Examinations Policy

Name of Policy	EXAMINATIONS
Policy Level	RFSS Local Policy
Date of issue	May 2021
Author:	Rugby Free Secondary School
Date of Next Review:	May 2024
Signature	
Date of Signature:	May 2021

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1. Purpose of Policy

This Examinations Policy is produced, reviewed and updated annually in accordance with JCQ regulations.

The purpose of this exam policy is to:

- Ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- Ensure the operation of an efficient exam system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. More detailed guidance is provided in the following JCQ documents:

- A guide to the special consideration process
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting examinations
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures

These documents can be found on the JCQ website.

2. Exam Responsibilities

2.1 Head of Centre

The Head of Centre has overall responsibility for the school as an exam centre and must ensure compliance with the published JCQ regulations and awarding body requirements in order to deliver the qualification(s). This includes:

- Submitting the Head of Centre declaration for the National Centre Number Register
- The appointment of a qualified assessor
- Advice on appeals and re-marks
- Immediately reporting all suspicions and actual incidents of malpractice to the relevant awarding body in line with JCQ Suspected Malpractice Policies and

Head of Centre be absent, the member of staff with responsibility for examinations will provide support and guidance to the Exams Officer (EO) and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

2.2 Exams Officer (EO)

The Exams Officer is responsible for managing the planning, administration and implementation of public and some internal exams according to JCQ regulations as follows:

- Advises the Senior Leadership Team, subject teachers, form tutors and relevant support staff on annual exam timetables and examination procedures as set by the various awarding bodies
- Undertakes annual information gathering exercise, including exam entry codes and Conflict of Interest, in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Updates the centre's examination-related policies according to the annually published JCQ regulations and DfE/Ofqual public health guidance
- Produces an annual exams plan, containing key tasks and dates to ensure that all external deadlines can be effectively met
- Maintains systems and processes to support the timely entry of candidates for their exams (including submitting estimated entries to awarding bodies in the Autumn term)
- Recruits, trains and deploys a team of invigilators; appoints lead invigilators; keeps a record of content of training provided to invigilators including evaluation of training to inform future sessions, and work with SENDCo to ensure that invigilators are appropriately trained to facilitate access arrangements
- Ensures that candidates and parents/carers are informed of the rules and regulations set by the JCQ, awarding bodies and Rugby Free Secondary School
- Carry out a Conflict-of-Interest check and inform awarding bodies where applicable
- Submits an application for an exemption if required

- Reviews administrative support guides for set task assessments to ensure that the supervision provided is in accordance with the guidelines set out
- Prepares an annual exam budget
- Distributes a Statement of Entry and Provisional Timetable to candidates prior to submission to awarding bodies
- Submits application(s) for alternative site provision or transferred candidate through JCQ CAP as required by the candidate's provision and confirm the arrangement with the candidate(s) once the application(s) has/have been approved
- Identifies and manages exam timetable clashes by communicating this with candidates (and parents for timetable variation requiring overnight supervision)
- Manages coursework and non-examination assessment mark submission and posts samples for moderation as required; keeps a log of all the moderated samples sent by and returned to the centre
- Publishes the confirmed exam timetable on the Exam Noticeboard outside the Exams Office, in the Staffroom and the SFC; and the website; and email all candidates their confirmed timetable a month before summer exams begin
- Receives and checks all items sent by awarding bodies and securely stores all exam papers and completed scripts. In the Exams Officer's absence, confidential materials must be placed in the secure store immediately by one of the following: the Assistant Head teacher with responsibility for exams or Deputy Head
- Keeps signed records of exam notes, seating plans, invigilation arrangements, incident logs, centre copies of attendance registers and dispatch logs until all appeals, malpractice or other results enquiries are complete
- Administers access arrangements according to the JCQ Access Arrangements and Reasonable Adjustments regulations (2020-21) and submits online applications for special consideration with supported signed evidence produced by a member of the SLT in accordance with JCQ a guide to the special consideration process (September 2020)
- Reports all suspicions and actual incidents of malpractice to the exam board
- Accompanies the JCQ Inspector during an inspection
- Arranges for dissemination of exam results and certificates to candidates and

advises on appeals and remarks

- Ensuring awarding bodies policies are adhered to with regard to candidates sitting multiple exams in one day
- Early identification and resolution of timetable clashes

2.3 Senior Leadership Team

The Senior Leadership Team (SLT) is responsible for:

