



BLACON
HIGH SCHOOL
SUCCESS THROUGH PARTNERSHIP

Examinations Policy

2017-2018

VISION STATEMENT

Success through Partnership

Blacon High School will inspire everyone to work together to create a successful, inclusive and forward looking learning community, supporting excellence for all to make a positive difference to society.

Committee approved: 8th February 2018
Ratified by Full Governing Body: N/A
Next due for review: Spring 2019

Aims and Objectives

External examinations provide vital summative assessment, generally at the end of a Key Stage. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the school participates willingly in the administration of these examinations in the best interests of the students and the school. In addition, other internally set and marked examinations may take place at other stages in a student's progress through the school in order both to prepare for public examinations and check student learning. (See Assessment, Reporting, Recording Policy.)

The school incorporates the Equality Act 2010 within the exam process and works closely with the SENCO to ensure that this is carried out in accordance with the statutory guidelines.

Purposes

To ensure that:

- The examination system in this school combines entitlement with flexibility.
- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; administration helps them achieve their best.
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour (See information for candidates).
- Staff understand fully their obligations and responsibilities with relation to examinations
- The school meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service.
- Accurate examination data is available to inform target setting.
- There is a student progress report for parents (see ARR Schedule).

Responsibilities for External Examinations

Headteacher – overall responsibility for the school as an examination centre – Sue Yates

Deputy Headteacher – Responsibility for accurate examination procedures and controlled assessment procedures – Nick Scoltock

Examinations Officer – administration of entries, relevant paperwork, organisation of examination session and examination dates, communication with the Examination boards, posting of examination papers and the post results procedures – Lisa Jones.

At Key Stage 3

- It is expected that all students will take English, mathematics tests to assess attainment and progress
- The school will use appropriate intervention, booster or one to one tuition to support students who are unlikely to attain their end of Key Stage 3 milestone
- The school will report end of Key Stage data externally

At Key Stage 4

- All students are entitled to and enabled to achieve examination entries from an external awarding body
- Examinations will include GCSE, BTEC or equivalent at Key Stage 4
- Any proposed major changes to the examination board, timing controlled assessments must be discussed and approved through the school's Line Management system

Internal Examinations

- The exact nature of summative assessment in each subject will be determined ultimately by the subject leader to provide a holistic view of testing. This will be in line with both the Assessment, Recording and Reporting process and schedule
- Years 9 - 11 mock examinations and end of year testing will be held to support students and to provide formative assessment data

Administration

- All relevant examination documentation will be housed in the examinations store based on the corridor opposite the Headteacher's Office
- Access to the store will include the Examination Officer, Assistant Exam Officer and the School Lead Maintenance Officer
- The Examination Officer will carry out all administration procedures regarding external examinations as specified by the JCQ

Public Interest Disclosure Act (Whistleblowing) – Appendix A

- In the case of a member of teaching staff, admin staff or an Invigilator suspecting any malpractice in examinations or assessments the JCQ guidance for Public Interest Disclosure Act (Whistleblowing) should be followed
- This document is available on the school website in conjunction with the Examination Policy

Disruption Contingency Plan – Appendix B

- In the event of severe weather or a crisis disrupting the access to the school building or the distribution of the examination papers the Examination Disruption Contingency Plan (appendix B) sets out the guidelines to follow

Suspected Malpractice Procedures – Appendix C

Centre staff malpractice (see Appendix D, part 1)

Centre staff malpractice' means malpractice committed by:

A member of staff or contractor (whether employed under a contract of employment or a contract for services) at a centre; **or**

an individual appointed in another capacity by a centre such as an invigilator, an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter.

Examples of centre staff malpractice are set out in **Appendix D, Part 1**. These examples are not an exhaustive list and as such do not limit the scope of the definitions set out in this document. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

Candidate malpractice (see Appendix D, part 2)

Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of candidate malpractice are set out in **Appendix D, Part 2**. These examples are not an exhaustive list and as such do not limit the scope of the definitions set out in this document. Other instances of malpractice may be considered by the awarding bodies at their discretion.

