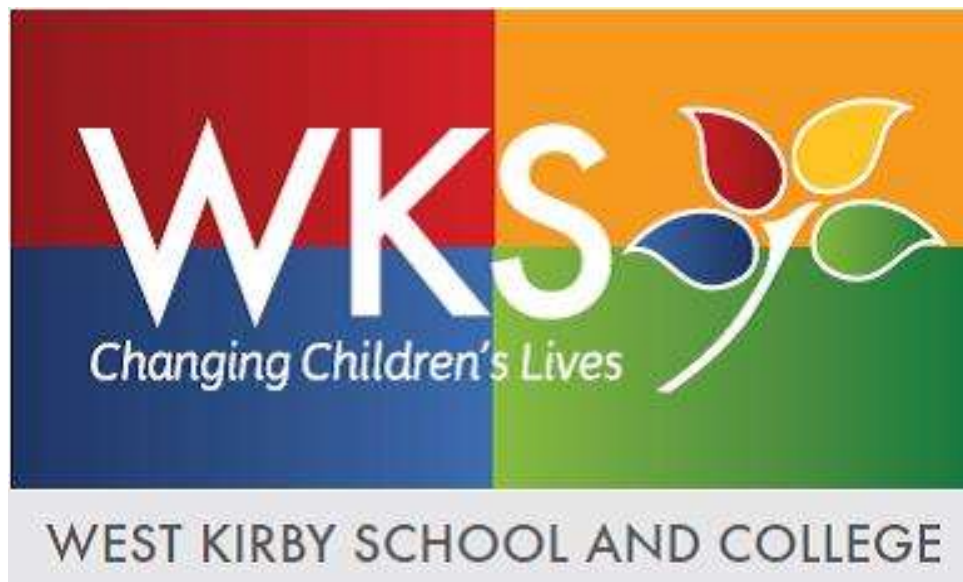


**WEST KIRBY SCHOOL
AND
COLLEGE**



**EXAMINATIONS
POLICY**

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The policy purpose

The purpose of this exam policy is:

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

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

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.

The exam policy will be reviewed every two years by the Examinations Officer and the Principal.

Following the cancellations of Summer 2021 examinations, this document should be read in conjunction with the Centre Policy 2021. Some sections may not be applicable for Summer 2021 examinations, however WKRS will continue to follow this policy whereby the Centre Policy does not cover the relevant item.

Exam responsibilities

Having overall responsibility for the school as an exam centre, the Head of Centre:

- advises on appeals and re-marks.
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

The Examinations Officer manages the administration of public and internal exams:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them

- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- receives, checks and stores securely all exam papers and completed scripts in date order
- oversees along with the Deputy Headteacher, the collation of evidence from teachers for centre assessed grades (Centre Policy 2021)
- attaches erratum notices received to relevant exam question paper packets
- in order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
- where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- submits candidates' coursework marks, tracks, despatches and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- Notification of access arrangements requirements.
- Submission of candidates' names to subject leader.
- Ensuring requirements and specifications of courses are met in full.
- Conducting relevant assessments as outlined in the Centre Policy 2021.
- Ensure all evidence required for teacher assessed grades is submitted to subject leaders and Deputy Headteacher in line with the Centre Policy 2021.

The Special Educational Needs Department is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Lead invigilator/invigilators are responsible for:

- Collection of exam papers and other material from the exam's office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exam's office.

Candidates are responsible for:

- Confirmation and entries.
- Understanding the requirements of the evidence for teacher assessed grades and signing a declaration that authenticates the evidence as their own.

Administration:

- All relevant examination documentation/evidence will be housed in the examinations store based on the ground floor near the school hall.
- Access to the store will include the Examination Officer and Deputy Headteacher.
- The Examinations Officer will carry out all administration procedures regarding examinations as specified by the JCQ.

