

International School of Creative Arts

# Examination Policy

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## Control Page

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## **Statement of intent**

As an authorised examination centre, International School of Creative Arts (ISCA) is fully aware of its responsibilities in administering examinations consistently and securely to ensure that the integrity of the assessment process can be maintained.

We understand that a failure to adhere to the published regulations and requirements could adversely affect pupils, either at a local level within the school or, in the event of a breach of question paper security, at a national or international level.

Through the implementation of this policy and the commitment to working with its educational partners, we will ensure that statutory examinations and assessments carried out within the school are conducted with a high level of expertise that safeguards the integrity and security of the examination system and provides better outcomes for pupils.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children Act 2004
- Education Act 2004
- Equality Act 2010
- DfE (2020) 'Headteachers' Standards'
- DfE (2021) 'Teachers' Standards'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- JCQ (2024) 'Instructions for conducting examinations (ICE)'
- JCQ (2024) 'General Regulations for Approved Centres'
- JCQ (2024) 'AI Use in Assessments: Protecting the Integrity of Qualifications'
- JCQ (2024) 'Suspected Malpractice: Policies and Procedures'

This policy operates in conjunction with the following school policies:

- Accessibility Plan
- Assessment Policy
- AI Policy
- Student Behaviour Policy
- Child Protection Policy
- Complaints Procedures Policy
- Conflicts of Interest Policy
- Curriculum Policy
- Data Protection Policy
- Exam Post Results Policy
- Exam Contingency Plan
- Malpractice and Maladministration Policy
- Marking and Feedback Policy
- Non-examination Assessment Policy
- Equal Opportunities Policy
- Whistleblowing Policy

## 2. The qualifications framework: an overview

The school is aware that it operates within a wider educational system, and, as an authorised examinations centre, understands the role it plays in the delivery of assessments and qualifications.

The school is aware that, for some aspects of the qualification system, exam boards adopt common ways of working to make it easier for schools and help ensure the system is fair and equitable for all, regardless of the exam board used. The school will ensure that it collaborates effectively with its partner organisations via the sector frameworks in place and complies with all requirements placed upon it.

### Exam boards

The school is aware that exam boards publish specifications for each qualification, which **must** include:

- The knowledge, skills and understanding that will be assessed, giving a clear indication of their coverage and depth.

- How it will be assessed.
- How it will be graded.
- Any sample assessment materials and their mark schemes.

When selecting exam boards and qualifications the school will ensure that the board's criteria suit pupil strengths and abilities and that the qualification has been accredited by Ofqual.

### **Joint Council for Qualifications (JCQ)**

The school is aware that the JCQ is a membership body that provides common administrative arrangements for examinations in order to reduce burden and bureaucracy for schools and colleges.

The school understands that approval of the school to operate as an examination centre by an awarding body signals the start of a contractual relationship which is governed by the contract between the awarding body and the centre, the general regulations and any other documents published by the JCQ, the awarding bodies or the regulators.

The school will ensure that it complies with the requirements of the [General Regulations for Approved Centres](#) which have been produced by the JCQ to ensure the integrity and security of the examination system.

The school understands that, as an approved examination centre, it has confirmed its readiness to adhere to these regulations, and will conduct examinations and assessments in accordance with the General Regulations and, where relevant, the following JCQ documents:

- [‘A guide to the special consideration process’](#)
- [‘Access Arrangements and Reasonable Adjustments’](#)
- [‘Instructions for conducting coursework’](#)
- [‘Instructions for conducting examinations’](#)
- [‘Instructions for conducting non-examination assessments’](#)
- [‘Suspected Malpractice – Policies and Procedures’](#)

The school will ensure that it is able to meet the conditions set out in the general regulations and any specific qualification criteria.

The school will ensure that these regulations are read, and referred to, by:

- The head of centre.
- Members of the senior management team.
- The examinations officer.

### **3. Roles and responsibilities: Head of School**

#### **Centre management**

The Head of School will:

- Comply with the published JCQ regulations and awarding body requirements to deliver the qualifications.
- Ensure appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries, internally assessed marks.
- Take all reasonable steps to comply with requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.

- Confirm, on an annual basis, that they are aware of and adhering to the latest version of the general regulations – this responsibility will not be delegated to a member of the SMT or the examinations officer.
- Ensure that senior management teams and exam office personnel familiarise themselves with the entire contents of the general regulations.
- Ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service.
- Ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations and assessments.
- Report any incidents to the relevant awarding bodies which might compromise any aspect of assessment delivery, such as a cyber-attack.