- Ensuring that teaching staff undertake key tasks within the exams process and meet internal deadlines set by the EO and SENDCo
- Ensuring that teaching staff keep themselves updated with AO subject/teacher-specific information and attend relevant AO training and update events
- Ensuring that arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated
- Ensuring that support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensuring that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate
- Identifying centre staff involved in main summer results day(s) and their role in discussing results and advice about post-results services, where necessary

2.4 Special Educational Needs Co-ordinator

The SENDCo is responsible for:

- All matters relating to assessing candidates (including working with an external assessor where required) to identify appropriate reasonable adjustments or access arrangements and ensures that the correct procedures are followed
- Liaising with the EO regarding access arrangements and providing advice on how new arrangements are to be carried out so that appointed staff facilitating the arrangements are appropriately trained to carry them out
- Presenting evidence of the assessor's qualification when requested by a JCQ Centre Inspector

2.5 Subject Leaders

The Subject Leaders (SLs) are responsible for:

- Ensuring the Exams Office is notified by July of each year of any changes in the exam board or syllabus for their subject (including entry codes) starting the following September
- Guidance and oversight of candidates who are unsure about exam entries or amendments to entries
- Ensuring that all exam entries and registrations are confirmed to the Exams Officer by the internal deadline(s) and immediately notify the Exams Officer by email of any subsequent changes to entry information to ensure that all amendments are accurately recorded
- Ensuring that all coursework and non-examination assessments are conducted in line with JCQ 2020-21 NEA regulations
- Ensuring that all members of staff responsible for administering non-examination assessments and/or coursework receive appropriate training
- The accurate completion of coursework and non-examination assessments mark sheets and declaration sheets
- Submitting internal assessment exam papers to the Exams Officer by the internal deadline given
- Submitting all samples to be moderated or monitored (for recordings) required by awarding bodies to the Exams Officer by the internal deadline
- Submitting estimated grades to the Exams Officer as and when requested
- Supporting the SENDCo in determining and implementing appropriate access arrangements
- Liaising with EO for practical exams, orals, set tasks under supervised conditions, external assessment visits and any other tests, as required
- Providing subject advice in post-results procedures

2.6 Teachers

Teaching staff are responsible for:

- Ensuring that all coursework and non-examination assessments are conducted in line with JCQ 2020-21 NEA regulations including informing students of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding bodies
- Supporting the SENCo in implementing appropriate access arrangements for candidates with reasonable adjustments
- Ensuring that candidate exam information (names, grades/marks etc) are submitted to Subject Leaders by internal deadlines
- Recording the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential.

2.7 Lead invigilator/invigilators

The lead invigilator and invigilators are responsible for:

- Reading and understanding the RFSS Handbook for Invigilators and JCQ ICE 2020-21 regulations including RFSS Evacuation Policy
- Responding reasonably quickly to requests from the Exams Office for availability to invigilate and immediately informing the Exams Office if they unable to invigilate due to unforeseen circumstances
- Collecting exam papers and other relevant materials from the EO before the start of the exam, including signing to confirm that papers were unopened on receipt
- Displaying all JCQ notices (warnings to candidate and no unauthorised items poster)
- Reading the exam notes and check with EO/AEO if the information provided is unclear
- Setting up the exam room with candidate cards in accordance with the seating plan and place a question and answer booklet (where required) prior to the candidates entering the exam venue
- Reading the announcements clearly including erratum notices, if provided
- Checking attendance, identify any missing candidates and notify the EO; provide the EO with the attendance register as soon as the exam begins
- Efficient and appropriate control of the exam room and candidates during the

exam

- Recording toilet breaks, supervised rest breaks and any incidents including bad behaviour or medical emergency; in such cases, inform the EO immediately so the appropriate support can be provided to ensure that incidents do not escalate and distract other candidates
- Checking that candidates have completed all required candidate information at the point of collection at the end of the exam
- The lead invigilator ensures that the exam register is correctly completed
- Collecting the papers in the correct order before allowing candidates to leave the exam venue and return all exam papers to the EO office once checked against the registers
- Accompanying candidates with laptop access to the EO office for printing, ensuring that the candidate's exam paper(s) are also taken to the office at the same time.
- Confident about the procedure to follow in the event of a fire alarm or other emergency evacuation (such as a bomb threat) during an exam.

2.8 All Staff

No member of staff may enter a room where an examination is taking place unless he/she is authorised to do so by the Head of Centre.

In practical exams subject teachers may be present in case of any technical difficulties, but may not assist with suggestions e.g. of use of colour, materials or method.