Awarding Bodies:

- AQA www.aqa.org.uk
- Edexcel www.qualifications.pearson.com
- OCR www.ocr.org.uk
- WJEC www.wjec.co.uk
- ASDAN www.asdan.org.uk

Qualifications offered

The qualifications offered at this centre are decided by the subject leaders, Deputy Headteachers and Principal.

The qualifications offered are GCE, Functional skills, BTEC, GCSE, Cambridge Nationals, Entry Level and Asdan.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed.

Informing the exam office of changes to a syllabus is the responsibility of the subject leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, Special Educational Needs Department, subject teachers and subject heads.

For the BTEC and Asdan, see separate Assessment, Internal Verification, Assessment malpractice and Appeals, Registration and Certification Policies.

Exam seasons

Internal exams and assessments are scheduled on demand. Internal exams held under external exam conditions. Mock examinations will be held to support students and to provide formative assessment date.

External exams and assessments are scheduled in November, May and June.

The subject leaders decide which exam series are used in the centre.

On-demand tests are to be scheduled in agreement with the Examinations Officer.

Timetable, once confirmed, the Examinations Officer will circulate the exam timetable for external exams.

For the purpose of Summer 2021 examination series, all assessments will be carried out in line with regulations of awarding organisations to provide evidence for the teacher assessed grades.

Entries, entry details and late entries

Candidates are selected for their exam entries by the subject leaders and/or subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to all teachers, subject leaders and senior leadership team

Late entries maybe authorised by the Examinations Officer and Principal.

As required, GCSE retakes are allowed.

Retake decisions will be made in consultation with candidates, subject teachers and the Exams Officer.

Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

All exam fees, late entry or amendment fees, re-sit fees and post result queries are paid by the Centre.

Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

The Equality Act 2010/DDA

Reasonable Adjustments

The centre will meet the requirements of the Equality Act 2010 by ensuring that the exams centre is accessible. This is the responsibility of the heads of subject, Examinations Officer and SENCO department.

The Equality Act 2010 requires an awarding body to make reasonable adjustments when a candidate who is disabled within the meaning of the Equality Act 2010 would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. These adjustments for candidates with disabilities and learning difficulties are set out in the orange JCQ booklet of 2016 'Adjustments for candidates with disability and learning difficulties'.

Access Arrangements

Access arrangements are agreed before an assessment and they allow candidates with Special Educational Needs, disability or temporary injuries to access an assessment and show what they know and can do without changing the elements of the assessment.

A candidate's access arrangements requirement is determined by the SENCO department and specialist teacher. Specialist advice may be sought if required.

Making access arrangements for candidates to take exams is the responsibility of both the SENCO department and Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooms for access arrangements for candidates will be organised by the Examinations Officer.

Invigilation and support for access arrangements for candidates will be organised by the Examinations Officer.

All teachers must read and understand the document provided by JCQ – A guide to the Special Consideration process, with effect from 1st September 2020.

Special Consideration

Examination Officer to process appropriate requests for special consideration to awarding bodies. Submit requests in line with external deadlines. Gather evidence which may need to be provided by other staff in centre or candidates.

For Summer 2021 exam series special consideration applications to awarding organisations will not apply. The range of evidence is flexible therefore, instances of special consideration should be limited.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Examinations Officer (see Contingency Arrangements)

SEND Policy

The School's SEND policy is the responsibility of the SENCO and is available on request.

Private Candidates

The Centre does not accommodate private candidates.

Invigilation

Teachers, teaching assistants and other school staff are used to invigilate examinations. These invigilators will be used for internal exams and external exams.

Invigilators are timetabled and briefed by the Examinations Officer in conjunction with the Assistant Head Teacher.

Invigilators are informed of all rules and regulations regarding examinations through training.

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

Malpractice

The Examinations Officer is responsible for investigating suspected malpractice. Teachers must ensure that procedures are in place to authenticate a student's own work and no inappropriate levels of support have been given to students to complete the tasks involved within the centre as well as externally. Staff and candidates must sign a declaration of authentication.