### **Recruitment, selection, training and support**

The Head of School will:

- Retain a workforce of an appropriate size and competence to undertake the delivery of the qualification as required by an awarding body.
- Take reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.
- Provide fully qualified teachers to mark non-examination assessments, and fully qualified assessors for the verification of centre-assessed components.
- Ensure senior leaders, examinations officers and the SENCO receive appropriate training and support.
- Ensure the SENCO has sufficient time to manage and implement the access arrangements process.
- Ensure the examinations officer has sufficient time to perform their role.
- Ensure that the examinations officer is line managed and actively supported by a member of the senior management team who has a good working knowledge of the examination system.

### **External and internal governance arrangements**

The Head of School will:

- Ensure an escalation process is in place should the Head of Centre, or a member of the SMT with oversight of examination administration, be absent.
- Appoint a member of the SMT to support and supervise the examinations officer to ensure the integrity and security of examinations is maintained through an examination series.
- Confirm the external governance arrangements to an awarding body to foster confidence in the integrity of centre activities.

### **Delivery of qualifications**

The Head of School will:

- Deliver qualifications, as required by the awarding body, in accordance with relevant equality legislation.
- Enable pupils to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned.

### **Public liability**

The Head of School will:

- Comply with local health and safety rules.
- Ensure the centre is adequately covered for public liability claims.

### **Conflicts of interest**

The Head of School will:

- Manage conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of the following:
  - Any members of staff who are taking qualifications at their own centre which include internally assessed components and/or units.
  - Any members of staff who are teaching and preparing members of their family or friends for qualifications which include internally assessed components.
- Maintain clear records of all instances where:
  - Exams office staff have members of their family or friends being entered for examinations and assessments either at the centre itself or other centres.
  - Centre staff are taking qualifications at their own centre which do not include internally assessed components/units.
  - Centre staff are taking qualifications at other centres.
- Ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Make records available to a JCQ centre inspector or awarding body staff where requested.
- Retain records until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

### **Controlled assessments, coursework and non-examination assessments**

The Head of School will:

- Ensure arrangements are in place to co-ordinate and standardise all marking of centre-assessed components.
- Ensure pupils' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions.
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date.

### **Security of assessment materials**

The Head of School will:

- Take all reasonable steps to maintain the integrity of the examinations and assessments, including the security of all assessment materials.
- Make arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the JCQ's ICE guidance document.
- Make arrangements to receive and issue material received from the awarding bodies to staff and pupils and notify them of any relevant advice and instructions.
- Allow pupils access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

### **National Centre Number Register and other information requirements**

The Head of School will:



- Provide details of the registered address of the school and official contact details to which all correspondence can be directed.
- Respond to an awarding body's request for information regarding the contact details of a senior member of staff.
- Respond to the National Centre Number Register annual update by the end of October every year.
- Inform the National Centre Number Register Team immediately if any changes occur after the National Centre Number Register annual update has taken place.
- Inform the National Centre Number Register Team of any changes to relevant contact details no later than six weeks prior to moving to a new address or re-locating of the secure storage facility.
- Inform the National Centre Number Register Team immediately of any other changes in circumstances that could affect the school's centre status.
- Complete the head of centre declaration to confirm that they are aware of and adhering to the latest versions of the JCQ regulations, no later than the end of October every year.
- Respond to any other reasonable requests made by the National Centre Number Register Team.

### **Centre inspections**

The Head of School will:

- Co-operate with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.
- Allow all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection.
- Accompany JCQ centre inspectors throughout their tour of the premises, including inspection of the centre's secure storage facility.

### **Policies available for inspection**

The Head of School will ensure that the required policies are made available upon inspection.

### **Access arrangements and reasonable adjustments**

The Head of School will:

- Appoint a SENCO who will determine appropriate arrangements for pupils with learning difficulties and disabilities.
- Ensure that learners have the correct information and advice on their selected qualifications in an accessible format and that the qualifications meet their needs.
- Recognise the school's duties towards disabled pupils and ensure compliance with all aspects of the Equality Act 2010.
- Ensure the SENCO undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal ways of working for pupils.
- Ensure that pupils requiring an assessment of need are assessed by an appropriately qualified assessor appointed by the Head of School.
- Ensure that the qualifications of assessors checked and that the relevant procedures outlined the JCQ document 'Access Arrangements and Reasonable Adjustments' are followed.

- Assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and fully support the SENCO in effectively implementing those arrangements once approved.
- Ensure any applications for access arrangements or reasonable adjustments are submitted by the published deadline.
- Ensure that for GCE and GCSE qualifications, a file is presented by the SENCO which is readily available for inspection where the pupil is taking the examination and contains for each online application the following:
  - A downloaded approval for the respective arrangements supporting evidence of need
  - A signed data protection notice or pupil data personal consent form
- Ensure requests for modified papers are submitted by the published deadline.
- Ensure that all arrangements are carried out in accordance with the JCQ document 'Access Arrangements and Reasonable Adjustments'.

#### **4. Roles and responsibilities: the School**

##### **School status**

The school will ensure that it has:

- Clear signage outside the main building.
- A reception area where appropriate school staff are available Monday to Friday between 8:30am to 3:30pm during term time.
- Designated members of centre staff, available Monday to Friday, 8:30am to 3:30pm, for the following purposes:
  - To receive deliveries of confidential examination/assessment material.
  - To accompany a JCQ centre inspector or awarding body representative.
- A secure storage facility in a room solely assigned to examinations, as described in Section 3 of the JCQ document 'Instructions for conducting examinations'.
- Appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for pupils requiring access arrangements or practical assessments.
- Internet access that enables full use of the awarding bodies' extranet sites.

##### **Confidentiality**

The school will:

- Keep confidential the names, addresses and contact details of examiners, moderators, external verifiers and any other awarding body examining and assessment personnel, as well as the email addresses of awarding body or JCQ personnel.
- Not forward emails and letters from awarding body or JCQ personnel, without prior consent, to third parties or upload such correspondence onto social media sites and applications.
- Keep confidential the centre's employment of any current or former JCQ centre inspectors, awarding body examiners, moderators, awarders, external verifiers or other examining personnel, and not mention them in any form of literature issued in connection with the centre's programmes of assessment.

##### **Retention of pupils' work**

The school will:

- Keep live non-examination assessments, including controlled assessments, coursework and portfolios, secure and confidential at all times whilst in their possession.
- Not allow teaching staff to share the live work of pupils with other pupils.
- Store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later.
- Ensure that when scripts that have been returned under access-to-scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies.

## **Communication**

The school will:

- Not advise parents or pupils to contact awarding bodies or the JCQ directly.
- Ensure that correspondence on any aspect of a pupil's examination or assessment will be conducted between the awarding body and the Head of School, a member of the SMT or the examinations officer.

## **Entries**

The school will:

- Observe each awarding body's terms and conditions for the entry and withdrawal of pupils for their examinations and assessments, as well as any regulatory requirements for the qualification.
- Register or enter pupils for an examination or assessment in accordance with the awarding body's published procedures for that qualification.
- Submit registrations, examination entries and certification claims by the specified deadlines.
- Maintain a unique candidate identifier (UCI) or unique learner number (ULN) for each pupil entered for an examination or assessment and ensure that the same UCI or ULN is used consistently for the pupil over time to enable aggregation of units and qualifications.
- Enter pupils who are on roll at the centre as internal pupils.
- Enter a pupil who has not received any tuition at the centre as a private pupil.
- Enter pupils re-sitting a qualification as private pupils if they are not receiving any tuition at the school when the entries are submitted.
- Not enter pupils for a qualification at the same level and in the same subject multiple times in the same series.
- Pay any fees as instructed and at the time specified by the awarding bodies.
- Submit any applications for transferred pupil arrangements in accordance with the JCQ document Guidance notes concerning transferred pupils.
- Verify the identity of all students entered for examinations or assessments.
- Ensure that all pupil identities have been checked and verified.
- Treat all pupils equally throughout the examination process.

## **Centre-assessed work**

### **Controlled assessments, coursework, non-examination assessments and portfolios of evidence**

The school will:

- Use only current assessment materials and tasks to assess pupils' knowledge and skills.
- Inform pupils of their centre-assessed marks and allow a pupil to request a review of the centre's marking before submitting marks to the awarding body.
- Take reasonable steps to ensure that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date.
- Submit centre-assessed marks and despatch moderation samples, if required by the awarding body, by the published date.
- Ensure a written internal appeals procedure relating to internal assessment decisions is in place, which is available for inspection purposes, communicated, and made widely available and accessible to all pupils.
- Ensure this policy is in place and available for inspection purposes.