All staff must inform the Head of Centre (by completing the Examinations Conflict of Interest form) if they are related to students sitting public examinations at the centre, at the start of that student's examination course so that the school can fulfil its duty to inform the awarding bodies of any members of centre staff, who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units.

Any member of staff who is related to a candidate sitting a public examination may not have unaccompanied access to examination materials during the examination series for

which that relative is entered. If the candidate is related to the centre's Exams Officer, then appropriate arrangements must be made to ensure that another person (e.g. Assistant Exams Officer) is present for all of the administrative arrangements relating to the candidate's examinations.

2.9 Candidates

Candidates are responsible for:

- Reading and understanding the RFSS Exams Handbook for Candidates which are produced annually to reflect the updated JCQ and centre specific exam guidance (including public health arrangements) and signing a declaration form to that effect;
- Checking their Statement of Entry and Provisional Timetable, which will be emailed to them in early February, and:
- Confirm to the EO, any entry discrepancies such as candidate personal information and exam information by the EO's deadline
- Advise the EO of any timetable clashes as soon as practically possible
- Authenticating their work as required by the relevant AO
- Understanding coursework and non-examination assessment regulations; reading and signing a declaration that authenticates the work as their own
- Following instructions given to them in exam rooms by authorised centre staff and invigilators, and remain in the exam room for the full duration of the exam
- Observing exam regulations and be on their best behaviour at all times during an exam
- Meeting internal deadlines to request post-results services and make the necessary payment in order to EO to process the request
- Providing informed consent, where relevant
- Providing EO with the necessary consent for their certificate(s) to be collected on their behalf.

2.10 Parents/Guardians/Carers

Parents/guardians/carers are responsible for:

- Checking with their child that the correct exam entries are made
- Ensuring their child attends exams as detailed on their exam timetable and is familiar with the rules and regulations set by Rugby Free Secondary School and JCQ for all examinations
- Supervising their child if he/she has a clash which requires overnight supervision, conducted in accordance with JCQ regulations

3. Qualifications

The statutory tests and qualifications offered at Rugby Free Secondary School are decided by the Head of Centre and the Senior Leadership Team.

The statutory tests and qualifications offered are GCSEs, Level 2 Certificates, Level 2 Higher and Level 3 Extended Project, GCE, BTEC Tech Awards and National Extended Certificate, University Admission Testing (e.g. BMAT etc). The subjects offered for these qualifications in any academic year may be found on the school website.

The Subject Leaders are responsible for informing the Exams Officer of changes to a specification.

At Key Stage 4, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding organisation.

Decisions on candidate entry/withdrawal for a particular subject must be taken in consultation with the Head of Centre, Subject Leaders and the candidates/parents/carers. The decision must be ultimately approved by the Head of Centre.

4. Exam Seasons and Timetables

4.1 Exam seasons

Internal exams are scheduled throughout the year.

External exams are scheduled mostly in May and June. In exceptional circumstances, individual candidates may be entered for another series e.g. a November English GCSE resit.

Some internal exams are held under external exam conditions as decided by the Senior Leadership Team.

Once confirmed, the Exams Officer will circulate the exam timetables for external/internal exams to all relevant parties.

5. Entries

5.1 Entries

Candidates are selected for their exam entries by the Subject Leaders (SLs).

A candidate or parent/carer (with candidate's consent) may request a subject entry, change of level or withdrawal but it is subject to approval at the discretion of the Head of Centre.

If an additional entry or a change of tier had been discussed between the Subject Leader and the candidate, it is the Subject Leader's responsibility to inform the EO in writing. A verbal request made by the candidate will not be accepted.

The centre only accepts students who have attended RFSS (see section 6.3: Re-sits). Prospective candidates should contact the Exams Office by email: leigh.mcellan@rugbyfreesecondary.co.uk before 1st October.

5.2 Late entries

All Subject Leaders will be emailed the entry and withdrawal deadlines as published in Appendix B.

Late entries are authorised by the EO in consultation with subject staff.

Late entry or penalty fees will be charged against department budget.

5.3 Re-sits

Candidates who have left the school will be allowed to return to re-sit as private candidates in the following exam season after they have left. Candidates must complete a re-sit form and pay the exam entry and administrative fees to the Exams Office before entries can be made.

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

6. Exam fees

The centre pays for the initial exam fees for all qualifications taught at the school.

