



EXAMINATIONS POLICY

ORIGINATOR: Claire Pugh
SLT LINK: Stuart Williams

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1. POLICY INTRODUCTION

1.1 Within this policy 'we' and 'us' means Catmose College.

1.2 It is the purpose of this policy to:

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

1.3 This policy should be read in conjunction with the Federation Stakeholder Equality and Diversity Policy.

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

2. EXAMINATION RESPONSIBILITIES

2.1 HEAD OF CENTRE

- has overall responsibility conducting the examinations at the examination centre;
- advises on appeals and re-marks;
- is responsible for reporting all suspicions or actual incidents of malpractice, making reference to the JCQ document Suspected Malpractice in Examinations and Assessments.

2.2 EXAMINATIONS OFFICER

- manages the administration of public and internal examinations and analysis of examination results;
- advises the Senior Leadership Team (SLT), subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies;
- oversees the production and distribution of an annual calendar for all examinations 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 the aspects of the examination timetable that will affect them;
- consults with teaching staff to ensure that necessary controlled assessments are completed on time and in accordance with JCQ guidelines;
- provides and confirms detailed data on estimated entries;
- receives, checks and stores securely all examination papers and completed scripts;
- administers and makes applications for special consideration using the JCQ guidelines. Manages Federation resources to support these arrangements whilst balancing the needs of all learners;
- identifies and manages examination timetable clashes and issues relating to absence during the examination period;
- accounts for income and expenditures relating to all examination costs/charges;
- organises the recruitment, training, monitoring and line management of a team of Examination Invigilators responsible for the conduct of examinations.

- submits candidates' controlled assessment marks, tracks dispatches and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule;
- arranges for dissemination of examination 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 examinations;
- will take responsibility for any student who has a clash of examinations by supervising movement and identifying a secure venue. Any overnight stays will be organised in conjunction with SLT.

2.3 TEACHERS

- give notification of access arrangements to the delegated member of staff/SENCO;
- provide accurate information regarding awarding bodies and entry codes;
- where required, provide accurate marks for controlled assessment, samples of work for moderation in a timely manner, information for any students who may be absent during the examination period;
- give guidance and a pastoral overview of candidates who are unsure about examination entries or amendments to entries;
- offer guidance regarding appeals for the students and requests for examination scripts;
- provide accurate completion of coursework mark sheets and declaration sheets;
- give accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

2.4 A DELEGATED MEMBER OF STAFF

- provides administration of access arrangements;
- gives identification and testing of candidates, requirements for access arrangements;
- provides 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;
- carries out administration and applications for access arrangements online in accordance with the JCQ guidelines.

2.5 INVIGILATORS

- collect examination papers and other materials from the examinations office before the start of the examination;
- collect all examination papers in the correct order at the end of the examination and return them to the Examinations Officer.

2.6 CANDIDATES

- provide confirmation and signing of entries and coursework.

3. EQUALITY LEGISLATION

3.1 All exam centre staff will ensure that they meet the requirements of any equality legislation, including Equality Act 2010. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ.

4. ACCESS ARRANGEMENTS

4.1 The Federation SENCO, or an allocated member of staff, will work with students, parents and subject teachers to establish the appropriateness of applying for access arrangements. Ensuring there is appropriate evidence for a candidate's access arrangements is the responsibility of the SENCO or allocated member of staff, working in partnership with the Vice Principal. Submitting completed access applications to the awarding body is the responsibility of the SENCO.

4.2 Implementation of access arrangements, including rooming or additional resources, is the responsibility of the Examinations Officer.

4.3 Invigilation and support for access arrangements candidates, as defined by JCQ access arrangement regulations, will be organised by the Examinations Officer.

5. CONTROLLED ASSESSMENT

5.1 It is the responsibility of teaching staff to ensure that assessments tasks provided are in line with the awarding body specification and control requirements are contextualised as appropriate to meet local needs.

5.2 Teachers will work in partnership with the Examinations Officer to ensure that all confidential materials, together with the final work submitted by students, are held securely at all times, in accordance with subject instructions for 'conducting controlled assessment'.

5.3 The Examinations Officer will liaise with teachers to ensure students have been entered for the correct individual units of controlled assessment by the deadline set by the relevant awarding bodies.

5.4 The Examinations Officer will distribute mark sheets for completion by teaching staff, and collect and return them to the examination body before the deadline set.

5.5 The teacher will ensure that moderation of work and signatures of authenticity are collected and submitted for external validation by the deadlines set by the examination boards.