Malpractice during an assessment includes: plagiarism, cheating and collusion.

(Appendix 1a/1b.)

Assessment processes and outcomes can also be put at risk through maladministration, whilst malpractice is a deliberate act, maladministration may be accidental or a result of incompetence or a simple mistake.

WKRS are fully committed to take appropriate action, including applying necessary measures and reporting suspected malpractice to the appropriate examination board in order to maintain the integrity of assessment and certification. All staff have a professional duty to ensure that they uphold this policy.

When suspected malpractice is reported to an awarding organisation, they will make a decision on the case and may impose sanctions. The Head of Centre may appeal such findings on behalf of the candidate, the centre or members of centre staff. Candidates and/or their parents/carers are not able to appeal directly to the awarding organisation.

All staff must declare any conflicts of interest at the beginning of each school year to ensure malpractice does not occur throughout the academic year. The Principal will manage any conflicts of interest arising from centre staff.

Exam days

The Examinations Officer will book all exam rooms well in advance after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

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 heads of department at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

Only school staff are to be used for exam invigilation and therefore are securely checked with Disclosure and Barring Service (DBS) clearance.

Emergency evacuation procedures are placed in all exam rooms – *Appendix 2*

Exam rooms

Examination Officer ensures: -

All exam rooms are set up as required in the regulations

Invigilators are provided with appropriate resources to effectively conduct exams

Invigilators are briefed on exams to be conducted on a session by session basis

Sole invigilators have an appropriate means of summoning assistance

Invigilators understand how to deal with candidates who may need to leave the exam room temporarily

The centre provides authorised exam materials which candidates are not expected to provide themselves

Invigilators and candidates are aware of the emergency evacuation procedure

Invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Information relating to food and drink in exam rooms is clearly communicated to candidates

An exam room incident log in all exam rooms for recording any incidents or irregularities

Invigilators are required to complete and sign question paper control declaration.

Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Ensure centre staff are aware of rules and regulations of people present in the examination room (*Appendix 3*).

Candidates

The Centre's published rules on acceptable dress and behaviour apply at all times.

All mobile phones, ipods, MPS/4 players, smartwatches, headphones or any electronic devices are to be handed into the invigilator, switched off. These are to be stored safely until the exam has finished and students have been dismissed.

Candidates may be allowed a bottle of water in the examination room at the discretion of the Examinations Officer. This is on the condition that any water brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers. The centre stipulates that the drink must be water only

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

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Examinations Officer or senior invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Examinations Officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or the exam invigilator, to that effect.

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

The Examinations Officer will then complete an online special consideration request to the relevant awarding body within seven days of the exam.

Controlled assessments, coursework and evidence for teacher assessed grades

These must be managed and supervised by subject departments in line with JCQ regulations. Subject leaders must ensure these are ready for dispatch at the correct time. The Examinations Officer will keep a record of each dispatch. Marks are provided by the subject teachers.

All evidence will be retained securely and made available for the purposes of external quality assurance and appeals.

All teachers must ensure all students are aware of the evidence used to determine their grade. Teachers must not share the teacher assessed grade to students that has been submitted to awarding organisations before results are released. This must remain confidential.

Reviews of marking (*Appendix 4*)

Results/EARs/ATS

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses.

Arrangements for the Centre to be open on results days are made by the Examinations Officer and the Principals' PA.

The provision of staff on results days is the responsibility of the Examinations Officer.

Enquiries about Results (EARs)

Where a GCE result affects entry into Higher Education, a priority re-mark can be requested before the published deadline. EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested. All requests must be submitted to the exams office before the published deadlines.

10th - 23rd August - Priority Appeals – deadline for centre to submit appeal to awarding organisation

12th August - 17th September – Non Priority appeal – deadline for centre to submit appeal to awarding organisation

If a result is queried, the Examinations Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

When the Centre does not support a candidate's or parent's request for 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 charged.

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. Changes to grades following an enquiry, whether raised or lowered, have to be accepted by the candidate.

