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PURPOSE

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

To ensure a consistent and effective response in the event of major disruption to the examination system

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

This exam policy will be updated annually on the publication of JCQ regulations and guidance documents, Access Arrangements and Reasonable Adjustments and Instructions for Conducting Examinations.

1. EXAM RESPONSIBILITIES

a) Head of Centre

- i. Overall responsibility for the school/college as an exam centre;
- ii. advises on appeals and re-marks
- iii. Holds the responsibility for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document 'Suspected malpractice in examinations and assessments'
- iv. Ensures knowledge of JCQ General Regulations document is current
- v. Ensures an Exams Officer is appointed

b) Assistant Headteacher

- i. Manages the administration of public and internal exams and analysis of exam results
- ii. Advises the senior leadership team, heads of faculty, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- iii. 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
- iv. Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- v. Consults with teaching staff to ensure that necessary coursework / controlled assessments / non-exam assessments are completed on time and in accordance with JCQ guidelines
- vi. Provides and confirms detailed data on estimated entries
- vii. Receives, checks and stores securely all exam papers and completed scripts
- viii. Assists the ALENCO in administering access arrangements
- ix. Identifies and manages exam timetable clashes
- x. Accounts for income and expenditures relating to all exam costs/charges
- xi. Line manages the exam invigilators, organising the recruitment, training and monitoring of the team responsible for the conduct of exams
- xii. Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- xiii. Tracks despatch of coursework / controlled assessments / non-exam assessments and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule
- xiv. Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests; post-results procedures
- xv. Maintains systems and processes to support the timely entry of candidates for their exams
- xvi. Updates and maintains the Exam Entries / Exam Day Contingency Plan annually in case of emergency
- xvii. Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- xviii. Accurate electronic input of coursework / controlled assessments / non-exam assessments marks
- xix. Ensuring coursework / controlled assessments / non-exam assessments and declaration sheets are available for moderation
- xx. Ensuring coursework / controlled assessments / non-exam assessments are prepared and stored sufficiently and are ready for JCQ Inspection



- xxi. Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer

c) ALENCO

- i. Administration of access arrangements, including making applications and preparing / storing evidence for inspection purposes
- ii. Identification and testing of candidates' requirements for access arrangements
- iii. 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

d) Invigilators

- i. Keep up to date with knowledge of JCQ ICE rules and regulations
- ii. Collection of exam papers and other material from the exams office before the start of the exam
- iii. Collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- iv. Ensuring all secure documents are returned to the exams officer after the exam

e) Candidates

- i. Understanding coursework / controlled assessment / non-exam assessment regulations and signing a declaration that authenticates the work as their own
- ii. Understanding exam regulations

2. THE STATUTORY TESTS AND QUALIFICATIONS OFFERED

The statutory tests and qualifications offered at this centre are decided by the head of centre, deputy head, heads of curriculum, heads of subject, heads of faculty, heads of learning and the senior leadership team.

The statutory tests offered are as below:

Name of Test	Year Group
National Numeracy Tests	7,8 & 9
National Reading Tests	7,8 & 9
National Reasoning Tests	7,8 & 9

The Qualifications offered are: GCSE; GCE AS/A2; BTEC Levels 1, 2 and 3; Level 2 Certificates; WBQ.

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 exams office must be informed by 30th September

At key stage 4 all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16 it is expected that AS modules will be completed during year 12.



3. EXAM SEASONS AND TIMETABLES

3.1 Exam Seasons

External exams are scheduled in November, January and May – June.

Internal exams are scheduled in line with the school's assessment calendar.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the head of centre, deputy head, heads of faculty, heads of learning and the senior leadership team.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RESITS

4.1 Entries

Candidates are selected for their exam entries by heads of faculty, heads of learning, subject teachers and the deputy head.

A candidate or parent/carer can request a subject entry, change of level or withdrawal subject to appropriate payment.

4.2 Late Entries

Entry deadlines are circulated to heads of faculty via email.

Late entries are authorised by heads of faculty, heads of learning, subject teachers, exams officer and deputy head.

4.3 Resits

Candidates are allowed 2 retakes per subject in GCSE.

Retake decisions will be made in consultation with the candidates, parent/carers, heads of faculty, heads of learning, subject teachers, exams officer, head of centre and deputy head.