## **Pupil information**

The school will:

- Notify pupils of their examination entries and the dates and times of their examinations and assessments.
- Ensure that the JCQ 'Unauthorised items' and 'Warning to candidates' posters are displayed in a prominent place for all pupils to see prior to entering the examination room.
- Ensure that the JCQ ['Information for candidates' documents](#) are distributed to all pupils, whether electronically or in hard copy format prior to assessments and examinations taking place.
- Ensure pupils are made aware of the content of the JCQ 'Unauthorised items' and 'Warning to candidates' posters.
- Provide pupils, where necessary, with a copy of the JCQ 'Information for candidates' documents in a language other than English, Irish or Welsh.
- Ensure that all pupil data, where required by the awarding body, has been supplied to the awarding bodies within the terms of the UKGDPR, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that pupils have been properly informed that this data has been transferred to the awarding bodies.
- Make pupils and their parents aware of the school's written Complaints Procedures Policy and internal appeals procedure.

## **Conducting examinations and assessments**

The school will:

- Provide suitable accommodation and facilities for all examinations and assessments, ensuring that the work submitted is that of the pupil alone using only the items and materials specified.
- Provide fully trained invigilators for examinations, including computer based and on-screen assessments.
- Ensure that all staff acting as invigilators are competent, fully trained, and understanding what is and what is not permissible.

- Provide fully trained communication professionals, language modifiers, practical assistants, readers and scribes for examinations where permitted, in accordance with the JCQ document 'Access Arrangements and Reasonable Adjustments'.
- Ensure there are procedures in place to verify the identity of all pupils at the time of the examination or assessment.
- Conduct all examinations and assessments in accordance with JCQ guidance and regulatory documents.
- Inform the JCQ Centre Inspection Service of any alternative sites that will be used to conduct timetabled examination components.
- Keep records for inspection purposes of all cases where overnight supervision is required in accordance with the JCQ document Instructions for conducting examinations.
- Submit declarations for the very late arrival of pupils for examinations, in accordance with the [JCQ document 'Instructions for conducting examinations'](#).
- Submit any applications for special consideration where pupils meet the published criteria.

## Malpractice

The school will:

- Take all reasonable steps to prevent the occurrence of any malpractice and maladministration before, during and after assessments have taken place.
- Inform the awarding body immediately of any alleged, suspected, or actual incidents of malpractice or maladministration, involving a pupil or a member of staff, by completing the appropriate documentation.
- Gather evidence, as required by an awarding body, of any instances of alleged or suspected malpractice or maladministration in accordance with the [JCQ document 'Suspected Malpractice – Policies and Procedures'](#) and provide such information and advice as the awarding body may reasonably require.
- Act in accordance with the school's Malpractice and Maladministration Policy.

## Results

The school will:

- Ensure results are kept confidential and restricted to the Head of School, examinations office staff and key members of teaching staff within the school until results are officially released to pupils.
- Distribute provisional statements of results to all pupils without delay and regardless of any disputes.
- Not withhold provisional results from pupils under any circumstance.

## Post-results services and appeals

The school will:

- Ensure there are written procedures in place for dealing with pupils' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies.
- Ensure that details of these procedures are made widely available and accessible to all pupils.

- Ensure that pupils are aware of the arrangements for post-results services prior to the issue of results.
- Ensure that senior members of staff are available immediately after the publication of results.
- Ensure that all internal pupils are made aware that all post-results service requests must be made through the school.
- Ensure that pupils have provided their written consent for clerical re-checks, reviews of marking, and any subsequent appeal, and access to scripts services offered by the awarding bodies after the publication of examination results.
- Submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadlines in accordance with the JCQ document Post-results services.
- Submit requests for appeals in accordance with the JCQ document 'A guide to the awarding bodies' appeals' processes.
- Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to pupils as soon as possible.
- Ensure a written internal appeals procedure is in place and available to pupils and their parents, and for inspection purposes.
- Ensure pupils and their parents are aware of the internal appeals policy and procedure to manage disputes when a pupil disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal.
- Submit late subject awards for unitised GCE, AS- and A-level qualifications by the published deadline.

## **Certificates**

The school will:

- Obtain and maintain accurate pupil contact information to ensure the correct and secure despatch of certificates.
- Distribute certificates to all pupils without delay and regardless of any disputes.
- Keep a record of the certificates that are issued.
- Only withhold certificates in very exceptional circumstances and where prior permission from an awarding body has been given.
- Retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.
- Destroy in a confidential manner any unclaimed certificates after they have been retained for a minimum of 12 months.
- Keep a record of certificates that have been destroyed and retain it for four years from their date of destruction.
- Inform pupils that some awarding bodies do not offer a replacement certificate service.
- Return any certificates requested by the awarding bodies.

## **Personal data, freedom of information and copyright**

The school will:

- Comply with the requirements of the UK GDPR and the Data Protection Act 2018.
- Distribute to all pupils the JCQ document 'Information for candidates – Information About You and How We Use It' at the start of a course leading to a vocational

qualification, or, where pupils are following GCE and GCSE qualifications, when the entries are submitted to awarding bodies for processing.