During an examination:

A copy of the Malpractice Procedure and JCQ definitions will be given to all Invigilators by the examinations Officer (appendix D). If the Invigilator suspects a candidate of malpractice then the following procedures should be followed:

- Remove the item/equipment from the candidate so as not to cause disruption to the other candidates and retain as evidence
- Where the integrity of the exam is not jeopardised or the other candidates are not being disrupted ask the candidate to complete the paper
- Contact the Exams Officer who will inform the Headteacher or in their absence a member of SLT
- Complete all the information regarding the suspected malpractice in the log book in your tray – include candidate name, candidate number, date, time, paper sitting, names of all staff present and a full detailed report of the incident
- Any items removed from the candidate should be retained and given to the Exams Officer who will give the Headteacher
- At the end of the exam retain the candidate until the Headteacher or SLT member in their absence arrive

All members of staff within the exam should remain until the relevant paperwork JCQ/M1 has been completed

The Head of Centre will:

- Notify the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice. **The only exception to this is malpractice discovered in controlled assessments or coursework before the authentication forms have been signed by the candidate**
- **Complete Form JCQ/M1** (suspected candidate malpractice) or **Form JCQ/M2A** (suspected malpractice/maladministration involving centre staff) to notify an awarding body of an incident of malpractice. Each form is available from the JCQ website – <http://www.jcq.org.uk/exams-office/malpractice>;
- Supervise personally all investigations resulting from an allegation of malpractice
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice. This will be in the best interests of centre staff, candidates and any others involved
- Co-operate and ensure their staff co-operate fully with an enquiry into an allegation of malpractice, whether the centre is directly involved in the case or not
- Inform staff members and candidates of their individual responsibilities and rights
- Pass on to the individuals concerned any warnings or notifications of penalties, and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

After investigating an allegation of malpractice

The Head of Centre will submit a full written report of the case to the relevant awarding body.

The report will be accompanied by the relevant documentation

- A statement of the facts, a detailed account of the circumstances of the alleged malpractice, and details of any investigations carried out by the centre;
- Written statement(s) from the invigilator(s), assessor, internal verifier(s) or other staff who are involved
- Written statement(s) from the candidate(s)
- Any mitigating factors
- Information about the centre's procedures for advising candidates of the awarding bodies' regulations
- Seating plans showing the exact position of candidates in the examination room obtained from the Examinations Officer

- 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.

Once a decision has been made

- The Head of Centre will communicate the decision to the individuals concerned, and pass on warnings in cases where this is indicated.
- The Head of Centre will inform the accused individual that the awarding body may in some circumstances share information with the regulators

Procedure for External Examinations (see Appendix D)

- The school will not operate a study leave period
- External examinations will take place in the main school Hall except for those students requiring special access arrangements.
- The ratio of invigilators to students for written exams is 1:30 and onscreen exams 1:20
- Students at Key Stage 4 will receive notification of a seating plan prior to the examination season
- The school Library will be available for year 11 during the exam season
- A seating plan will be posted outside the Hall entrance prior to the students entering the main Hall
- Students will wear school uniform for the duration of the exam season
- All coats, bags, mobile phones will be kept separately from the candidates prior to the start of examination.
- Prior to commencing every examination, the Chief Invigilator will notify students of examination procedures
- Attached are the procedures for the emergency evacuation of the main examination Hall and other rooms used for exams in the event of an emergency. The Headteacher and Deputy Headteacher will be responsible for this
- Schools Examination Officer, Data Manager and Deputy Headteacher carry out the download and analysis of external examination results on the morning these are available from 8.00 am
- The Headteacher will be informed of the results
- The Examination Officer will be responsible for producing relevant documents/certificates for distribution to students

The Senior Members of Staff (see Appendix F)

- Senior members of staff will be responsible for overseeing the start and close of an examination.
- They will be in the examination Hall 5 minutes prior to the start of the examination
- They will ensure that all examination procedures are adhered to
- They will ensure that students have heard and understood the instructions delivered by the Examination Officer
- They will remain in the Hall until the examination commences and will be available throughout the duration of the examination should an invigilator require assistance
- They will be available 5 minutes prior to the close of the examination to ensure the examination is closed according to the examination procedures
- Teaching staff of the subject specific examination may not enter the examination Hall during the course of the examination
- An attendance/absent register will be taken at the start of every examination. A telephone call home will be made to those students who fail to arrive for their examination on time.