If the entry is paid for by the student (e.g. for a home language or a re-sit at a candidate's request), late entry or amendment fees will be charged to candidates, where these costs have been incurred by the candidate's actions or the lack thereof.

An administrative fee is payable for all university entrance exams. Some exams incur an entry fee (e.g. BMAT and TMUA). This must be paid by the candidate/parents/carers before the application can be electronically processed.

Neither candidates nor departments will be charged for tier changes, withdrawals made by the proper procedures (in writing from the Subject Leader/candidate if private entry) or alteration arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

We reserve the right to seek reimbursement from candidates who fail to sit an exam or meet the necessary non-examination assessment requirements.

Re-sit fees for first and any subsequent re-sits are paid for by the candidates even if they are current students of the school. The fees cover the cost of entry fees to awarding bodies, administration by EO and invigilation. Students re-taking an entire course will have their exam fees paid by the centre.

Candidates are responsible for post-results services fees.

Any reasonable re-sits and post-results requests for students in receipt of the Pupil Premium will be paid for by the centre. The EO will determine what constitutes 'reasonable'.

In the event that a candidate or their parents/carers are unable to fund the re-sits, they should apply to the school office for access to the financial support fund.

7. The Equality Act (2010) and Access Arrangements

7.1 Equality Act (2010)

The Equality Act (2010) extends the application of the Disability Discrimination Act (1995, extended in 2005) to general qualifications.

The Head of Centre is responsible for ensuring that the centre delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

7.2 Access Arrangements

The SENCo is responsible for ensuring that students identified as potentially requiring an access arrangement are assessed. Evidence of the candidate's current difficulties, how they impact on teaching and learning in the classroom and the candidate's normal way of working are collated in order to create a detailed picture of need. In addition to compiling the evidence file, the SENCo is responsible for completing all the requisite documentation including ensuring that candidates with access arrangements have signed a Data Protection Notice.

It is the responsibility of the SENCo to annually review and update the Quality Assurance process.

Applications will be made using Access Arrangements Online via the JCQ Centre Admin Portal and will be submitted by the published deadline. The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to JCQ inspection.

Assessments are conducted by the SENCo or a Qualified Assessor (appointed by the SENCo and approved by the Head of Centre).

The SENCo is responsible for informing the candidate and his/her parents/carers of the outcome of any application for an access arrangement. The SENCo will also inform the relevant teaching staff of the arrangements made as soon as practicable so that access arrangements are in place for all assessments including classroom assessments. All communication from parents with reference to access arrangements must be immediately directed to the SENDCo.

Application for modified papers will be made by the Exams Officer by the published deadline (by early September for November series, by early October for January series and by late January for summer series).

The SENDCo is responsible for collecting and analysing feedback from candidates with access arrangements so that their provision is as good as it possibly can be.

A candidate with poor handwriting may use a word processor but this must be the candidate's normal way of working and be appropriate to their needs. This may apply to extended writing subjects only (see Word Processor policy for more information). The SENDCo will use information provided by the teachers for determining this and will compile and keep all the necessary records in relation to it.

It is the responsibility of the Exams Officer to provide a separate room and invigilator/reader/scribe for an individual or small group of candidates that require the arrangement. Readers/scribes doubling up as invigilators must receive invigilation training in advance of acting as a scribe/reader.

Teaching staff are required to book the word processors, by email to the Exams Office, 3 days to a week in advance of a candidate's classroom/internal assessment so that the Exams Officer can ensure that the equipment is available. The word processor(s) must be collected, signed for and returned by the teacher, never the student. All work must be completed on the WritePad programme. The Exams Officer will print the candidate's work and deliver it either to the teacher's office or the staff pigeonhole. Spell check and internet facility is disabled as required by JCQ regulations.

The SENCo will liaise with the Exams Officer to identify and allocate a suitable member of staff to support candidates with access to a reader/scribe. They will ensure that the member of staff/invigilator identified receives relevant training and understands their role including the limitations of the support that he/she may provide.

It is the Exams Officer's responsibility to ensure that information of any candidates with Access Arrangements is made available to the invigilator(s) in the examination room and recorded on the official seating plan and exam notes.

8. Coursework, non-examination assessments and appeals against internal assessments

8.1 Coursework and non-examination assessments

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Subject Leaders will ensure all coursework and non-examination assessments are ready for despatch by the published deadline. The Exams Officer will keep a dispatch log of what has been sent and to whom with the original receipt containing tracking information.