6. EXAMINATION RESULTS

- 6.1 GCSE results are received by us on the day before official publication. Results remain embargoed until the following day and should only be shared with the SLT for purposes of identifying any issues.
- 6.2 The College will issue results as soon as possible on results day.
- 6.3 Subject breakdowns will be provided to teaching staff on results day, in order that they may provide additional support to students including guidance regarding any appeals.
- 6.4 The SLT will provide a summary of accumulated performance for publication in the press, inclusion in the prospectus, and reports to Governors and parents.

7. APPEALS AGAINST INTERNALLY MARKED WORK

- 7.1 We are committed to ensuring that whenever staff mark controlled assessment/coursework that it is done fairly, consistently and in accordance with the awarding body's specification and associated documents.
- 7.2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills to complete the marking. We are committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of staff are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- 7.3 If a candidate believes that work has not been marked in accordance with the points above, he/she may make use of this appeals procedure.
- 7.4 An appeal may only be made against the assessment process and not against the mark submitted to the awarding body:
- An appeal should be made as early as possible and no later than 1 April that academic year.
 - An appeal should be made to the Examinations Officer.
 - A nominated senior leader will conduct the investigation. The senior member of staff will not have any involvement in the internal assessment process for that subject.
 - 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 documents.
 - The person appealing will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes to future procedures.
 - The outcome of the appeal will be made known to the SLT. A written record will be kept and made available to the exam body on request. Should the appeal bring any irregularity to light, the awarding body will be informed.

7.5 After the candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency between centres. The moderation process may lead to mark changes. This process is outside of our control.

8. ENQUIRIES ABOUT RESULTS (EaRs)

8.1 Enquiries about results can be requested by centre staff following the release of results. A request for a remark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

8.2 Students and parents are made aware of the procedures to follow for EaRs prior to the publication of results. A pro forma is available for completion, which is signed by student and the Executive Principal.



To be read in conjunction with the Federation Emergency Closure Policy.

This plan aims to examine potential risks and issues that could cause disruption to the management and administration of the examination process at the College. By outlining actions to be followed in case of disruption, it is intended to mitigate the impact these disruptions may have on our examination process. Alongside internal processes, this plan is informed by guidance from the joint contingency plan for the examination series in England, Wales and Northern Ireland.

CAUSES OF POTENTIAL DISRUPTION AND ASSOCIATED RISK

POTENTIAL RISK	MANAGEMENT OF RISK
Examinations Officer extended absence at key points during the examination process cycle.	Federation to train a member of staff so they understand all aspects of the role and can deputise if required.
Candidates not entered with awarding body.	21 February deadline SLT to liaise with Examinations Officer and publish to class teachers.
Financial implication to the Federation caused by late entries.	Publishing deadlines well in advance.
Examination plan not produced including key dates (deadlines missed, results may be delayed).	Deputy Examinations Officer and Vice Principal to liaise with SLT to produce.
Insufficient training and recruitment of Examination Invigilators.	Recruitment cycle to begin promptly (January).
Failure to recruit sufficient Invigilators to conduct examinations/Invigilator absence on day of examination.	Additional staff deployed to provide cover (teaching staff, trained STA/TAs).
Lack of appropriately trained Invigilators or Invigilator absence.	Annual training session with SLT, Examinations Officer and Invigilators, including access arrangements and safeguarding.
Controlled assessment (or equivalent) marks not submitted by published deadlines.	CAG submission to exam boards 18 June 2021. Vice Principal and SLT links aware of deadlines.
Deadlines missed.	Examinations Officer to seek advice from the awarding body.

Rooming, scheduling, timetables not completed including for those students with access arrangements.	Examinations Officer to liaise with the Premises Officer to ensure that all examination rooms meet the requirements of JCQ Guidelines within an appropriate timescale for any issues to be addressed. In case of absence of Examinations Officer, Vice Principal to liaise with SENCO.
Examination scripts not dispatched as required.	Examinations Officer to liaise with awarding bodies to receive scripts in line with entries.
Disruption to the transportation of completed examination scripts.	Seek guidance from awarding bodies.
Delay in collection arrangements for completed examination scripts.	Ensure scripts are retained in secure storage until collection. Examinations Officer to liaise with couriers as to reasons for delay and clarify plans for rectifying.

The same approach would apply for absence of SENCO during key periods. The Vice Principal and SENCO would ensure all testing and online applications for access arrangements are completed and submitted within the deadlines.