Access Arrangements

- Such arrangements will be made in consultation with the school SENCO/relevant teaching assistants and the Examination Officer

- Access arrangement examinations will take place separately from the main exam room
- Where a scribe or reader is deployed invigilators will be provided in accordance with JCQ regulations
- All Teaching Assistants and internal invigilators will be trained in the examination procedures as set out by the JCQ
- The use of a word processor in an exam situation will be assessed by the SENCO on a case by case basis (**see appendix I**).

Controlled Assessment Policy (see Appendix J)

- The school operates the centre wide approach to controlled assessment
- The Curriculum Lead will ensure controlled assessment within their department are conducted within JCQ regulations
- The Curriculum Lead will be provided with access to and be familiar with the JCQ regulations with regard to controlled assessments
- The 'level of control' for each subject is supplied within the subject specification and known by the Curriculum Lead
- The Examination Officer is informed when 'high' level of control is required
- The Curriculum Lead will decide on the most appropriate time for the controlled assessment to take place
- Departments will plan when and how the assessment will take place, taking into account the accommodation and resources required
- Curriculum Leads will annually complete the controlled assessment form supplied by the Examinations Officer detailing the secure storage and procedures used within the department
- For students requiring access arrangements whole school examination consultation procedures are carried out with the school SENCO
- A register of attendance from assessment sessions will be kept by the class teacher
- A record of the date, time and name of the supervisor, record of candidates is to be kept by the supervisor of the controlled assessment
- Students controlled assessment work will be assessed internally by departments according to criteria provided by the awarding body
- Internal standardisation will be carried out by departments and external moderation where specified by awarding bodies
- Record of marks/grades of controlled assessment pieces will be kept by the Curriculum Lead and the Examination Officer

Enquiries about Results (EARs) (see Appendix H)

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

Where an application is made for clerical checks and post-result reviews of marking, consent is obtained in writing before the application is submitted. Candidates are made aware that marks and subject grades may be lowered by this process.

Candidates are informed of the outcome of any enquiry by letter accompanied by the report of the Examining Board outlining the decision and the appeal's process.

Consent forms are retained by the centre for at least 6 months following the outcome of the enquiry about results or any subsequent appeal.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school on the basis of several factors, including knowledge of the exams system and professional judgement.

School complies with the appeals procedure set out by providers not compliant with JCQ regulations. School will make appeals on behalf of students to BCS who will acknowledge an appeal within 2 working days and decide if there is a case for appeal. The appeal outcome decision will be made within 20 working days. The standard appeal fee is £100 + VAT, if an independent review is required there is an additional fee of £400 + VAT. Further information on BCS appeals policy can be found on the BCS website, Approved Centre Forum, News Information and Support, Document Library.

Reviews of Marking – Centre Assessed Marks (See Appendix J)

Staff assessing candidates' marks will inform the candidate of their marks so that they may request a review of the marks before submitting these to the awarding body.

Staff will ensure that this is completed ahead of the awarding bodies published deadline to allow candidates time to request a review.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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.

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

GCSE re-marks cannot be applied for once a script has been returned.

Internal Assessment Appeals Policy

- The school is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessment should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to their work, he/she may make use of this appeals procedure.
- **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**
- The existence of this procedure is made known to students in assemblies at the start of examination courses and on the school website as well as in the examinations policy, which is available for inspection on request.
 1. Appeals should be made in writing to the Examinations Officer who will investigate the appeal
 2. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
 3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice. This will be done before the end of the series.

4. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Head of Centre and a copy given to the candidate.
 5. If the candidate is not satisfied with the written response they have received then they can request a personal hearing before an appeals panel. The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
 6. The appeals panel will consist of the Examinations Officer(s) and two of the following - the Headteacher, Deputy Headteacher, Assistant Headteacher, the Head of Department.
 7. The candidate will be given at least two days' notice of the hearing date. A breakdown of the marks awarded will be given to the candidate in advance of the appeal. The candidate may bring a parent/carer to the hearing. The teacher(s) involved will be present at the hearing.
 8. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
 9. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
- After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.** Details of the appeals procedure for the relevant awarding body are available from the Examination Officer.

Policy written by: Mr N Scoltock, Deputy Headteacher
Mrs L Jones, Examinations Officer

Version Control

Number	Update	Date	By whom
0.1	Policy updates – page 2 (aims and objectives), Page 7 (access to Scripts)	06/12/2016	Lisa Jones
1.0	Policy approved at Governor committee meeting	09/02/2017	Curriculum and Standards
	Policy approved by full Governing Body	30/03/2017	Governing Body
1.1	Policy updates	08/12/2017	Lisa Jones

Produced on behalf of: AQA, City & Guilds, CCEA, Pearson, OCR and WJEC
Public Interest Disclosure Act (Whistleblowing)
Guidance in relation to suspected malpractice in examinations and assessments

This guidance is principally for centre staff who may witness malpractice in examinations and assessments, but may be unsure about what action to take.