Subject Leaders are responsible for providing the marks for all internally assessed work to the Examinations Office by the internal deadline for online submission to the awarding bodies.

8.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, the Examinations Appeals Procedures, which is available from the Examinations Office and on the school website.

9. Managing Invigilators and Administering Exams

9.1 Managing Invigilators

The recruitment of invigilators is the responsibility of the Exams Office. External invigilators will be used for exam supervision of external exams and some internal assessments.

Teaching staff will be used to support the lead external invigilator during internal assessments held under JCQ regulations.

The Personnel Department is responsible for securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators as soon as they have been appointed by the Exams Officer and work towards having the applications approved in time for the Year 11 Autumn Assessments.

The centre is responsible for payment of DBS fees including reimbursing invigilators for the cost of their annual DBS update via the update service.

Invigilators are timetabled and briefed by the Examinations Office. Invigilators' rates of pay are set according to Warwickshire Local Authority support staff pay scale.

9.2 Administering Exams

The Exams Officer will book exam rooms accordingly and handover the question papers, other exam stationery and materials in a secure manner to the invigilator(s).

Site management is responsible for setting up the allocated rooms.

The Exams Officer will ensure that all candidates are lined up and ready to enter the examination venue under exam conditions. The lead invigilator will start all exams in accordance with JCQ guidelines.

During public exams, the only staff permitted in the examination room are those permitted in accordance with JCQ regulations. Subject staff are not allowed to enter the examination rooms to give briefings, reminders or to coach candidates prior to the examination.

In practical exams, the subject teacher may be present in case of any technical difficulties but they may not assist with suggestions e.g. of use of colour, material or method. For clarity, external invigilators will be appointed to invigilate those exams.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders after the last candidate at the centre has completed his/her exam or as advised by the awarding body whichever is later.

10. Conduct of Examinations

10.1 Dress code, electronic devices and personal belongings

Candidates will attend exams in their school uniform or Sixth Form dress code. This also applies to external candidates. Mobile phones and any other electronic devices must be switched off before entering the examination venue and left in the appropriate facility provided by the centre. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

10.2 Candidate Identification

Candidate cards with a photo of each candidate are placed on exam desks so invigilators are able to conduct an identification check at the beginning of the exam before instructions are given.

The Exams Officer conducts the ID check (Driving Licence, Passport or birth certificate depending on the ID submitted during application) for all external candidates.

10.3 Candidate Absence

The Exams Officer or attendance officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines. Candidates must alert the school if they think they will be late. The Exams Officer is responsible for handling late or absent candidates on the exam day.

10.4 Candidate Late Arrival

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.

A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

A candidate who arrives very late (see JCQ ICE for definition) will be dealt with in accordance with JCQ Instructions for Conducting Examination 2020-21.

10.5 Food and Drink in the Examination Room

Candidates may bring water in a bottle that is free from packaging and removed of all labels. NO food or other drinks are allowed in the examination room unless a special arrangement is in place.

10.6 Leaving the Examination Room

All candidates are to remain in the examination room until the end of the exam.

A candidate may be allowed to leave temporarily for a genuine reason but must return to the examination room immediately. In all cases, each candidate will be accompanied by an invigilator. Candidates will not be compensated for the time away from the exam room unless a special arrangement is in place.

At the end of the examination, all examination scripts, question paper and any other materials must be collected before candidates are released from the examination room.

10.7 Managing Behaviour

Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room and will not be allowed to return to complete the examination. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. Any such incident will be recorded.

Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

10.8 Timetable Variation

Timetable variation will be managed in according to JCQ regulations. The Exams Officer will discuss variations that have been identified with individual candidates and confirm the arrangements.

Candidates will be kept under centre supervision throughout the duration between each exam session. The duration of the supervised break allowed between each exam session is dependent on the duration of the examinations. Centre supervision will be conducted by a trained invigilator.

Candidates may revise using their own resources whilst under centre supervision between examinations but must not have access to electronic communication/storage device or the internet. There must be no contact with any candidate who has sat the examination and they cannot be coached by a member of centre staff.

10.9 Overnight Supervision Arrangements

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted.

The arrangements will be discussed with the candidate and parent/carer. Candidates being supervised must not have access to any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations. Candidates may not communicate or meet with anyone with the knowledge of the content.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed by the candidate, the supervisor and the Head of Centre before the overnight supervision is to commence.

10.10 Separate Invigilation

All separate invigilation will be conducted in accordance with JCQ regulations.