For Summer 2021 examinations the appeals procedure is outlined to parents/carers in *Appendix 5*

Access to Scripts (ATS)

After the release of results, candidates request a priority photocopy of their script to assist their decision about a re-mark.

If a result is queried, the examinations officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

As many scripts are now marked on-line students will often receive a photocopy and not the original script.

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 an original script has been returned.

Certificates

Certificates are presented in person and posted (first class). Certificates can be collected on behalf of a candidate by third parties, provided they have written authorisation to do so as well as proof of identification. The Centre retains certificates for one year.

Complaints and appeals against internal assessment

WRKS is committed to ensuring that whenever its staff marks candidates' evidence 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. WKRS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. The existence of this procedure is made known to students at the start of the examination series as well as in the examinations policy, which is available for inspection on request and held on the school website under Policies.

N.B an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

Appeals should be made as early as possible as and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).

1. Appeals **must** be made in writing by the candidates' parent/carer to the Examinations Officer.
2. The head of centre will appoint a senior member of staff, i.e. an Assistant Head Teacher or a Deputy Head Teacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.

3. 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.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents. This will be done before the end of the examination series.
5. The result of the appeal will be known in writing to the parties concerned, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

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

All staff involved in the teacher assessed grades for Summer 2021 examination series have been made aware of the arrangements for, and the requirements of, appeals as set out in the JCQ guidance.

Students have been appropriately guided as to the necessary stages of appeal. Written consent of students to initiate the appeals process is required and ensure their awareness that grades may go down as well as up on appeal.

Appropriate information on the appeals process will be provided to parents/carers.

Contingency Arrangements

The details of those arrangements should be considered in conjunction with the schools' overall policy for Critical Incident and in line with guidance provided by JCQ. The school has planned for the following contingencies:

- (a) In the event of disruption to teaching/delivery, due to closure:
 - Work for exam based courses will be prioritised and sent home to maintain study access

- Contact between tutors and home will be facilitated through alternative methods (eg. Email/VLE) to maintain access to instruction.
 - The school will acquire the specific consideration options in conjunction with the Boards involved
- (b) In the event of candidates not being able to access examinations due to individual crisis/need
- The exam where possible will be held at an alternative venue, including the home, if the candidate is able to undertake this option
 - The school will provide access via a different entrance to access the examination should the candidate be at a disadvantage due to the use of a wheelchair
 - The school will acquire the specific consideration option for the candidate in light of the individual need
 - The school will arrange suitable alternative opportunity to access the examination in conjunction with the relevant Board.
- (c) Disruption to examination due to critical incident (eg. Bomb threat etc)
- The school will alert emergency services, where required, and evacuate the building
 - The Examinations Officer will record details regarding time of incident, length of time of exam up to point of incident.
 - The Examinations Officer will collect scripts or secure the exam room prior to evacuation subject to the requirement and direction of the emergency services.
- (d) Disruption to examinations due to absence of Examinations Officer
- The school will ensure that a named deputy exists to undertake the daily arrangements for examinations and the allocation of exam papers.
 - The schools senior staff will ensure the deployment of appropriately trained support staff to allow for individual circumstances in the undertaking of exams.

- (e) Disruption to the receipt, storage and distribution of exam papers
- The school will have in place agreed alternative arrangements to receive examinations (eg. fax, secure email etc) with each Board
 - The school will ensure secure storage is available with an alternative storage arrangement on site where necessary
- (f) Disruption to the delivery and marking of examinations, including assessment evidence
- The school will ensure that candidates can re-submit or re-take assessments where affected in consultation with the specific Board
 - The school will generate candidates' marks from alternative evidence of candidate achievement where possible
 - The school will ensure agreed and secure delivery procedures to the markers, specific to the Board's requirements
 - The school will agree with the specific Board alternative arrangements where access to a marker is not available
- (g) Disruption to the delivery and issue of results
- The school will notify candidates and parents where there is a known delay, or difficulty associated with the receipt of examination results
 - The school will establish with each Board the details regarding revised schedules for the issue of results and notify candidates/parents accordingly.
 - The examinations officer will make arrangements to access the results at an alternative venue within the area in conjunction with examinations officer of Calday Grange Grammar School.
 - The examinations officer will ensure the access to the post results service is available at the alternative venue.
- (h) Disruption to the examinations due to severe weather conditions
- If conditions are so severe that a decision has been made to close the school alternative arrangements should be made to take the examination at a difference location:-