The Public Interest Disclosure Act (PIDA) gives legal protection to employees from being dismissed or penalised by their employers as a result of publicly disclosing (“blowing the whistle on”) certain serious concerns.

It is probable that your organisation has a whistleblowing policy. If it does not, you will still be protected under the PIDA. This allows you the opportunity to bring to your Senior Management Team’s attention possible corruption or non-conformance with legal obligations for example, but also when you suspect malpractice is taking place.

What should you do if you see malpractice taking place in examinations or assessments?

If you believe that your management team will take action to remedy the situation then informing your line manager may be the best solution. However, if you believe that your Senior Management Team is involved, or you believe that you may be victimised by raising the issues with them, then you may wish to talk to the relevant awarding body.

You will still be protected by the PIDA if:

- you reasonably believe that by making the disclosure to your employer you will be victimised; or
- you reasonably believe that by making the disclosure to your employer there is likely to be a cover-up; or
- the matter has previously been raised internally or with the sector regulator.

Who do you talk to and what happens if you contact an awarding body?

Each awarding body has staff who deal with malpractice. You can talk to them in confidence and explain your concerns.

The awarding body will:

- respect your rights under the PIDA;
- understand the difficult position that you are in;
- have experience of similar situations; and
- explain the importance of supporting evidence and the sort of evidence that might help in your particular case.

The awarding body will make every effort to protect your identity, if that is what you wish, unless legally obliged to release it. This may be in the course of a police investigation, for example. Please be aware that it will not be possible for the awarding body to provide you with a report on the findings or outcome of any investigation that may ensue.

Which awarding body is contacted will depend on the qualification where malpractice is suspected. You can contact a malpractice expert within a specific awarding body as shown below:

AQA	irregularities-n@aqa.org.uk	0161 455 5441
CCEA	malpractice@ccea.org.uk	028 90 261200 ext 2203
City & Guilds	reviewandregulation@cityandguilds.com	020 7294 2775
Edexcel	pqsmalpractice@pearson.com	020 7190 4455
OCR	malpractice@ocr.org.uk	01223 553998
WJEC	malpractice@wjec.co.uk	029 20265121

You may find the following websites useful:

- JCQ:
<http://www.jcq.org.uk/exams-office/malpractice>
- Public Concern at Work:
<http://www.pcaw.org.uk/>
- Ofqual:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/470563/2014-05-02-whistleblowing-policy-raising-concerns-about-a-regulated-qualification-or-a-recognised-awarding-organisation.pdf

Appendix B

Blacon High School Examination Disruption Contingency Plan

1. Severe weather conditions – centre is closed

Criteria for implementation of the plan

- **Centre is closed due to severe weather conditions – no access to students or staff**

Centre actions:

- The Head of Centre has taken the decision to close due to severe weather conditions
- Exam Officer to ensure that the Head of Centre has a copy of the examination timetable
- Exam Officer and Deputy Headteacher have ensured that candidates are made aware of the procedures for severe weather conditions through a letter enclosed in their statement of entry and assemblies detailing all examination procedures
- The Head of Centre will implement the schools severe weather policy advising all staff through the nominated persons of the schools closure including the Exam Officer
- The Head of Centre will contact the local radio station to ask them to broadcast the closure
- Wherever possible the school website will be updated with the closure
- The Exam Officer will inform all awarding organisations of the centres closure – A list of all awarding organisations contact details to be easily accessed by the Exam Officer
- The Exam Officer will advise candidates to sit the examination in the next available series where this is not their terminal examination
- If candidates are sitting units as part of their terminal examination series or there are no further re-sit opportunities then the Exam Officer will make an application for Special Considerations ensuring firstly that the candidates meet the JCQ published criteria
- **Individual candidate unable to access the centre due to severe weather conditions**

Centre actions:

- Exam Officer to ensure that all candidates are aware of the procedure to notify the centre when they are unable to attend an examination – “Students Guide to GCSE Examinations” given to all candidates at the beginning of the exam series
- Candidate is to contact the centre when they are unable to attend an examination
- The Exam Officer will advise the candidate to sit the examination in the next available series where this is not their terminal exam
- If this is their terminal exam then the Head of Centre will try to arrange an alternative venue in agreement with the awarding organisations
- If the candidate is sitting units as part of their terminal examination series or there are no further re-sit opportunities and no alternative venue can be found then the Exam Officer will make an application for Special Considerations ensuring firstly that the candidate meets the JCQ published criteria

2. Disruption of teaching time – centre is closed for an extended period

Criteria for implementation of the plan

- Centre is 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:

- Where this is not the candidates terminal examination they will be advised by the Examinations Officer to sit the examination in the next available series
- If this is not possible the Head of Centre will try to find alternative accommodation to continue to prepare candidates for the examination
- Candidates will be advised during school assemblies to always check the school website for information and also to listen to the local radio station

3. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions:

- Awarding organisations will provide the centre with electronic access to examination papers via a secure external network. Awarding organisations will fax examination papers to the centre if electronic transfer is not possible
- The Examinations Officer will ensure that copies are received, made and stored under secure conditions

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

Criteria for implementation of the plan

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

Recommended actions:

- The Head of Centre will try to arrange for the examination to take place at an alternative venue in agreement with the relevant awarding organisations
- The Examination Officer will inform the candidates and relevant staff
- The Examination Officer will offer candidates the opportunity to re-sit the examination in the next available series where this is not their terminal exam
- If this is the candidates terminal examination series and no alternative venue can be found then the Exam Officer will apply to the awarding organisations for Special Considerations for those candidates who meet the JCQ published criteria
- If a candidate chooses not to sit an examination for other reasons the Exam Officer will make them aware that the Special Consideration rules will not apply.

5. Centre is unable to open as normal during the examination period

Criteria for implementation of the plan

- Centre is unable to open as normal for scheduled examinations

Recommended actions:

- The Head of Centre or Examination Officer will inform all awarding organisations with which exams are due to be taken as soon as possible
- Wherever possible the centre will open for exam candidates only
- If this is not possible candidates will be advised by the Exam Officer to take the examination in the next available series
- If there is no other available series then the Head of Centre will find an alternative venue in agreement with the relevant awarding organisation
- The Exam Officer will inform the awarding organisations of the alternative venue
- If no alternative venue or examination series are available then the Exam Officer will apply to the awarding organisations for Special Consideration for candidates where they have met the minimum requirements

6. Disruption to the Examination during an examination

Criteria for implementation of the plan

- Fire/emergency evacuation alarm sounds during an exam

Centre actions:

- Remind candidates they are under examination conditions and that they should have no contact with other candidates
- Make a note of time of disruption
- Invigilator collects the attendance register and advises all candidates to leave scripts and question papers on the desk
- candidates are removed to the designated area under examination conditions accompanied by the Invigilator

Criteria for implementation of the plan

- Assessing whether to continue with the examination or to abandon the examination

Centre actions: (Premises Secured)

- Assess the length of time passed since the official start time – has the minimum time for remaining in the examination passed to maintain the integrity of the examination
- Assess amount of time left to complete the examination – is there sufficient time to complete the examination before another session starts and would this take the candidates over the 3 hours, in particular candidates with access arrangements for extra time
- Head of Centre to decide if appropriate for the examination to continue after taking into consideration the points above and ensuring that there has been no communication between candidates
- Head of Centre/Examination Officer/Invigilators complete detailed report to be sent to the Awarding Body

Centre actions: (Premises Not Secured)

- If examination is abandoned the Examinations Officer should take the first opportunity to inform the Awarding Body and apply for Special Consideration
- Partially completed papers are to be sent to the Awarding Body unless otherwise informed
- Head of Centre/Examination Officer/Invigilators complete detailed report to be sent to the Awarding Body

7. Disruption to the transportation of completed examination papers

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- In the first instance the Exam Officer will seek advice from awarding organisations and normal collection agency regarding collection.
- The Exam Officer will ensure secure storage of completed examination papers until collection.