- Advise any person involved in administering, teaching, or completing examinations and assessments that where malpractice is suspected, or alleged, personal data about them will be provided to the relevant awarding body.
- Advise any person involved in administering, teaching, or completing examinations and assessments that this personal data may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document 'Suspected Malpractice – Policies and Procedures'.
- Inform pupils of the data processing activities that the school undertakes.
- Consider requests for information in accordance with the provisions of the Freedom of Information Act 2000 and consult with the relevant awarding bodies before disclosing any information received from an awarding body.
- Ask pupils to grant the awarding body a non-exclusive, royalty-free licence to use their assessment materials – the "Assessment Licence" – in accordance with the criteria outlined within the JCQ's 'General Regulations' document.

## **5. Conducting examinations**

The school is aware that all examinations activity that it conducts must be undertaken in accordance with the [JCQ document 'Instructions for conducting examinations'](#).

The school will use these instructions to administer examinations consistently and securely so that the integrity of the assessment process can be maintained.

The instructions will be followed by all school staff involved in examination administration, including, but not limited to, the following individuals:

- Head of School
- SMT members
- Exams officers and administrators
- Invigilators
- Communication professionals, language modifiers, practical assistants, prompters, readers and scribes

## **6. Preparing for the examination**

### **Keeping question papers and other examination materials secure**

The school will:

- Inform awarding bodies immediately if the security of the question papers or confidential supporting instructions is put at risk.
- Ensure procedures are in place to be able to demonstrate the receipt, secure movement and secure storage of question papers and confidential materials.
- Ensure that envelopes and boxes containing confidential materials are signed for upon delivery.
- Ensure that a log is kept at the initial point of delivery of confidential materials.
- Ensure that a log is kept of each awarding body's deliveries and the number of boxes received.

- Ensure that appropriate arrangements are in place so that confidential examination materials are only handed over to authorised members of staff.
- Take the utmost care to ensure the security of materials.
- Upon receipt, move question paper packets, still in their despatch packaging, immediately to the schools designated secure room for checking and transferring to the centre's secure storage facility.
- Ensure that only persons authorised by the Head of School and the exams officer are allowed access to the school's secure storage facility.
- Ensure that examination materials are only accessed in accordance with the awarding body's specific instructions.

### **Checking and arranging question paper packets**

The school will:

- Check the question paper packets carefully when they are removed from the despatch packaging and keep a log of the check.
- Ensure that the question paper packets are checked against the awarding body's despatch note and the centre timetable or entries.
- Ensure that the process of checking deliveries takes place as soon as possible on the day the question papers are received.
- Transfer the examination materials, still in its despatch packaging, straight into the secure storage facility where immediate checking is not possible, e.g. due to a late delivery or the unavailability of authorised members of staff.
- Ensure that in the above situation, the checking of deliveries will take place no later than the next working day and is undertaken in the secure room.
- Arrange question paper packets in timetable order following the official check and immediately lock them in the secure storage facility to reduce the possibility of opening a packet at the wrong time.
- Inform the awarding body immediately if there are any problems, such as the following:
  - It appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security
  - There are any differences between the material received and the despatch/delivery note
  - The material has been significantly damaged in transit or upon opening
  - The material appears not to meet the centre's requirements
  - The material has been received in error

### **The secure room and the secure storage facility**

The school will:

- Ensure that question papers and pre-release materials issued by the awarding bodies are always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe, security cabinet.
- Ensure that the secure room is only used for the purpose of administering secure examination materials, with access restricted to two to six key holders only.
- Ensure that authorised keyholders are permanent members of staff and include the exams officer.
- Inform the National Centre Number Register Team, no later than six weeks prior to a centre moving to a new address or relocating the secure storage facility, in order to trigger a centre inspection.



- Ensure that the school's secure storage facility has the capacity to hold up to three weeks of question papers and any other confidential material.
- Ensure that the school's secure storage facility only contains current and 'live' confidential awarding body material.
- Ensure that, where possible, past examination question papers, internal school tests and mock examinations are not kept in the secure storage facility – where this is not possible, the school will ensure that mock examinations and internal school tests are kept separately from live awarding body material and are clearly identified.
- Ensure that question papers are always be kept in their sealed packets.
- Ensure that examination stationery, such as answer booklets and formula booklets, are stored in the secure room where possible.
- Ensure that, in situations where the volume of question papers is too great for storing securely in one room, additional rooms are used within the centre that meet the JCQ requirements for secure storage.

