**

Criteria for implementation of the plan:

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- The EO will contact the AB to notify them of such difficulties and put in place suitable alternative arrangements.

**11. Assessment evidence is not available to be marked**

Criteria for implementation of the plan:

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

- The EO will contact the AB to notify them of any such incidents and act upon advice given.

**12. Abbey Park School unable to distribute results as normal**

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This policy is reviewed annually to ensure compliance with current regulations.

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Criteria for implementation of the plan:

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions:

- The EO will contact the AB to notify them of any such incidents and act upon advice given

\*Information taken from the Joint contingency plan for the examination system in England, Wales and Northern Ireland.

**Further guidance to inform and implement contingency planning**

**Ofqual**

*Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland* <https://www.gov.uk/government/publications/examination-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

**JCQ**

*General regulations* <http://www.jcq.org.uk/exams-office/general-regulations>

*Guidance on alternative site arrangements* <http://www.jcq.org.uk/exams-office/forms>

*Instructions for conducting examinations* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

*A guide to the special consideration process*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

**GOV.UK**

*Emergencies and severe weather: schools and early years settings*

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

\*Hyperlinks provided in this document were correct as of September 2015

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This policy is reviewed annually to ensure compliance with current regulations.

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Appendix B;

## **THE ABBEY PARK SCHOOL POLICY FOR ASSESSMENT DECISIONS AT GCSE & VOCATIONAL**

The 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 Awarding Bodies: AQA; OCR; Edexcel; WJEC; CCEA and others.

This document covers the schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

### **Internal Assessment**

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

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

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

The school will ensure that:

1. work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
2. at the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of NEA and the school's deadlines for submission. Information about the school's appeals procedure, together with this document, will be given at the same time;
3. within each department, candidates are given adequate and appropriate time to produce the NEA;
4. internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
5. the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;

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This policy is reviewed annually to ensure compliance with current regulations.

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6. the staff responsible for internal standardization of a subject will attend any training sessions given by the relevant Awarding Body.

### **Internal Appeals Procedure**

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
2. The appeal must be made in writing to the School's Examinations Officer by 31 May of the year that the coursework was assessed. 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 Headteacher will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. 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.
7. Should the learner not be happy with the outcome of the appeal, the exam body/ bodies can be contacted by the learner.

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This policy is reviewed annually to ensure compliance with current regulations.

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## Appendix C:

### **GCSE Internal NEA Procedure at Abbey Park School**

1. Non examined assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE Award.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCSE NEA Regulations.
3. Irregularities in NEA discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in NEA discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. NEA must be handed in by the agreed published departmental deadline. Each department will inform the candidates of these dates.
6. All students are given the same and sufficient time to complete the assessment.
7. Students are given clear instructions as to the time and place for handing in the assessment.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in. Teachers will issue a receipt for the coursework.
9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
10. If it is impossible to deliver the work to school, the Head of Year must be contacted by phone on the deadline day for advice.
11. If the NEA has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of a NEA deadline if a student is absent for a day or two during the period that the coursework is being completed.

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13. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Year. A note will be given to the HoD and parents to confirm the extension.

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

Review Date: September 2024

Appendix D:

### **NEA Appeals Procedure**

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing by 31 May of the year that the work was assessed to

Mrs Helen Boddy  
The Examinations Officer

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

Review Date: September 2024



### Appendix E: Abbey Park School NEA Risk Management Process

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Timetabling</b>			
NEA schedule clashes with other activities	Plan/establish priorities well ahead (e.g. at the start of the academic year) for all subjects.	Plan dates in consultation with school calendar – negotiate with other parties	SLT/HOD Exams Officer
Too many NEAs close together across GCSE subjects	Plan NEAs so they are spaced over the duration of the course	Space NEAs to allow candidates some time between them	HOY/SLT/Exams Officer
<b>Accommodation</b>			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct NEAs	Use more than one classroom or multiple sittings where necessary	SLT link/HOD Exams Officer
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms/centre facilities		SLT Exams Officer
<b>Downloading awarding body set tasks</b>			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	Exams Officer ICT Technician
Teaching staff unable to access task details	Test secure access rights ahead of NEA schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the NEA schedule	HODs SLT link

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Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Exams Officer SLT Link
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Exams Officer HOY/HOD
Candidates have a scheduling clash for NEA.	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes.	Check before booking the date; provide and alternative date, where necessary and consult awarding body for dealing with timetabling clashes.	SLT Link Exams Officer
<b>Control levels for task taking</b>			
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	SLT Link Exams officer
<b>Supervision</b>			
Student study diary/plan not provided or completed	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	HOD
Teaching staff do not understand that the supervision of NEAs is their responsibility	Ensure teaching staff fully understand the nature of NEAs and their role in supervising assessments		SLT Link Exams Officer
A suitable supervisor has not been arranged for an assessment where teaching staff are <b>not</b> supervising	A suitable supervisor must be arranged for any NEA session where a teacher is not supervising, in line with the awarding body's specification		Exams Officer
<b>Task setting</b>			

This policy is reviewed annually to ensure compliance with current regulations.