8. Centre is unable to distribute results as normal

Criteria for implementation of plan

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

Centre actions:

- The Exams Officer will contact awarding organisations about alternative options:
- The Head of Centre and the Examinations Officer will make arrangements to access the results at an alternative venue
- The Head of Centre will facilitate staff and transport if necessary to co-ordinate candidates to the alternative venue
- The Exams Officer will ensure that access to the post results service is available at the alternative venue
- The Head of Centre will make the centres facilities available to other centres wherever this is possible

9. Examinations Officer Absent

Criteria for implementation of plan

- Examination Officer is absent during Awarding Bodies exam entry deadlines and controlled assessment samples submission

Centre actions:

- The Head of Centre to appoint another member of staff to be fully trained in all aspects of exam procedures and JCQ regulations – JOD
- JOD to implement entry submission procedures and the procedures for sending controlled assessment marks and samples to the Moderator
- JOD to send SOE's to students along with relevant JCQ information for candidates

Criteria for implementation of plan

- Delivery of exam papers and stationary and collection of completed scripts

Centre actions:

- JOD to have key for secure exam storage unit
- JOD to ensure collection of completed scripts and knowledge of procedures and contact details in case scripts need storing overnight

Criteria for implementation of plan

- Starting and finishing of paper based examinations

Centre actions:

- JOD and Lead Invigilator to check correct question paper is opened and enter on log
- JOD and Lead Invigilator to check all exam JCQ posters and regulations in place
- JOD and Lead Invigilator ensure candidates have all equipment required
- Member of SLT to identify themselves to Invigilator as contact for all queries in absence of Examinations Officer
- Member of SLT to identify students on entry to exam room and assist in dismissal after examination

Criteria for implementation of plan

- Starting and finishing of onscreen tests

Centre actions:

- JOD and Network Manager to download onscreen test
- JOD and Invigilator to check all exam JCQ posters and regulations in place
- JOD and Invigilator ensure candidates have all equipment required
- Member of SLT to identify themselves to Invigilator as contact for all queries in absence of Examinations Officer
- Member of SLT to identify students on entry to exam room
- Member of SLT to assist in dismissal of students after examination

Criteria for implementation of plan

- Access Arrangements during exams

Centre actions:

- SENCO to be available to identify student and ensure all equipment needed available
- SENCO to identify themselves to Invigilator in case of any queries

Appendix C

MALPRACTICE PROCEDURES - DURING AN EXAMINATION

If the Invigilator suspects a candidate of malpractice then the following procedures should be followed:

- Remove the item/equipment from the candidate so as not to cause disruption to the other candidates and retain as evidence
- Where the integrity of the exam is not jeopardised or the other candidates are not being disrupted ask the candidate to complete the paper
- Contact the Exams Officer who will inform the Headteacher or in their absence a member of SLT
- Complete all the information regarding the suspected malpractice in the log book in your tray – include candidate name, candidate number, date, time, paper sitting, names of all staff present and a full detailed report of the incident
- Any items removed from the candidate should be retained and given to the Exams Officer who will give the Headteacher
- At the end of the exam retain the candidate until the Headteacher or SLT member in their absence arrive
- All members of staff within the exam should remain until the relevant paperwork JCQ/M1 has been completed

Appendix D

Part 1 Centre staff malpractice

Breach of security

Any act which breaks the confidentiality of question papers or materials, and their electronic equivalents, or the confidentiality of candidates' scripts or their electronic equivalents.

It could involve:

- failing to keep examination material secure prior to an examination;
- discussing or otherwise revealing secure information in public, e.g. internet forums;
- moving the time or date of a fixed examination beyond the arrangements permitted within the JCQ publication Instructions for conducting examinations. Conducting an examination before the published date constitutes centre staff malpractice and a clear breach of security;
- failing to adequately supervise candidates who have been affected by a timetable variation; (This would apply to candidates subject to overnight supervision by centre personnel or where an examination is to be sat in an earlier or later session on the scheduled day.)
- permitting, facilitating or obtaining unauthorised access to examination material prior to an examination;
- failing to retain and secure examination question papers after an examination in cases where the life of the paper extends beyond the particular session. For example, where an examination is to be sat in a later session by one or more candidates due to a timetable variation;
- tampering with candidate scripts, controlled assessments, coursework or non-examination assessments after collection and before despatch to the awarding body/examiner/moderator; (This would additionally include reading candidates' scripts or photocopying candidates' scripts prior to despatch to the awarding body/examiner.)
- failing to keep candidates' computer files secure which contain controlled assessments, coursework or non-examination assessments.