### **Arrangements for handling secure electronic materials**

The school will follow the JCQ guidance on the following issues:

#### **1. Centre authorisation**

The school will ensure that:

- Electronic question paper materials are only handled by members of staff authorised by the Head of School.
- Arrangements are in place to update authorised staff with the most recent instructions issued by the relevant awarding bodies.
- Only between two and six members of staff will be authorised to handle secure electronic materials, one of whom will be the exams officer.
- Other members of centre staff assisting with printing and collation will do so under supervision.

#### **2. Secure account management**

The school will ensure that:

- Email accounts used for secure material access belong to either named individuals or be a group email account accessed solely by individuals authorised by the Head of School to handle secure materials.
- Where group email accounts are in place, regular checks are conducted to ensure all authorised individuals in the group still require access.
- Files are only accessed by the named individuals to whom they have been sent and that emails or links to secure materials will never be forwarded or shared.
- By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.
- Accounts used to access secure material are audited regularly, with any unused or unneeded accounts being closed promptly, for example, when a member of staff has left the school or changed roles.
- Accounts are reviewed by the Head of School ahead of each examination series to ensure that users have appropriate levels of access and that all inactive accounts have been removed.
- Secure password management is taken seriously, with passwords used to access secure material checked to ensure they are strong, changed regularly and are never written down or shared.

### 3. Accessing and printing secure files

The school will ensure that:

- The integrity and security of the electronic question paper is maintained during the downloading, printing and collating process.
- The file is accessed and downloaded only for use by pupils who have been entered for the examination.
- The file is stored locally only for the purposes of printing and will then be deleted immediately, including the deletion of the file from the deleted items folder.
- Any emails or links associated with the secure file are immediately deleted and then deleted from the deleted items folder.
- No unnecessary hard copies of the file are created.
- Any unneeded hard copies are securely destroyed once printing has been completed.
- Secure files are accessed and printed within a secure environment, and that only authorised members of staff are allowed in the room at this time. Authorised staff may include exams office staff and a Reprographics Assistant; however, subject teachers will not be allowed to be present in the room.
- Once printed, question papers are sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope will be stored securely ready for transfer to the examination room at the appropriate time, in line with the JCQ requirements.

### 4. Reporting to an awarding body

The school will:

- Report any deviation from these instructions to the awarding body using the appropriate JCQ documentation.
- Report any concerns of a potential breach of security to the awarding body immediately.

## **Removing question papers from secure storage**

The school will ensure that care is taken at all times to ensure the correct question paper packets are opened, avoid any potential breaches of security, and that it follows the JCQ guidance on the following issues:

### 1. The 'second pair of eyes check'

The school will ensure that:

- A 'second pair of eyes check' is undertaken and recorded.
- The second pair of eyes check is undertaken by a member of staff, additional to the person removing the question paper packets from secure storage, such as an invigilator.
- The second pair of eyes check records the day, date, time, subject, unit, component, and tier of entry, if appropriate, immediately before a question paper packet is opened.
- If the wrong question paper packet has been opened, it is resealed, and the incident reported to the relevant awarding body's malpractice investigation team immediately.

### 2. Moving and opening question papers

The school will ensure that:

- Question paper packets are opened in the designated examination rooms unless there is a need to split question paper packets for different examination or facilitate access arrangements.
- Question paper packets are taken to the designated examination rooms as close to the start of the examination as possible.
- Question paper packets are not removed from the school's secure storage facility and taken to the designated examination rooms any earlier than 60 minutes prior to the awarding body's published starting time for the examination.
- Question papers are not left unattended.
- Where necessary, packets of question papers are only be opened to make them up into more appropriately sized sets for different rooms provided the following conditions are met:
  - As few packets as possible are opened and are only opened within 90 minutes of the awarding body's published starting time for the examination.
  - The question paper packet is opened in the secure room and not in the examination room.
  - The question paper packet is re-sealed and placed back into the secure storage facility.
  - The question paper packet is not taken to different examination rooms any earlier than 60 minutes prior to the awarding body's published starting time for the examination, unless they are required for an alternative site.
  - Where a question paper needs to be scanned or photocopied, an authorised member of staff takes the question paper in a sealed non-transparent envelope to the printer or scanner and returns the question paper and the copy to the secure room where they will be placed into the question paper packet, re-sealed and placed back into the secure storage facility.
  - The question papers extracted from the packet are taken to the examination rooms or sites in a sealed non-transparent envelope, where an invigilator is always present so that question papers are not left unattended.