CONTINGENCY PLAN FOR UNFORESEEN CIRCUMSTANCES RELATING TO SITE

POTENTIAL RISK	MANAGEMENT OF RISK
Examination venue unavailable at short notice.	Use of alternative venues depending on size of cohort. This includes: main sports hall, rooms within the Federation including Catmose College. Group split into smaller groups and individual classrooms used. Use of 1:30 ratio of Invigilators/Federation staff within JCQ guidance.
Centre unable to open as normal during the examination period.	Relevant awarding bodies made aware where appropriate and guidance taken regarding alternative venues. Examinations Officer to apply for special consideration for candidates where they have met minimum requirements to achieve the qualification.

	Alternative local venue sought after consultation with awarding bodies.
Disruption to examination due to unforeseen circumstances.	Contingency plan activated. Special consideration applied for.
Excessive noise.	Examinations Officer and a Senior Leader contacted at the earliest opportunity.
Disruption from external visitors outside of the examination.	Examination stopped until resolution of problem.
Fire Alarm.	The emergency evacuation plan will be activated. The examination will be stopped, all students and staff will be evacuated in accordance with the examination evacuation procedure until authorised to re-enter the building. The awarding bodies will be contacted to seek advice.
Bomb Threat	The emergency evacuation plan will be activated. The examination will be stopped, all students and staff will be evacuated in accordance with the examination evacuation procedure until authorised to re-enter the building. The awarding bodies will be contacted to seek advice.
Malfunction of subject specific/technical equipment during examination.	Invigilators to alert Examinations Officer/SLT immediately. Federation to rectify the faulty equipment as soon as possible. Examinations Officer to contact awarding body and submit special consideration.

CONTINGENCY PLAN FOR UNFORESEEN CIRCUMSTANCES RELATING TO THE CANDIDATES

POTENTIAL RISK	MANAGEMENT OF RISK
<p>Candidate unable to take examination because of crisis.</p> <p>Stress/anxiety caused to candidate due to unforeseen circumstances (needing to move an examination at short notice).</p>	<p>Candidate must inform Examinations Officer and Head of Centre as soon as crisis is known.</p> <p>Guidance regarding this given in student briefing.</p>
<p>Candidate unable to attend the examination centre to take examination.</p> <p>Candidate taken ill during an examination.</p>	<p>Liaise with candidate if examination can be taken at alternative venue in agreement with awarding body.</p> <p>Examinations Officer to liaise with invigilator to attend alternative venue.</p> <p>Examinations Officer to apply to awarding bodies for special consideration.</p> <p>Medical certificate or other evidence required to submission.</p> <p>Invigilators to alert Examinations Officer/SLT.</p> <p>Examinations Officer to contact awarding body and submit special consideration.</p>

CONTINGENCY PLAN AS A DIRECT RESULT OF COVID-19

POTENTIAL RISK	MANAGEMENT OF RISK
<p>Examinations Officer or other key members of staff self-isolating.</p>	<p>Federation to train a member of staff so they understand all aspects of the role and can deputise if required.</p>
<p>Venue facing complete or partial lockdown.</p>	<p>Guidance sought from JCQ and examination board.</p> <p>Intent is for site to be made COVID-19 safe for the purpose of examinations being able to continue. This includes:</p> <ul style="list-style-type: none"> - Clear guidance to candidates on agreed College procedures. - Exam room wiped before and after examinations. - Candidates sanitise hands before entry to the examination room. - Invigilators permitted to wear face coverings.

	If required, the College would continue use of alternative venue. This could include the sports hall or rooms at Harington School.
Candidate is self-isolating.	Notify examination board at the earliest opportunity to seek guidance. Guidance given to student and evidence of self-isolation collected if required.

This Appendix should be read in conjunction with the Centre Assessed Grades Policy 2021.

Malpractice, maladministration and conflicts of interest guidance has been taken from JCQ document Suspected Malpractice in Examinations and Assessments 2020-21.

[Malpractice - JCQ Joint Council for Qualifications](#)

1. MALPRACTICE

1.1 Malpractice means any act, default or practice which is a breach of the regulations or which:

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

1.2 Malpractice may or may not relate directly to sitting an examination. Awarding bodies are aware of the possibility of novel or unexpected forms of malpractice emerging as technologies and the nature and organisation of examination centres change.

