



Exams Policy

Centre Number 36524

Last reviewed on:

September 2024

Next review due by:

September 2025

RECORD OF AMENDMENTS

| When Was the Plan last Updated? | | |
|---------------------------------|-----------------|---|
| Date | Name | Detail (changes made) |
| September 2023 | Laura Rzepinski | Reviewed |
| September 2024 | Scott Johnson | Reviewed - Changes Highlights in Yellow |
| | | |

Bents Green Values

We nurture relationships: We care about everyone in our school community. Unconditional positive regard is central to our approach to students, staff and the whole school community.

We are kind and respectful: We will treat each other with respect and kindness, and we are considerate of each other's feelings.

We celebrate individualism: Every individual is valued for who they are and what they contribute to the school. We are a school that encourages people to embrace their true selves and share their uniqueness with the world.

We communicate positively: We ensure that we focus on developing positive communication with students, staff and the whole school community.

We are lifelong learners: We believe that everyone can achieve and learn in the right environment and with the right support.

We use these values to underpin all our work, and all staff and visitors are expected to model these at all times.

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PART 1: INTRODUCTION

1. Introduction and Aims

Bents Green School has multiple sites. This policy is not applicable to students who attend a subsidiary site, situated within another exam centre, where they have been entered for exams by that exam centre. Those students will adhere at all times to the policies, procedures and all exam regulations relating to that centre.

Bents Green School is committed to ensuring that exams and assessments are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of all exams-related activities are conducted in the best interest of candidates and provides them with the fairest possible opportunities to show attainment and achieve their full potential, through the most appropriate and direct route
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and other applicable awarding bodies
- All staff, including Senior Leadership Team, the Exams Officer, Subject and Class teachers, Assessors, Invigilators and any other relevant support staff working within an exam-related role, have access to up to date information, policies and guidance from the appropriate awarding bodies. A copy of this document and additional policies will be kept in the designated Exam Officer.

2. Roles and Responsibilities

2.1 Key Staff Involved in the Exams Process

| Role | Name(s) |
|---|--------------------|
| The Centre | Bents Green School |
| Head of Centre | Laura Rzepinski |
| The Head of Centre will: | |
| <ul style="list-style-type: none">• Have overall responsibility for Bents Green School as an exams centre | |

| | |
|---|--|
| <ul style="list-style-type: none"> • Be responsible for ensuring the centre's compliance with awarding bodies procedures and principles at all times | |
| Senior leader(s) | Richard Cusworth Juliette Pitchfork |
| Exams Officer | Scott Johnson |
| SENCo | Aileen Hosty |

2.2 Who should read this policy?

The following individuals must read and understanding their responsibilities within this document and throughout the exams process:

- The Head of Centre
- The Exams Officer
- Senior Leadership
- SENCO
- Subject Teachers
- Reception Staff
- Candidates
- Invigilators
- Site Management
- Anyone else involved in any part of the exams process

PART 2: THE EXAMS CYCLE

3. Qualifications on Offer

3.1 Qualifications offered

Qualifications offered at Bents Green School are agreed by the Senior Leadership Team, and informed by Subject Teachers input, prior to the start of each academic year.

Currently we offer the following types of qualifications:

- GCSE Qualifications
- Entry Level Certificates
- Functional Skills
- ASDAN Personal Progress and PSD Qualifications and Lifeskills Challenge Awards
- AQA Unit Awards.

The specific subjects offered within these qualifications in any given school year may be found on our website. Any internal changes and/or decisions made to a specification or qualification undertaken by the centre for the next academic year, must be communicated to the Exams Officer by 1st July of the previous academic year.

The Head of Centre will:

- Make the final decision on whether a candidate should be entered for a particular subject, in consultation with Senior Leaders and Subject Teachers.

Senior Leaders will:

- Inform the Exams Officer of any internal changes and decisions made to overall specification of qualifications undertaken by the centre.

Subject Teachers will:

- Inform the Exams Officer of any internal changes to the syllabus or assessment process for their subjects.