- Calday Grange Grammar School,
Ms J Atkinson, Examinations Officer,
Contact number: 0151 625 2727
- West Kirby Concourse Leisure Centre,
Contact number: 0151 606 2010
- Westbourne Hall Community Centre, West Kirby,
Contact number: 0151 625 0344
- Whereby the school remains open but some individual candidates are unable to reach it due to the extreme weather conditions and no alternative arrangements can be made to take the examination at a different location then:-
- The school will notify candidates and parents of the decision to close the school due to adverse weather conditions preventing candidates from completing the examination
- Where candidates are entered for examinations as part of their terminal examination or no further re-sit opportunity is available, then an application for Special Consideration may be made
- The examinations officer will make the centres' facilities available to other centres should the need arise.

Child Protection/Safeguarding Policy

- The centre's Child Protection and Safeguarding policies are available via the Examinations Officer and Principal as well as on the schools' website.
- All members of staff, including invigilators are subject to Disclosure and Barring Service (DBS) check and reference checks. All members of staff and invigilators are kept up to date in safeguarding training as per WKRS Safeguarding Policy.

Data Protection Policy

- The centre's Data Protection policy are available via the Examinations Officer and Principal as well as on the schools' website.

DBS Policy

- The centre's DBS policy is available within the Recruitment policy available via the Examinations Officer and Business Manager as well as on the schools' website.

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 Examinations Officer who will inform the Principal or in their absence a member of the Senior Leadership Team
- 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 Examinations Officer who will give to the Principal
- At the end of the exam retain the candidate until the Principal or SLT member in their absence arrives
- All members of staff within the exam should remain until the relevant paperwork JCQ/M1 has been completed.

Candidate Malpractice Examples

- The alteration or falsification of any results document, including certificates
- A breach of the instructions 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 ICT to aid the copying)
- Allowing work to be copied eg. Posting written coursework 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)
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means for talking, electronic, written or non-verbal communication
- Making a false declaration of authenticity in relation to the authorship of evidence used to determine teacher assesses grades and associated documentation including classwork, homework (including remote learning), internal tests and mock exams taken over course of study.
- Allowing others to assist in the production of controlled assessments, coursework or assisting others in the production of controlled assessments or coursework
- The misuse, or the attempted misuse, of examination and assessment materials and resources (eg. 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 examinations) or inappropriately annotated texts (in open book examinations)
- The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework 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 published sources or incomplete referencing
- Theft of another candidate's work

- Bringing into the examination room or assessment situation unauthorised material, eg. Notes, study guides, personal organisers, own blank paper, calculators, dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries, reading pens, translators, wordlists, glossaries, ipods, mobile phones, MP3/4 players, pagers, smartwatches or any other similar electronic devices
- The unauthorised use of a memory sticks where a candidate uses a word processor
- Behaving in a manner so as to undermine the integrity of the examination

Staff Malpractice Examples

- Improper assistance to candidates
- Inventing or changing marks for internally assessed work where there is insufficient evidence
- Failure to keep candidate coursework/portfolio of evidence secure
- Producing falsified witness statements, eg. for evidence the student has not produced
- Allowing evidence to be included which is known by the member of staff not to be the student's own work
- Misusing the conditions for access arrangements
- Facilitating and allowing impersonation