(See also section 5: Exam fees)

5. EXAM FEES

GCSE initial entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the faculties.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework / controlled assessments / non-exam assessments requirements.

This fees reimbursement policy will be communicated via email to candidates and parents/carers at the start of GCSE and post-16 courses.

Resit fees for first and any subsequent resits are paid by the candidates.

(See also section 4.3: Resits)

Faculties/Departments will be charged for any enquires about results; candidates must pay the fee for an enquiry about a result should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs])

Resit costs for all examinations are to be paid for by the candidate.



6. THE EQUALITY ACT, SPECIAL NEEDS AND ACCESS ARRANGEMENTS

6.1 The Equality Act (EA)

The Equality Act 2010 extends the application of the EA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

A candidate's special needs requirements are determined by the ALENCO, doctor, pastoral teacher and the educational psychologist / specialist teacher.

The ALENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The ALENCO can then inform individual staff of any specific arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access Arrangements

It is the responsibility of the ALENCO to:

- a) Make specific arrangements for candidates to take the exams
- b) Make applications to awarding bodies to allow candidates Access Arrangements in exams
- c) Have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes

It may be a requirement for exams staff to help administer this to ensure a thorough understanding of candidates needs in exams. This should be agreed between the exams officer and ALENCO. Rooming for access arrangement candidates will be arranged by the exams officer.

Invigilation and support for access arrangement candidates will be organised by the exams officer with the ALENCO.

7. MANAGING INVIGILATORS AND EXAM DAYS

7.1 Managing Invigilators

The recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the exams officer.

DBS fees for securing such clearance are paid by the school

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the Business Manager

7.2 Exam Days

The exams officer will book all exam rooms 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 exams officer, senior leadership team or the invigilators 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 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. All papers / secure documents must be returned to the exams officer. Papers will be distributed to heads of faculty at the end of the exam session by the exams officer only.



8. EXAM CONTINGENCY

The priority when implementing contingencies will be to maintain three principles:

1. Delivering assessments to published timetables;
2. Delivering results to published timetables;
3. Complying with regulatory requirements in relation to assessment, marking and standards.

The national examination timetable applies to GCSEs, BTECs, AS levels, A-levels.

- a) Disruption of teaching time – centre is closed for an extended period:

Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- i. In the case of modular courses, centre may advise learners to sit examinations in the next available series
 - ii. Centre will have plans in place to facilitate alternative methods of learning.
- b) Learners unable to take examinations because of a crisis - centres remain open:
- i. In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
 - ii. Centre will offer candidates an opportunity to sit any examinations missed at the next available series
 - iii. Centre will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. JCQ guidance on special consideration can be accessed through the JCQ website.

- c) Centre unable to open as normal during the examination period:

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations. The head of centre will decide whether it is safe for the centre to open. The head will take advice, or follow instructions from relevant local or national agencies in deciding whether the centre is able to open:

- i. Centre will open for examinations and examination candidates only, if possible
 - ii. Centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
 - iii. Centre will offer candidates an opportunity to sit any examinations missed at the next available series
 - iv. Centre will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.
- d) Disruption to the transportation of completed examination scripts:
- i. If there is a delay in normal postal arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
 - ii. Centre will ensure secure storage of completed examination scripts until they can be posted.



- e) Centre unable to distribute results as normal:

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, the centre will contact awarding organisations about alternative options. i.e.:

- i. Centre will make arrangements to access its results at an alternative site
- ii. Centre will make arrangements to coordinate access to post results services from an alternative site
- iii. Centre will share facilities with other centres if this is possible.

- f) Exams officer absent at a critical stage of the examination cycle:

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will:

- i. Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by EO)
- ii. Consult with ABs when necessary

Appendix 1: Exams Day Contingency Plan

Appendix 2: Emergency evacuation procedure for examinations

9. CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

9.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The exams 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.

9.2 Clash Candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision.

9.3 Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (were possible – paper based otherwise) by the exams officer within the exam boards' deadlines.



10. COURSEWORK / CONTROLLED ASSESSMENT / NON-EXAM ASSESSMENT AND APPEALS AGAINST INTERNAL ASSESSMENTS

10.1 Coursework / Controlled Assessments / Non-Exam Assessments

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

Heads of department/faculty will ensure all coursework / controlled assessments / non-exam assessments are ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed coursework / controlled assessments / non-exam assessments are inputted on the relevant awarding bodies secure websites by subject teachers / heads of subject / heads of department/faculty. Where electronic input of marks is not available then teachers / heads of department/faculty should ensure relevant document/s are delivered to the exams office for return to moderator in a timely fashion.