3.2 Exams Series Selection

The Head of Centre and SLT will decide which exam series are used in the centre. Usually External exams are scheduled for the June series, taking place between May and June.

External and Internal assessments are scheduled and undertaken at any point during the year to suit the school calendar. All internal exams/assessments are held under external exam conditions.

On-demand assessments are also offered within the centre, for applicable qualifications. These can be scheduled only in windows agreed upon by the Exams Officer, Head of Centre and SLT.

4. Entries

4.1 Planning

Whilst planning for upcoming examinations and assessments the Exams Officer will:

- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar will be provided to all staff and candidates.
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies.

4.2 Cyber Security

The head of centre must ensure there are procedures in place to maintain the security of user accounts and candidate information by:

- Providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- Providing training for staff on awareness of all types of social engineering/ phishing attempts
- Enabling additional security settings wherever possible
- Updating any passwords that may have been exposed
- Setting up secure account recovery options
- Reviewing and managing connected applications

- Monitoring accounts and regularly reviewing account access, including removing access when no longer required
- Ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document Guidance for centres on cyber security
- Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

4.3 Exam Fees and Charges

The Centre:

- Will pay for one GCSE exam entry fee, per candidate, per exam
- May charge a candidate for entries if an examination is missed without a reasonable excuse

The Exams Officer will:

- Liaise with the finance department to ensure the payment of fees charged from awarding bodies are paid on time
- Account for income and expenditure relating to all exam costs/charges

Candidates will:

- Not be charged for entries, 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.

4.4 Estimated Grades

The Exams Officer will:

- Provide and confirm detailed data on estimated entries, where necessary, to awarding bodies

Subject Teachers will:

- Submit estimated grades to the exams officer when requested.

4.5 Making Entries

The Centre will:

- Not accept entries from private candidates
- Not act as an exam centre for other organisations

The Exams Officer will:

- Circulate entry deadlines to Senior Leaders and Subject Teachers
- Maintain systems and processes to support the timely entry of candidates for external exams
- Submit the required candidate information to the appropriate awarding bodies for entry into examinations and assessments before the published awarding body deadlines.

Subject Teachers will:

- Provide the Exams Officer with information on the candidates selected for entry within an exam series
- Provide guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries

Candidates (or parents/carers) may:

- Request subject entry, change of level or withdrawal following consultation with the candidate's Subject Teacher and Senior Leaders.

4.6 Access Arrangements

A full list of reasonable adjustments available for both examinations and assessments is available from the Exams Officer.

The Head of Centre will:

- Ensure the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Appoint a SENCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury
- Ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (The process must include the centre assessing each

potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)

- Recognise their duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, through the access arrangements process, submit applications for reasonable adjustments, and make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid)†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect
- Ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and held on file for inspection)
- Have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ document Access Arrangements and Reasonable Adjustments
- Ensure that the SENCo (or equivalent role) understands the JCQ document Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre

SENCO will:

- Identify and test candidates' requiring access arrangements
- Provide candidates with the additional support needed, outside of examination and assessment conditions – in regards to spelling, reading, mathematics, dyslexia or other essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims
- Understand the contents, refers to and directs relevant centre staff to annually updated JCQ documents including, *Access Arrangements and Reasonable Adjustments*

- Ensure 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)
- Ensure a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for them
- Inform Subject Teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams
- Ensure there is appropriate evidence for a candidate's access arrangements and, where relevant, ensure the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working
- Ensure the Exams Officer is provided with the required paperwork and evidence needed to submit an access arrangement application
- Hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications.