Deception

Any act of dishonesty in relation to an examination or assessment including, but not limited to:

- inventing or changing marks for internally assessed components (e.g. non-examination assessments) where there is no actual evidence of the candidates' achievement to justify the marks awarded;
- manufacturing evidence of competence against national standards;
- fabricating assessment and/or internal verification records or authentication statements;
- entering fictitious candidates for examinations or assessments, or otherwise subverting the assessment or certification process with the intention of financial gain (fraud);
- substituting one candidate's controlled assessment, coursework or non-examination assessment for another.

Improper assistance to candidates

Any act where assistance is given beyond that permitted by the specification or regulations to a candidate or group of candidates, which results in a potential or actual advantage in an examination or assessment.

For example:

- assisting candidates in the production of controlled assessment, coursework, non-examination assessment or portfolios, beyond that permitted by the regulations;
- sharing or lending candidates' controlled assessment, coursework or non-examination assessment with other candidates in a way which allows malpractice to take place;
- assisting or prompting candidates with the production of answers;
- permitting candidates in an examination to access prohibited materials (dictionaries, calculators etc.);
- prompting candidates in an examination/assessment by means of signs, or verbal or written prompts;
- assisting candidates granted the use of an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter beyond that permitted by the regulations.

Failure to co-operate with an investigation

- failure to make available information reasonably requested by an awarding body in the course of an investigation, or in the course of deciding whether an investigation is necessary; **and/or**

- failure to investigate on request in accordance with the awarding body's instructions or advice; **and/or**
- failure to investigate or provide information according to agreed deadlines; **and/or**
- failure to report all alleged, suspected or actual incidents of malpractice.

Maladministration

Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms, etc.

For example:

- failing to ensure that candidates' controlled assessment, coursework, non-examination assessment or work to be completed under controlled conditions is adequately completed and/or monitored and/or supervised;
- failure, on the part of the head of centre, to give all candidates the opportunity to undertake the GCSE English Language Spoken Language Endorsement and/or the GCE A-level Biology, Chemistry and Physics Practical Skills Endorsement, which is a breach of specification requirements. In the first instance, the awarding body will inform other awarding bodies and the regulator, and the centre's arrangements for the next cohort will be closely monitored. Following monitoring, a repeat of this breach of specification requirements will usually lead to a referral of the case to the awarding body's Malpractice Committee for their decision regarding the most appropriate action;
- inappropriate members of staff assessing candidates for access arrangements who do not meet the criteria as detailed within Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments ;
- failure to use current assignments for assessments;
- failure to train invigilators adequately, leading to non-compliance with the JCQ publication Instructions for conducting examinations ;
- failing to issue to candidates the appropriate notices and warnings, e.g. JCQ Information for candidates documents;
- failure to inform the JCQ Centre Inspection Service of alternative sites for examinations;
- failing to post notices relating to the examination or assessment outside all rooms (including Music and Art rooms) where examinations and assessments are held;
- not ensuring that the examination venue conforms to the requirements as stipulated in the JCQ publication Instructions for conducting examinations ;
- the introduction of unauthorised material into the examination room, either prior to or during the examination; (N.B. this precludes the use of the examination room to coach candidates or give subject-specific presentations, including power-point presentations, prior to the start of the examination.)
failing to remind candidates that any mobile phones or other unauthorised items found in their possession must be handed to the invigilator prior to the examination starting;
- failure to invigilate examinations in accordance with the JCQ publication Instructions for conducting examinations ;
- failure to have on file for inspection purposes accurate records relating to overnight supervision arrangements;
- failure to have on file for inspection purposes appropriate evidence, as per the JCQ publication Access Arrangements and Reasonable Adjustments, to substantiate approved access arrangements processed electronically using the Access arrangements online system;
- granting access arrangements to candidates who do not meet the requirements of the JCQ publication Access Arrangements and Reasonable Adjustments ;
- granting access arrangements to candidates where prior approval has not been obtained from the Access arrangements online system or, in the case of a more complex arrangement, from an awarding body;
- failure to supervise effectively the printing of computer based assignments when this is required;
- failing to retain candidates' controlled assessments, coursework or non-examination assessments securely after the authentication statements have been signed or the work has been marked;
- failing to maintain the security of candidate scripts prior to despatch to the awarding body or examiner;
- failing to despatch candidates' scripts, controlled assessments, coursework or non-examination assessments to the awarding bodies, examiners or moderators in a timely way;
- failing to notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice;

- failing to conduct a thorough investigation into suspected examination or assessment malpractice when asked to do so by an awarding body;
- breaching the published arrangements for the release of examination results;
- the inappropriate retention or destruction of certificates.