Maladministration Malpractice Examples

- Failing to ensure that candidate's coursework or work to be completed under controlled conditions is adequately monitored and supervised
- Failing to conduct examinations in accordance with JCQ's Instructions for conducting examinations
- Failing to retain candidates coursework in secure conditions after the authentication statements have been signed or the work has been marked
- Failure to notify the awarding organisation of suspected malpractice as soon as it is known
- Failing to maintain the security of candidate scripts prior to despatch

Emergency Evacuation Procedures
(during examinations and controlled assessments)

The invigilator/teacher must take the following action in an emergency such as a fire alarm or a bomb alert;

- Stop the candidates from writing and tell them to close their answer booklets and/or sheets of paper, putting them face downwards.
- Should the candidates be using a word processor tell them to press save and stop typing
- Advise candidates to leave all question papers and scripts in the examination room
- Note the time accurately and how long it lasted
- Collect the attendance register and evacuate the examination room
- Ensure the examination room is locked
- Candidates must remain silent throughout
- Make sure the candidates are supervised and isolated under careful supervision until able to return. They are not allowed to discuss the examination
- Exams held in red and green rooms, next to the school hall, evacuate via the fire exits adjacent to the side of the school and congregate in the car park at the front of school
- Exams held in separate rooms throughout the school, evacuate via the main entrance at the front of the building to the car park in the front of the school
- Consider moving the candidates to another place to finish the examination (with question paper and scripts) if the need arises.
- Allow the candidates the full working time set for the examination
- An incident report is sent to the examining board(s) with a request for special consideration
- Ensure documentation is completed on receipt of a bomb threat via email or social media (available from the Exams Officer).

Appendix 3

Produced on behalf of AQA, CCEA, OCR, Pearson 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 17, page 33, 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 on-screen tests. Invigilators must have been trained to undertake their duties as per section 12, page 21, of the JCQ publication Instructions for conducting examinations.

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

Senior members of centre staff, such as an Assistant Headteacher, approved by the head of centre and **who have not had overall responsibility for the subject department and/or preparing the candidates for the examination(s)**, may be present at the start of the examination(s). When entering an examination room, the senior member of centre staff **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 for the day, date, time, subject, unit/component and tier of entry if appropriate;
- 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 examination room;
- enter the examination room with the 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 timed Art tests and timetabled CCEA and WJEC GCE AS/A2 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 formal examination conditions and the strict protocols must be adhered to.

Reviews of marking - centre assessed marks (AS, GCSE, Cambridge Nationals and all general qualifications)

WKS 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 for Summer 2021.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. WKS 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. WKS will ensure that candidates are aware of the evidence used to determine their teacher assessed grade.
2. WKS 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. WKS will ensure candidates are aware of the stages of appeal for a centre review or an appeal to an awarding organisation.
4. WRS will conduct a centre review and submit an appeal to the awarding organisation if requested to do so by a student.
5. WKS will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies.
6. WKS will provide candidates with sufficient time, normally at least five working days, in order to allow them to review copies of materials and reach a decision.
5. WKS 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 **must** be made in writing.
6. WKS 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.
7. WKS will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

8. WKS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. WKS will inform the candidate 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.

Appendix 5

Letters to Parents/Carers

School Assessment Timelines 2021

AS Level, GCSE, Cambridge Nationals (and all general qualifications)

As you are aware, the government has decided that the summer 2021-examination series will not go ahead as planned, instead teachers will determine grades, based upon a range of evidence verified by School.

These results will then be reviewed by the exam boards before awarding the final grades which reflect performance on content students have been taught.

Timeline of Dates

26th May to 18th June

Teacher assessed grades to be submitted to exam boards

Exam Boards to conduct virtual visits with School to support and give guidance

18th June to 26th July

Exam Boards to complete quality assurance and finalise grades with School

10th August

AS Level Exam Results Day – 9.30am until 12.30pm

12th August

GCSE, Cambridge Nationals and Vocational Exam Results Day – 9.30am until 12.30pm

How students will be assessed

Teachers will initially determine student's grades, which will then be reviewed by School. Teachers will only base the grade on what the student has been taught and will use a range of evidence to make their decision.