The Exams Officer will:

- Submit any access arrangement applications for approval using 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, following the regulations of the awarding bodies and JCQ
- Ensure any applications for access arrangements or reasonable adjustments are submitted by the published deadline
- Ensure access arrangements, do not invalidate the assessment requirements of the qualification or give the learner an unfair advantage.
- Ensure that access arrangements reflect the learner's normal way of working and are based on the individual needs of the learner

- Ensure awarding bodies procedures for requesting adjustments to assessments are adhered to at all times
- Ensure a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s), supporting evidence of need and a signed candidate data personal consent form (This information must be readily available for inspection at the venue where the candidate is taking the examination(s))
- Ensure requests for modified papers are submitted by the published deadline
- Ensure there are appropriate resources in place at the time of examinations/ assessments to meet candidates' needs, e.g. sufficient readers and scribes
- Ensure room arrangements for candidates using access arrangements are in place ready for examinations/assessments
- Ensure Invigilation and support for candidates using access arrangements, as defined in the JCQ access arrangements regulations, are in place ready for examinations/assessments
- Ensure 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 made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements

Subject Teachers will:

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Notify SENCO and the Exams Officer of any perceived access arrangement requirements which need implementing for candidates undertaking examinations/assessments, within three months of the course of study beginning. (Access Arrangements)

Our full policy and procedures relating to access arrangements compliance within the examinations process can be found detailed within our Access Arrangements Policy. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

4.7 Receiving Exam Materials

The Exams Officer will:

- Receive, check and securely store all exam papers and completed scripts, and ensure that completed scripts are dispatched as per the guidelines

Reception Staff will:

- Support the Exams Officer in the receipt of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials

5. Exam Time

5.1 Exams Timetables

The Exams Officer will:

- Upon confirmation, circulate the exams timetable for both internal and external exams and distribute them to staff and candidates prior to each exam series
- Ensure that candidates and their parents are informed of, and understand, all aspects of the exams timetable that will affect them, including details on how they lodge an appeal

Senior Leaders will:

- Consult with the Exams Officer regarding internal examinations prior to the publishing of the exams timetable.

Subject Teachers will:

- Consult with the Exams Officer regarding internal examinations prior to the publishing of the exams timetable.

5.2 Oversea Candidates

The Exams Officer is responsible for managing any overseas candidates

5.3 Clash Candidates

The Exams Officer will:

- Identify any exam timetable clashes
- Identify a secure venue to hold candidates between clashes
- Make necessary arrangements to supervise and escort clash candidates between examinations
- Arrange any overnight stays where necessary

5.4 Invigilating Examinations

Due to the needs of our candidates, only Internal staff only will be used to invigilate examinations.

Head of Centres will:

- Ensure support is provided for the Exams Officer and Invigilators when dealing with disruptive candidates in exam rooms

The Exams Officer will:

- Organise the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Provide thorough training for new invigilators on the current instructions for conducting examinations and an update for the existing invigilation team so that they are aware of any changes in a new academic year, before they are allocated to invigilate an exam
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Work with the SENCo (or equivalent role) 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
- Ensure invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan)
- Deploy 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, prompter, 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, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam)

- Ensure that, wherever possible a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates is not an invigilator during the examination. It is acknowledged that due to the needs of our candidates this may not always be possible and in these circumstances all efforts will be made to ensure the integrity of the examination in complete compliance with JCQ rules and regulations
- Ensure invigilators are aware of the candidate identification procedure
- Provide invigilators with appropriate resources to effectively conduct exams
- Brief invigilators on the exams to be conducted on a session by session
- Ensure sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode)
- Ensure 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
- Ensure invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Ensure invigilators and candidates are aware of the emergency evacuation procedure
- Ensure invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Invigilators will:

- Attend/undertake annual training sessions on the current JCQ and awarding bodies regulations

- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Follow the procedure for verifying candidate identity provided by the Exams Officer
- Seat candidates in exam rooms as instructed by the seating plan
- Conduct exams in every exam room according to JCQ Instructions for conducting examinations and/or awarding body requirements
- 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 or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

5.5 Exam Sessions

Senior Leaders will:

- Be present at the start of the exam to assist with identification of candidates but must leave the examination room before the start of the exam.

The Exams Officer will:

- Provide written information to candidates in advance of each exam series. A formal briefing session for candidates may also be given by the Exams Officer.
- Be responsible for booking all exam rooms (after liaising with other relevant users)
- Retrieve securely stored exam papers and make question papers, exam stationary and materials available for the invigilator/s
- Ensure all exams are started and finished in accordance with JCQ regulations by Invigilators
- Handle any late or absent candidates on the exam day.
- Not allow exam papers or materials to be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Teachers in accordance with JCQ's recommendations.