Part 2 Candidate malpractice

For example:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information on-line;
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;
- bringing into the examination room notes in the wrong format (where notes are permitted in the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios);
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.

Information for candidates
For written examinations – effective from 1 September 2017
This document has been written to help you. Read it carefully and follow the instructions.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an ipod, an iWatch, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the Invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC
Notice to Centres
The people present in the examination room

The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.

Section 10, page 28, of the JCQ publication *Instructions for conducting examinations* provides clarity on who may be present in the examination room.

The head of centre has a duty at all times to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and tests. Invigilators **must** have been trained to undertake their duties as per section 6, page 17, of the JCQ booklet *Instructions for conducting examinations*.

The following rules relate to centre staff other than exams officers and invigilators.

Senior members of centre staff, such as Assistant Headteachers, approved by the head of centre and who have not had overall responsibility for the candidate's preparation for the examination(s) may be present at the start of the examination(s). When entering an examination room, they **must** identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Senior members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper, (particularly where optional or tiered papers are involved);
- to check that candidates have the appropriate equipment and materials for the examination;
- to commence the examination.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the exam room;
- enter the exam room, uninvited, with the sole intention of accessing the examination question paper;
- have access to the examination question paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before escalating the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, except in Art timed tests and timetabled CCEA Science Practical examinations, or where maintaining discipline in the examination room. This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC

Notice to Centres

Teachers sharing non-examination assessment material and candidates' work

The sharing of exemplar assessment material for reference purposes encourages good teaching practice. However, teachers must closely control and supervise the issuing of work for non-examination components produced by former candidates in a previous year and the sharing of exemplar non-examination assessment. This will ensure that candidates do not use such material for their own work.

Centres **must** keep live non-examination assessment material and candidates' work secure and confidential at all times whilst in their possession. Teaching staff **must not** share live non-examination assessments with candidates or post candidates' work on social media.

(Live non-examination assessment is defined as any work on a topic which has been set either by an awarding body or the centre for a current or future examination series, even if the work was completed in a previous year.)

Teachers must inform candidates that the copying of any non-examination assessment material in order to present it as their own constitutes malpractice. Candidates must not submit work which is not their own. Further information may be found within Section 9 of the JCQ publication Instructions for conducting non-examination assessments.

Teachers **must not** encourage candidates to assist one another when producing work.

Teachers must remind candidates that they must not make their work available to others through any medium: they must not, for example, post and share their work on social media.

Where the specification permits some assignments to be undertaken as part of a group, reference should be made to paragraph 4.5 of the JCQ publication Instructions for conducting non-examination assessments and the awarding body's specification.

Exemplar material produced by an awarding body must be used in accordance with the awarding body's instructions. If teachers are in any doubt, they should contact the awarding body for subject-specific advice and guidance.

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AQA City & Guilds CCEA Edexcel OCR SQA WJEC

ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form

Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your centre that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

.....

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre’s files for at least six months following the outcome of the enquiry about results or any subsequent appeal.

Appendix I

Access Arrangements and Reasonable Adjustment – Word Processor

The use of a word processor in an exam situation will be assessed by the SENCO on a case by case basis.

Access to a word processor in examinations will be granted where it can be evidenced that it is the candidates usual way of working and it can be proven that the candidate will benefit from this in an exam.

The types of situation whereby this will be considered are:

- A temporary injury.
- A learning difficulty which has a substantial and long term effect on the ability to write legibly.
- A medical condition.
- A physical disability.
- A sensory impairment.
- Planning and organisational problems when writing by hand.
- Poor handwriting.

Before use of a word processor is granted candidates will need to evidence that they have key board skills that will allow them to benefit from access to a word processor. This will be evidenced through testing by WHD.

Appendix J

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Blacon High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Blacon High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Blacon High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Blacon High School will 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.
3. Blacon High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Blacon High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
6. Blacon High School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests for reviews of marking **must** be made in writing.
7. Blacon High School will 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.
8. Blacon High School will 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.
9. Blacon High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.