### 3. Coloured or enlarged paper

The school will follow the awarding body's instructions where a pupil requires a question paper on coloured paper or enlarged from A4 to A3.

Where possible, however, the school will download and use a PDF copy of the question paper to ensure better print quality and reduce the possibility of human error when collating and stapling.

Where this is not possible, the school will open the question paper packet in the secure room within 90 minutes of the awarding body's published starting time for the examination.

### 4. Computer reader

The school will ensure that:

- Where a pupil has been granted approval to use a computer, a non-interactive electronic (PDF) question paper is ordered via access arrangements online or accessed via the awarding body's secure extranet site within 60 minutes of the awarding body's published starting time for the examination.
- Where this is not possible, the question paper packet is opened in the secure room within 90 minutes of the awarding body's published starting time for the examination.
- Where an awarding body has granted approval for a language modifier, they have access to the question paper 60 minutes prior to the awarding body's published starting time for the examination to prepare.

- Where the SENCO has granted the pupil a communication professional they may have access to the question paper 60 minutes prior to the awarding body's published starting time for the examination to prepare.
- Where the SENCO has granted the pupil a live speaker they may have access to the transcript of the listening examination 60 minutes prior to the awarding body's published starting time for the examination to prepare.
- Any reader or scribes **are not** allowed access the question paper prior to the starting time for the examination to prepare.
- Where confidential materials such as live assignments need to be opened in advance of the examination and held for use over an extended period, strict precautions are taken to safeguard them after they have been opened or downloaded from an awarding body's secure extranet site, as set out below:
  - They will only be issued at the time of the assessment and collected at the end of the assessment session.
  - They will not be removed from the centre and when not in use will be kept secure under the relevant JCQ conditions for secure storage.
  - Each copy will be checked prior to the examination to ensure that it is clean and free from pen or pencil annotations or amendments.
  - Live assessment material will not be used as practice material for any qualifications.
  - Consult the JCQ '[Notice to Centres – Instructions for conducting GCSE & GCE Modern Foreign Languages & Irish Listening examinations: CD players, MP3 players, laptops, tablets and digitising listening material](#)' where necessary.

### Starting times for examinations

The school will ensure that it complies with the awarding bodies' published starting time for all morning and afternoon examinations as set out below:

- Morning examinations start at 9:00am
- Afternoon examinations start at 1:30pm

The school will always allow pupils the full amount of time as specified for the examination in the awarding body's published timetable.

The school is aware that the JCQ awarding bodies allow examination centres in the UK to start examinations up to 30 minutes earlier than, or later than, the published starting time for the session, without the need to complete any paperwork.

Where this policy is followed, the school will avoid any possible breach of security by ensuring that late arriving pupils or early departing pupils are supervised as if the awarding body's published starting time had been in place.

To maintain the security of the question papers the school will ensure that all pupils start examinations in accordance with the guidance set out below:

- Examinations scheduled for a morning session will start no earlier than 8:30am and no later than 9:30am.
- Examinations scheduled for an afternoon session will start no earlier than 1:00pm and no later than 2:00pm, unless they are involved in other special arrangements or have a timetable clash.

The school will also ensure that:

- Pupils who take an examination earlier than the awarding body's published starting time are kept under supervision until one hour after the published starting time for that examination.

- Question papers used by those pupils are kept in the secure storage facility until one hour after the awarding body's published starting time for that examination.
- Pupils who take an examination later than the awarding body's published starting time are kept under supervision from 30 minutes after the published starting time for that examination until they begin it.
- For examinations that last less than one hour, pupils are supervised and question papers kept in the secure storage facility until the published finishing time of the examination.

### **Timetable clashes**

The school will not vary the timetable if a timetabled examination clashes with any of the following:

- Work experience
- A school function or closure
- A field trip
- Sporting events below international level
- Holidays and weddings
- A pupil's personal arrangements.

The school will not enter pupils for the same subject at the same qualification level with more than one awarding body in the same series.

The school is aware that there may arise a number of circumstances that are beyond the school's control and may affect the timetable of examinations. These may include the following:

- a) It is necessary to split the cohort into two groups where the size of the cohort means that it is not possible for all pupils to sit the examination at the same time.

In these circumstances the school will arrange for one group of pupils to sit the examination earlier than or later than the awarding body's published starting time.

- b) Pupils are taking two or more examinations in a session and the total time is three hours or less.

The school may decide the order of the examinations within the timetabled session. Pupils may also be given a supervised break of no more than twenty minutes between papers within a session which must be conducted within the examination room, and under formal examination conditions at all times.

- c) Pupils are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks.