- After an exam, the Exams Officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and school support staff where necessary.

Lead Invigilators will:

- Collect exam papers and other materials from the exams office before the start of the exam
- Collect all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

Invigilators will:

- Start, finish and monitor all exam undertaken in accordance with JCQ regulations.

Candidates will:

- Abide by the published rules by the centre on acceptable dress and behaviour at all times
- Understand that candidate's personal belongings remain their own responsibility and we accept no liability for their loss or damage
- Not access items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject
- Not access mobile phones and other electronic devices
- Not access or take into the examination room any other prohibited items
- Not disrupt, help, or ask for help from other candidates
- Confirm and sign all examination and assessment entries
- Be expected to stay for the full exam time, at the discretion of the Exams Officer or Invigilator.
- Only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by an appropriate member of staff at all times.

6. Centre-Assessed Work

6.1 Non-Examination Assessments

Whilst undertaking Centre-Assessed Work, the Centre will:

- Co-ordinate and standardise all marking of centre-assessed components to ensure that candidates' centre-assessed work is assessed and quality assured in accordance with the awarding bodies' instructions
- Submit, in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date
- Ensure all Non-Examinations Assessment work is completed at the school with the oversight of qualified staff and without the use or implementation of AI.
- Ensure that whenever staff mark candidates' work it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- Ensure candidates work is marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.
- Ensure that work produced by candidates is authenticated in line with the requirements of the awarding body.
- Ensure, where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency and fairness of marking.

Subject Teachers will:

- Provide the Exams Officer with all marked and moderated work by the in-centre submission deadlines
- Ensure that all work is accompanied by the relevant and required cover sheets, declarations, and access arrangement documentation
- Accurately complete coursework/controlled assessment mark sheets and declaration sheets
- Supply information about entries, coursework and controlled assessments as required by the Exams Officer.

The Exams Officer will:

- Inform teaching staff of the in-centre deadline dates for submitting internal assessments to the exams office
- For internally assessed qualifications, ensure assessors are aware of Ofqual principles
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ, AQA, ASDAN and other awarding body guidelines, policies and procedures
- Maintain systems and procedures to enable the reliability, validity and transparency of the process of internal assessment for all qualifications
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Keep a record of each dispatch, including the recipient details and the date and time sent.
- Inform staff of the deadline dates for appeals against internal assessments. (Any appeals will be dealt with in accordance with our internal appeals procedure.)

Candidates will:

- Understand coursework/controlled assessment regulations, signing a declaration that confirms the coursework and any Non-Examination Assessments undertaken internally to be their own

Our full policy and procedures relating to Non-Examination Assessments within the examinations process can be found detailed within our Non-Examination Assessments Policy. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

6.2 Review of Marking – Centre-Assessed Work

When processing requests to review marks the Centre will:

- Ensure that candidates are informed of their centre assessed marks in good time so that they may request a review of the centre's marking before marks are submitted to the awarding body

- Inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision
- Allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of any review of the centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

In the case of any unresolved review, candidates should refer to the awarding body's Appeals policy and procedures.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Bents Green School and is not covered by this procedure.

Our full policy and procedures relating to Internal Assessment appeals within the examinations process can be found detailed within our Internal Appeals Procedure. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

7. Malpractice, Maladministration and Plagiarism

All cases of suspected or actual incidents of malpractice, maladministration or plagiarism should be reported immediately to the Exams Officer who will contact the appropriate awarding body to allow them to decide how the matter will be investigated.

The Centre will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, ensure evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require.
- Ensure any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document *Suspected Malpractice – Policies and Procedures*

The Head of Centre will:

- Overseeing any investigation into suspected or actual malpractice, maladministration and plagiarism. They will ensure it is thoroughly investigated in a fair, reasonable and legal manner, ensuring evidence is considered without bias.
- Be responsible for ensuring that all suspected or actual incidents of malpractice, maladministration or plagiarism are reported immediately to the appropriate awarding body.