The Exams Officer to responsible for providing a separate room and an invigilator/reader/scribe for an individual or small group of candidates that have those access arrangements in place. Readers/scribes doubling up as invigilators must receive invigilation training in advance of acting as a scribe/reader.

Where a candidate is unable to sit the exam within the centre and qualify for other arrangements in accordance to JCQ regulations, the Exams Officer will apply for an alternative site provision or a transferred candidate arrangement.

11. Evacuation and Lockdown

In an emergency, invigilators will evacuate candidates in accordance with JCQ regulations and centre evacuation procedure (see Annex A).

If the centre is alerted to the need for a lockdown by a member of staff or by the sounds outside, the lead/sole invigilator will note the time and make the best judgement whether to hide or run and instruct candidates accordingly. The centre has a procedure in place for an evacuation.

12. Malpractice

'Malpractice', means any act, default or practice which is a breach of the Regulations or which:

- Gives rise to prejudice to candidates; and/or
- Compromises public confidence in qualifications; and/or
- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself. Failure to take action as required by an awarding body, as detailed in JCQ Suspected Malpractice Policies and Procedures 2020-21, or to co-operate with an awarding body's investigation, constitutes malpractice.

It is the responsibility of the Head of Centre to notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice in accordance with the procedure and requirements set out by the JCQ.

The only exception to this is candidate malpractice discovered in coursework or non-examination assessments before the authentication forms have been signed by the candidate (see paragraph 4.3 JCQ Suspected Malpractice). If staff malpractice is discovered in coursework or non-examination assessments, the head of centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s).

12.1 Malpractice associated with external examination

Malpractice associated with external examination for the purposes of this policy includes the following:

- Plagiarism
- Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions
- The use of mobile phones and other electronic devices during exams,
- The passing of information between students during an examination,
- Taking unauthorised material into the examination room.

12.2 Malpractice associated with coursework/non-examination assessments/controlled assessments

Where malpractice is discovered in coursework/non-examination assessments/controlled assessments, the appropriate Subject Leader will discuss the matter with the Head of Centre and the Exams Officer. The action taken will depend on the nature of the malpractice that has taken place and the regulations with regard to the subject and qualification.

- In some circumstances, candidates will be required to re-submit the work.
- In some circumstances, the work will be destroyed and not entered for assessment.

This will reduce the grade available to the candidate.

- In extreme circumstances, the incident will be reported to the relevant awarding body.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body, but must be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach must be reported to the awarding body immediately.

Where malpractice in a controlled assessment, coursework or non-examination assessment component is discovered by the awarding body, then the awarding body will follow their own malpractice procedures. All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered.

In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarding by all awarding bodies.

Candidates must therefore ensure that malpractice does not take place at any stage during the examination and internal assessment process.

13. Results and post-results services

13.1 Results

Candidates will receive individual results slips on results days in person at the centre or by email (sent to their school email address).

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

13.2 Post-results services

Following the issue of results, candidates may wish to see a copy of their exam script or ask for their script to be re-marked.

Enquiries about Results (EARs) may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidate consent is required before any EAR request is processed.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. Payment must be made before the Examinations Office can submit the application to the awarding body. The candidate will be reimbursed if the EAR results in the awarding body waiving its fees.

A Priority Script and Priority Re-mark is available for A-Level candidates whose place at university may be dependent upon these results. The deadline for these services is 5 working days after the publication of results.

Non-priority scripts and re-marks are available for four weeks after the publication of results. Following a re-mark, unit marks and grades may be raised, remain unchanged or be lowered.

Fees and deadlines will be published for these services and are available from the Exams Office following each results day. Not all services are available for all subjects and/or levels.

13.3 Access to scripts (ATS)

After the release of results, candidates may request the return of exam scripts within the deadlines set by the awarding bodies.

Centre staff may also request scripts for investigation or for teaching purposes. Candidate consent must be obtained for the latter.

GCSE and GCE re-marks cannot be applied for once an original script has been returned by the awarding body.

14. Retention of Certificates

In accordance with awarding body guidelines, the centre will retain unclaimed certificates for a minimum period of 12 months from the date of issue. After that period, the centre will destroy any unclaimed certificates by a secure method and keep a record of destroyed certificates for a further four years.

15. Special Consideration

Special consideration is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration must be applied for at the time of the assessment and must be made in accordance to JCQ regulations.

All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.

Awarding bodies reserve the right to call in evidence.

Annex A – Emergency Evacuation and Lockdown Procedure