- Teachers will assess students against a national standard, which will be defined by the exam boards.
- Records of students performance on the content you have been taught over the entire course of your studies
- Non-exam assessment (coursework/internal assessments) even if not fully completed
- Work produced in tasks set by School that reflect what is required by the exam board including classwork, homework, internal test or mock exams.
- School also have the option to set tests for the students in order to gather further evidence. These tests are not formal exams.
- Blocks of tests will be timetabled during April and May.
- Students will have access arrangements they are entitled to for these tests.
If these arrangements were not in place when any assessments took place and is to be used as evidence, the teacher should take that into account when determining the students grade.
- All grades submitted will be quality assured by School, once a teacher has determined the students' grade it will be reviewed by another teacher in School to ensure consistency within the School's policy.
- Special consideration requests will not apply in the usual way this summer due to students not taking exams.

- Exam boards will check the School's policies to ensure they meet all requirements.
- All exam results will be quality assured externally by exam boards, which may include random sampling of our schools evidence.
- Once the exam boards are confident in our submitted results then will then award the student their final grade.
- If students do not think their results are accurate, they will have the right the appeal.
- All teaching staff are allowed to share details of the range of evidence on which students' grades will be based, while ensuring that details of the final grades remain confidential.

Appeals

There will be an appeals system in place should the student believe an error has been made in determining their grade. There are two stages of the appeals process:

Stage 1 – Centre Review

You can appeal to School who will review whether there has been:

- an administrative error – submitted incorrect grade
- did not apply a procedure correctly eg. did not follow a section(s) of the schools Centre Policy.

To help you decide whether to appeal, you are entitled to ask for the following information on Results Day

- schools Centre Policy
- sources of evidence used to determine the grade
- details of any access arrangements that have been taken into account

Stage 2 – Appeal to the Exam Board

If the student does not think, the grade is correct after the school has completed stage 1 of the appeal procedure they can then appeal directly to the exam board who will review whether:

- the school made an unreasonable exercise of academic judgement in their choice of evidence to determine the students grade.
- the school did not apply procedure correctly
- the exam board made an administrative error – changed the grade during the processing of grades.

At both stages of the process you will need to submit an appeal to School and give them written consent to conduct the appeal or submit it to the exam board on the students behalf. It is very important to remember that the grade can go down, up or stay the same through either stage of the process.

10th August to 23rd August
priority appeals window

11th August to 17th September
Non-priority appeals window

Finally, if you believe the exam board has made a procedural error in handling your appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.

Frequently asked questions:

1. Do teachers award the grade?
 - No, the grade takes into account the teacher's assessment across a range of evidence. This is against a nationally-defined standard, not the teacher's own opinion. This is then subject to internal and external quality assurance before the final grade is awarded by the exam body as usual.
2. Are grades decided by an algorithm?
 - No, unlike last year, student's grades will not be changed by a formula.
3. What about loss of learning/impact of Covid?
 - This year, teachers will only assess students on content they have been taught (remotely or in class). This will ensure students are not disadvantaged if they have not been able to complete the full course. However grades can only be determined on the basis of evidence.
4. Evidence to be used?
 - Teachers are able to draw on a range of assessment evidence from across a student's study of the course, up to Friday 28th May 2021.
5. Can students/parents make a case for why a student should be awarded a higher grade?
 - Teachers are unable to submit higher grades for students unless they have the evidence that they are consistently working at that level. If teachers submit higher grades without evidence they are committing exam malpractice.
 - Should students/parents be found to be putting teachers under undue pressure to increase grades, this will be referred to the exam boards and an investigation into malpractice may be conducted.
6. Can students discuss their grade with teachers?
 - Teachers will be able to discuss which evidence they are using to inform their judgement with students, including marked or graded pieces of work.
 - However, teachers are NOT allowed to disclose their final submitted grade they give to the exam board.