The Exams Officer will:

- Cooperate fully with any investigation carried out by awarding bodies. Should the awarding body request the investigation be carried out by the centre, they will ensure the awarding body is kept informed at all times.
- Report all suspected or actual incidents of malpractice, maladministration or plagiarism immediately to the appropriate awarding body to allow them to decide how the matter will be investigated. All investigation will take place in line with awarding bodies and the JCQ guidance on suspected malpractice in examinations and assessments

Our full policy and procedures relating to Malpractice, Maladministration and Plagiarism compliance within the examinations process can be found detailed within our Malpractice Policy. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

8. Post-Exam

8.1 Special Consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged or disturbed during an exam, they are responsible for alerting the Invigilators, the Exams Officer or the Head of Centre.

If a request for special consideration is implemented, Senior Leaders will:

- Support eligible applications for special consideration by signing appropriate evidence

The Exams Officer will:

- Process eligible applications for special consideration to awarding bodies
- Gather evidence which may need to be provided by other staff in centre or candidates
- Make a special consideration application to the relevant awarding body within 7 days of the exam, and before the external deadline

Candidates must:

- Support any special consideration claim with appropriate evidence within 3 days of the exam.

Our full policy and procedures relating to Special Consideration compliance within the examinations process can be found detailed within our Internal Appeals Procedure. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

8.2 Publishing of Results and Certificates

The dates for results day will be publicised each year for all candidates through the school website and in letters home. On results day candidates will each receive an individual results slips stating their achieved results. The results slip will be in the form of a centre-produced document. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Certificates will be distributed to candidates at a later date, during a celebration evening once all certificates have arrived in the centre. Any candidates who are not present at the celebration evening will have their certificates stored at the centre, where they can then be collected in-person. Certificates are not withheld from candidates who owe fees.

During the process, the Head of Centre will:

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Make arrangements for the centre to be open on results days are made by the Senior Leadership Team.
- Ensure senior members of staff are accessible to candidates immediately 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 ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly
- 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
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

The Exams Officer will:

- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Inform candidates in advance of when and how results will be released to them for each exam series

- Access results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolve any missing or incomplete results with awarding bodies
- Issue statements of results to candidates on issue of results date
- Provide summaries of results for relevant centre staff on issue of results date
- Work with senior leaders to ensure procedures for managing the main summer results day(s) are in place
- Updates centre results information, where applicable

Subject teachers will:

- Provide insight for individuals, be it student or staff, considering accessing post-results service

Site Management will:

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

Our full policy and procedures relating to the publishing of results and certificates within the examinations process can be found detailed within our Checking and Issuing Certificates Procedure. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

8.3 Post-result Services

8.3.1 Enquiries about Results

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate.

If a result is queried, the Exams Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

If a candidate's request for an EAR is not supported, the candidate may still apply to have an enquiry carried out however they will be charged.

A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

All processing of EARs will be the responsibility of the Head of Centre and Exams Officer following the JCQ guidance.

8.3.2 Access to Scripts

After the release of results, candidates may ask subject staff to request the return of written exam papers within 3 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre.

8.3.3 Requesting Post-Result Services

Following the publication of results and the opening of post-result services by the awarding bodies, the Head of centre will:

- Ensure an **Internal Appeals Procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Understand 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)

The Exams Officer will:

- Be responsible for ensuring any appeals from learners, complaints and re-marks are administered in accordance with awarding body guidelines
- Provide information to candidates and staff on the services provided by awarding bodies and the fees charged
- Publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met

- Provide a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submit requests to awarding bodies to meet the external deadline for the particular service
- Track requests to conclusion and informs candidates and relevant centre staff of outcomes
- Update centre results information, where applicable

Teaching staff will:

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

Candidates will:

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

Our full policy and procedures relating to Post-Result Services within the examinations process can be found detailed within our Post-Results Requests Procedures. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

8.4 Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs
- Functional Skills
- PSD

Re-sit decisions will be made in consultation with Candidates and Subject Leaders.