1.3 Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself. Also, failure to take action as required by an awarding body, or to co-operate with an awarding body's investigation, constitutes malpractice.

1.4 Malpractice includes maladministration and instances of non-compliance with the regulations, and includes activity such as failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or failures of compliance with JCQ regulations in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms. This list is not exhaustive. Awarding bodies are obliged to notify the qualifications regulators of certain malpractice incidents, in accordance with the regulators' conditions.

1.5 The following are types of malpractice:

1.5.1 Breach of security

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

- failing to keep examination/assessment material secure prior to an examination/assessment;
- discussing or otherwise revealing information about examinations and assessments that should be kept confidential, e.g. internet forums/social media;
- permitting, facilitating or obtaining unauthorised access to examination/assessment material prior to an examination;
- tampering with candidate scripts, controlled assessments, coursework or non-examination assessments after collection and before dispatch to the moderator;
- failing to keep secure computer files which contain candidates' controlled assessments, coursework or non-examination assessments.

1.5.2 Deception

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

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

1.5.3 Improper assistance to candidates

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

- assisting candidates in the production of controlled assessment, coursework, nonexamination assessment or portfolios, beyond that permitted by the regulations;
- sharing or lending candidates' controlled assessment, coursework or non-examination assessment with other candidates in a way which allows malpractice to take place;
- assisting or prompting candidates with the production of answers;
- permitting candidates in an examination to access prohibited materials (dictionaries, calculators etc.);

- prompting candidates in an examination/assessment by means of signs, or verbal or written prompts;
- assisting candidates granted the use of a Communication Professional, an Oral Language Modifier, a practical assistant, a prompter, a reader or a scribe beyond that permitted by the regulations.

1.5.4 Failure to co-operate with an investigation

This includes:

- failure to make available information reasonably requested by an awarding body in the course of an investigation, or in the course of deciding whether an investigation is necessary;
- failure to investigate on request in accordance with the awarding body's instructions or advice;
- failure to investigate or provide information according to agreed deadlines;
- failure to immediately report all alleged, suspected or actual incidents of malpractice to the awarding body.

1.6 Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

1.7 Centre staff malpractice

Centre staff malpractice means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre;
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, an Oral Language Modifier, a practical assistant, a prompter, a reader or a scribe.

1.8 Candidate malpractice

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

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidates' work;
- disruptive behaviour in the examination/assessment room or during an assessment session (including the use of offensive language);

- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of unauthorised confidential information about an examination or assessment;
- 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, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.

2. MALADMINISTRATION

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

- failing to ensure that candidates' controlled assessment, coursework, non-examination assessment or work to be completed under controlled conditions is adequately completed and/or monitored and/or supervised;
- failure, on the part of the head of centre, to adhere to awarding body specification requirements in the delivery of non-examination assessments, endorsements and other

projects required as part of a qualification. These include the GCSE Computer Science Programming Project, GCSE English Language Spoken Language Endorsement and/or the GCE A-level Biology, Chemistry, Geology and Physics Practical Skills Endorsement;

- inappropriate members of staff assessing candidates for access arrangements who do not meet the criteria as detailed within Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments;
- failure to use the correct tasks/assignments for assessments;
- failure to train invigilators and those facilitating access arrangements adequately, e.g. readers and scribes, leading to non-compliance with the JCQ publications.
- failing to prevent the introduction of unauthorised material into the examination room, either prior to or during the examination (NB this precludes the use of the examination room to coach candidates or give subject-specific presentations, including power-point presentations, prior to the start of the examination);
- failing to remind candidates that any mobile phones or other unauthorised items found in their possession must be handed to the invigilator prior to the examination starting;
- failure to invigilate examinations in accordance with the JCQ publication instructions for conducting examinations;
- failure to have on file for inspection purposes appropriate evidence, as per the JCQ publication Access Arrangements and Reasonable Adjustments, to substantiate approved access arrangements processed electronically using the Access Arrangements Online System;
- granting access arrangements to candidates who do not meet the requirements of the JCQ publication Access Arrangements and Reasonable Adjustments;
- granting access arrangements to candidates where prior approval has not been obtained from the Access Arrangements Online System or, in the case of a more complex arrangement, from an awarding body;
- failure to supervise effectively the printing of computer-based assignments when this is required;
- failing to retain candidates' controlled assessments, coursework or non-examination assessments securely after the authentication statements have been signed or the work has been marked;
- failing to conduct a thorough investigation into suspected examination or assessment malpractice when asked to do so by an awarding body.