Candidates must be told the mark given by their centre for a centre assessed component/unit. This requirement is to enable candidates to request a review of the centre's marking prior to the marks being submitted to the awarding body, should they wish to do so, and will facilitate the operation of a fair review process.

The school should use the internal standardisation process to ensure that all teachers are confident in correctly and accurately applying the marking standard. This should help to prevent marking errors and avoid candidates requesting a review of the mark awarded by the centre.

Although many consortia, multi-academy trusts etc. are likely to follow common procedures, it is for each centre to determine how a request for a review of marking is managed. The internal deadlines set for marking, internal standardisation arrangements, staffing arrangements and resources will all be influencing factors. Each Subject Department may be given discretion to apply the requirements in the most practical way.

See Appendix 3: Information for candidates: non-examination assessments

10.2 Appeals against Internal Assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and must be available for inspection purposes.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by 30 June to the head of centre who will decide whether the process used conformed to the necessary requirements
- The head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

10.3 Appeals against Internal Assessments, BTEC

The Appeals Procedure is set in three stages and a member of the Senior Management Team will be responsible for the management of internal appeals. The Head of the Centre will be provided with any appeals and their outcome.

There are 3 only grounds on which a learner can appeal:

1. If he/she feels the grading criteria were being met and the teacher failed to recognise this;
2. If he/she feels that they have not been supported appropriately during the assessment of the unit by the assessor;
3. If the teacher is not willing to accept alternative evidence as meeting the evidence requirement.

The procedure is included in the BTEC handbooks.



11. RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide SAE).

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 exams officer.

11.2 EARS (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.

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 charged.

(See section 5: Exam fees)

If a candidate requires an EAR they must complete the relevant paperwork to allow the exams officer to make the necessary application.

11.3 ATS (Access to Scripts)

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 review of marking; the centre will request payment from the candidate if it is at the candidate's request.

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.

If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

12. CERTIFICATES

Certificates are to be collected and signed for.

Certificates may be collected on behalf of a candidate by a third party with written consent.

Certificates may not be withheld from candidates who owe fees.

The centre retains all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.



13. MALPRACTICE

If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she may be removed from the examination room. The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate.

The invigilator **must** record what has happened. 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.

The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination.

The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

Disruptive behaviour is the responsibility of the school and can be dealt with by means of internal procedures unless it constitutes malpractice under which JCQ procedure must be followed.

The head of centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately. Advice will be sought from the awarding body.

Form JCQ/M1 - Report of suspected candidate malpractice - <http://www.jcq.org.uk/exams-office/malpractice> - **must** be completed and sent to the awarding body.

If candidates commit malpractice, the awarding body may decide to penalise or disqualify them. Candidates should be warned of the possible penalties an awarding body may apply.

In such circumstances please refer to the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2017 to 31 August 2018

<http://www.jcq.org.uk/exams-office/malpractice>

14. USE OF A WORD PROCESSOR

A word processor cannot be granted because:

- a candidate prefers to type rather than write
- can work faster on a keyboard
- they use a laptop or tablet at home.

14.1 Allowing the Use of Word Processors in Examinations - Pupils with SpLD

Pupils will be allowed to use a laptop or tablet in examinations under the following conditions:

- They have a diagnosed learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- A need has been established and its use is recommended by an Educational Psychologist / specialist assessor approved by the School;
- A candidate has been using the laptop or tablet as their normal way of working in any subject where they intend to use a laptop or tablet in an examination and has had specific practice and rehearsal in the use of a laptop or tablet under examination conditions (e.g. in mock exams).



14.2 Allowing the Use of Word Processors in Examinations - Pupils without SpLD

The use of a word processor must reflect the candidate's normal way of working (in the classroom, mock examinations, school tests) within the centre and be appropriate to their needs.

Only candidates with the following conditions who would benefit from the use of a word processor may be considered:

- a medical condition affecting the speed or legibility of handwriting;
- a physical disability affecting the speed or legibility of handwriting;
- a sensory impairment;
- illegible handwriting;
- planning and organisational problems when writing by hand;
- temporary medical condition e.g. broken arm.