8.5 Complaints

All complaints should be made in writing to the Head of Centre as soon as possible and within 3 months of the incident requiring investigation.

Any complaint will be dealt with in accordance with the awarding body's guidance and procedure. A copy of this can be requested from the exams office.

Our full policy and procedures relating to Internal Assessment appeals within the examinations process can be found detailed within our Internal Appeals Procedure. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

9 Monitoring Arrangements

This policy will be reviewed as guidance from JCQ is updated, and as a minimum every year by the Exams Officer and Head of Centre. At every review, the policy will be approved by the full governing board.

PART 3: JCQ REQUIRED POLICIES

In accordance with JCQ regulations the following policies are in place, in conjunction with this policy, and are readily available for inspection. These policies, along with this policy, will be reviewed and updated annually to comply with JCQ regulations.

9. Escalations Process

Our Escalation process is detailed within the document, *Exam Escalation Process*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

10. Child Protection and Safeguarding Policy

Our Child Protection and Safeguarding policy is detailed within the document, *Child Protection and Safeguarding Policy (Exam-Specific)*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

11. Complaints Policy

Our Complaints procedure is detailed within the document, *Complaints Policy and Procedure*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

12. Conflicts of Interest Policy

Our Conflict of Interest policy is detailed within the document, *Conflict of Interests Policy and Procedure*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

13. Data Protection Policy

Our Data Protection policy is detailed within the document, *Data Protection Policy*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

14. Equalities Policy

All staff must ensure that they meet the requirements of any equality legislation.

The Equality Act 2010 legally protects people from discrimination in the workplace and in the wider society, such as school. It replaced previous anti-discrimination laws with a single Act. It sets out the different ways in which it's unlawful to treat someone.

A person has a disability under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on your ability to do normal activities.

To find out more about exactly how our centre can satisfy the requirements of the Equality Act 2010 visit the website Gov.co.uk.

When implementing any part of the exams process, we will comply with all equalities legislation, including making reasonable adjustments to the service that we provide to candidates, in accordance with the requirements defined by the legislation, and by awarding bodies, and JCQ. This is the responsibility of the Head of Centre and SENCO.

Our Equalities policy is detailed within the document, *Exams Equalities Policy*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

15. Contingency Plan

Contingency planning for exams administration is the responsibility of the Exams Officer and SLT.

Our full policy and procedures relating to contingency compliance within the examinations process can be found detailed within our Exams Contingency Plan. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

The contingency plan covers all aspects of examination/assessment administration and delivery. SLT have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan covers the following scenarios:

- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCO, examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

Within the contingency plan the centres identifies an alternative site if examinations cannot be conducted at the registered address.

The centre also has in place at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays.

The centre will also ensure that candidates' work is backed-up and will consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. The centre will implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

16. Internal Appeals Procedure

Our Internal Appeals Procedure is detailed within the document, *Internal Appeals Procedure*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

17. Malpractice Policy

Our Malpractice, Maladministration and Plagiarism policy is detailed within the document, *Malpractice Policy*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

18. Non-examination Assessment Policy

Our Non-Examination Assessment policy is detailed within the document, *Non-Examination Assessment Policy*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

19. Whistleblowing Policy

Our Whistleblowing policy is detailed within the document, *Whistleblowing Policy*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

20. Word Processor Usage Policy

Our word processor usage policy is detailed within the document, *Exams Word Processor Policy*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

21. Qualified Centre Assessor Recruitment Policy

Our procedure to assess the qualifications of our centre appointed access arrangements assessor is detailed within the document, *Procedure to Check Assessors Qualifications*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

22. Candidate Identification Procedure

Our candidate identification procedure is detailed within the document, *Candidate Identification Procedure*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

23. Post-result Requests Procedure

Our post-result requests procedure is detailed within the document, *Post-Results Requests Procedure*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.

24. Emergency Evacuation Policy

Our emergency evacuation policy is detailed within the document, *Emergency Evacuation Policy*. This can be located within the exams office or through the shared, (O:) Office Admin Drive.