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Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification	Seek guidance from the awarding body	SLT Link
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	HOD SLT Link
<b>Security of materials</b>			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	Exams Officer
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	HOD Exams Officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the examination course	Find alternative storage within the centre	Exams Officer SLT Link
<b>Deadlines</b>			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Mark what candidates have produced by the deadline Seek guidance from awarding body on further action.	HOD
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork so the Exams Officer can process and submit ahead of awarding body deadline.	Seek guidance from awarding body	HOD SLT Link
<b>Authentication</b>			

This policy is reviewed annually to ensure compliance with current regulations.

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Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign  Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking	Find candidate and ensure authentication form is signed	HOD
Teaching staff fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature	Return the authentication form to the teacher for signature  Ensure authentication forms are signed as work is marked	HOD
<b>Marking</b>			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking  Plan for sampling of marking during the practice phase	Arrange for re-marking. Consult the awarding body's specification for appropriate procedures	HOD
Centre does not run the standardisation activity as required by the awarding body	Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted	Check with the awarding body whether a later standardisation event can be arranged	HOD SLT Link

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This policy is reviewed annually to ensure compliance with current regulations.

Link SLT: Vice Principal

Review Date: September 2024

## **Abbey Park School Examinations Malpractice Policy**

### **Definition**

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

### **Centre Staff Malpractice**

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

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

### **Candidate Malpractice**

- The following are examples of malpractice by candidates. The list is not exhaustive and other instances of malpractice may be considered and acted upon;
- Misuse of examination material.
- Behaving in such a way as to undermine the integrity of the examination.
- Failing to abide by the instructions or advice of an invigilator, supervisor or the Awarding Body in relation to the examination rules and regulations.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations.
- Disruptive behaviour in the examination room (including the use of talking/ offensive language).
- Introduction of unauthorised material into the examination room e.g. notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, hi-tech watches, mobile phones or other similar devices.
- Obtaining, receiving, exchanging or passing on information which could be examination related (or the attempt to) by means of talking or written paper/notes.
- Personation: pretending to be someone else, arranging for another to take one's place in an examination.
- The inclusion of inappropriate, offensive or obscene material in scripts or NEA.
- Copying from another candidate (including the misuse of ICT to do so).
- Collusion: working collaboratively with other candidates.
- Plagiarism: the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own. (As detailed in Appendix 1)
- Theft of another's work.
- The deliberate destruction of another's work.
- The alteration of any results documents, including certificates.

### **Procedures for informing candidates of Awarding Bodies' regulations**

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

#### **Notice 1: Warning to Candidates**

This notice covers:

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

#### **Notice 2: Notice to Candidates**

This notice covers:

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

#### **Notice 3: Mobile Phones Prohibited**

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

#### **Verbal Announcements**

Before the beginning of every exam, candidates are given a verbal reinforcement of the Awarding Body's regulations. In addition, candidates are given the opportunity to hand in mobile phones which are then kept in the Exams Office until the end of the exam.

### **Procedures for investigating alleged malpractice**

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

#### **Investigation by the School into alleged malpractice by candidates**

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

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

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

Candidates accused of malpractice should be made aware of the avenues for appealing should a judgement be made against him or her. Full details of an

Awarding Body's appeals procedure will be sent to the candidate and parents/guardians if the judgement goes against the candidate.

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

#### **Investigation by the School into alleged malpractice by members of staff**

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

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

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

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

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

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

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

## **Reports**

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

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

## **Plagiarism**

### **What is plagiarism and why is it important?**

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

### **How can students avoid plagiarism?**

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

- Another person's idea, opinion or theory
- Any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge
- Quotations of another person's actual spoken or written word
- Paraphrase of another person's spoken or written words.

### **Plagiarism and the World Wide Web**

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

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

### **Strategies for Avoiding Plagiarism**

- Put in quotations everything that comes directly from the text, especially when taking notes.
- Paraphrase\*, but make sure you are not just rearranging or replacing a few words. Read over what you want to paraphrase carefully: cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a 'guide'). Write out the idea in your own words without peeking.
- Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.
- Using someone else's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.
- It is expected that teachers will cover plagiarism during their lessons. Copies of this policy document are published on the school website and are reviewed and updated every year.