Where the use of a word processor in examinations/assessments meets JCQ criteria, the centre will:

- Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs
- Acknowledge that controlled assessment or coursework can normally be completed on word processors unless prohibited by the specification
- Permit a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Ensure that a signed JCQ word processor cover sheet is completed and attached to the candidate's word-processed script before despatching to the examiner or awarding body.

14.3 Provision of Laptop or tablets to Exam Candidates

The centre will ensure that JCQ regulations are strictly adhered to and provide a laptop or tablet according to the following regulations.

A word processor:

- must be used as a type-writer, not as a database, although standard formatting software is acceptable;
- must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;
- must be in good working order at the time of the examination;
- must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;
- must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;
- must be used to produce scripts under secure conditions, otherwise they may be refused;
- must not be used to perform skills which are being assessed;
- must not be connected to an intranet or any other means of communication;
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- must not include graphic packages or computer aided design software unless permission has been given to use these;
- must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;
- must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.



A word processor cover sheet (Form 4) must be:

- printed from the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> and
- included with the candidate's typed script. Please refer to the relevant awarding body's instructions as different processing arrangements apply.

An awarding body cannot guarantee a word-processed script will be processed unless a cover sheet has been included.

Candidates will be advised:

To ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01.

If software does not allow this, once the candidate has completed the examination and printed off their typed script, they will be advised to handwrite their details as a header or footer. The candidate will be supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

To number each page appropriately.

To use a minimum of 12pt font and double spacing in order to assist examiners when marking.

That invigilators will remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop or tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.

The policy will be reviewed annually.



Exam Policy and Contingency Plan 2018-19

Appendix 1: Exams Day Contingency Plan

<i>Exam Item</i>		<i>Location</i>	<i>Responsibility</i>
Keys to Secure Storage for exam papers and exam stationery		Examination Office	Geraint Evans
Exams Office: Centre Timetable / Rooming Timetable		Examination Office	Geraint Evans
Seating Plans		Examination Office	Geraint Evans
Exam Desk Labels/Cards		Examination Office	Geraint Evans
Setting out of Exams Room		Site Management	Geraint Evans
Notices	<ul style="list-style-type: none"> • Warning to candidates • No Potential Technological Web Enabled Sources of Information 	Examination Office	Geraint Evans
ICE Booklet		Examination Office	Geraint Evans
Emergency Evacuation Procedures		Examination Office	Geraint Evans
Clocks		Examination Office	Geraint Evans
Exam Attendance Registers		Examination Office	Geraint Evans
Invigilator Timetable		Examination Office	Geraint Evans
Register of Invigilators and contact details		Examination Office	Geraint Evans
Register of Access Arrangements		Examination Office	AENCO Kate Richards
Access Arrangements Script Cover Sheets		Examination Office	Geraint Evans
Script Envelopes		Examination Office	Geraint Evans
Examiner Address Labels		Examination Office	Geraint Evans
AB stationery booklet		Examination Office	Geraint Evans
Exam clash chart and candidate quarantine details		Examination Office	Geraint Evans
Collection of Scripts		Examination Office	Geraint Evans
Collation of Scripts		Examination Office	Geraint Evans
Completion of Proof of Posting Form		Examination Office	Geraint Evans
Postage of Scripts		Examination Office	Administrative Staff
Awarding Body Tel. Numbers: WJEC AQA OCR Pearson (Edexcel) Centre Support Officer : Penny Evans		02920 265 000 0161 953 1180 01223 553 998 0344 463 2535 07464 543641	

Exam Day Contingency:	Steve Brookman has been trained to administer examinations
Results Day Contingency:	Marc Yeoman (DHT) has been trained to complete downloads



Appendix 2: Emergency evacuation procedure for examinations

St. Martin's School (68533)

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- **Assemble candidates on 'FRONT PITCH'**
- **When assembled check the candidates against the exams register.**
- **The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.**
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.



Appendix 3: Information for candidates: non-examination assessments



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.



Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



Appendix 4: Reviews of marking - centre assessed marks

St. Martin's 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. St. Martin's 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. St. Martin's 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. St. Martin's 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. St. Martin's School will, having received a request for copies of materials, promptly make them available to the candidate.
4. St. Martin's School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. St. Martin's 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 **must** be made in writing.
6. St. Martin's 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.
7. St. Martin's 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.
8. St. Martin's School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. St. Martin's School 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.