The school may conduct one examination in a later or earlier session within the same day and can determine the examination which is to be conducted in a later or earlier session within the same day at its own discretion.

In each of these circumstances the school will ensure that the security of the examination is maintained and that pupils are supervised in line with the requirements set out below:

- Pupils who take an examination earlier than the awarding body's published starting time will be kept under supervision until one hour after the published starting time for that examination. Question papers used by those pupils will be kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination.

- For examinations that last less than one hour, pupils will be supervised, and question papers kept in the secure storage facility until the awarding body's published finishing time for that examination.
- Pupils who take an examination later than the awarding body's published starting time will be kept under supervision from 30 minutes after the published starting time for that examination until they begin it.
- Where pupils take an examination in a different session from other pupils, the school will seal all copies of the question paper used in the earlier session in an envelope and return them to the secure storage facility.

The school is aware of the following requirements for the supervision of pupils:

- A member of staff, or an invigilator, will always be in the same room as the pupils.
- Pupils may revise using their own resources whilst under supervision between examinations but must not:
  - Be in possession of an electronic communication/storage device or have access to the internet.
  - Have contact with any pupil who has sat the examination.
  - Be coached by a member of centre staff.

### **Overnight supervision arrangements**

The school understands that situations may arise when pupils are entered for multiple examinations - three or more - timetabled for the same day. In these cases, pupils may, at the school's discretion, be allowed to take an examination scheduled for the afternoon session the following morning.

Overnight supervision arrangements will only be applied as a last resort and once all other options have been exhausted and apply to situations where the total duration for those papers is:

- More than six hours for GCE examinations, AS-, A2-, A-level examinations, including approved extra time allowances and/or supervised rest breaks.
- More than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks.

Where overnight supervision arrangements are deemed necessary, the school will follow the guidance and requirements of the relevant JCQ guidance and regulations and will accept full responsibility for the security of the examination throughout.

### **Resources for examinations**

When determining the resources required for an examination the school will always refer to the instructions outlined on the question paper.

Pupils may be able to use resources such as anthologies, bilingual translation dictionaries and editions of set texts as set out in the instructions on the question paper.

In examinations where resources are not shown on the question paper or on the awarding body's stationery list, including those where calculators are not allowed, the school will warn pupils that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.

Where appropriate, the school will provide pupils with the relevant examination materials. The school will ensure that it gives pupils prior notice of any materials they may need for the examination, and where they are responsible for bringing them to the examination.

For art examinations, the school will provide appropriate art materials and design media and technology.

### **Using calculators**

For the purposes of this policy, a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

The school will adhere to the JCQ requirements on calculators unless specifically varied by an awarding body in a qualification specification.

The school will follow the instructions on the question paper when determining the use of calculators in an examination. If the instructions do not include a statement indicating whether calculators are allowed or not, the school will treat them as standard equipment and allow pupils to use them.

Where the use of a calculator is allowed, the school will:

- Inform pupils of the regulations governing their use.
- Ensure pupils are familiar with the JCQ information for candidates documents.
- Inform them that they are responsible for making sure their calculators meet the awarding bodies' regulations.

The school will also adhere to the following requirements:

- Ensure that a calculator being used during an examination does not offer any of these facilities:
  - Language translators
  - Symbolic algebra manipulation
  - Symbolic differentiation or integration
  - Communication with other machines or the internet
- Ensure that a calculator being used during an examination does not give access to pre-stored information, such as:
  - Databanks
  - Dictionaries
  - Mathematical formulae
  - Text
- Ensure that pupils do not borrow a calculator from another pupil during an examination.
- Allow calculators to be placed into exam mode, where available so that the settings result in the calculator becoming compliant with the above requirements.
- Allow an invigilator to give a pupil a replacement calculator.
- Allow, where access is permitted to a calculator for part of an examination, for pupils to place their calculators on the floor under their desks in sight of the invigilators for the non-calculator portion of the examination.

### **Accommodation**

The school will ensure that:

- Appropriate accommodation exists to support the size of the cohorts they are teaching.
- Pupils sit their examinations at the school's registered address, unless there is an alternative site arrangement, or it has received permission from an awarding body for a transferred pupil arrangement.

- It notifies the JCQ Centre Inspection Service no later than six weeks before the start of the examination series, where it is intended that examinations be conducted at an address other than the school's registered address.
- Question papers will be:
  - Kept in the secure storage facility at the school's registered address, approved by the JCQ Centre Inspection Service, until 90 minutes before the awarding body's published starting time for the examination.
  - Taken to the alternative examination venue by a member of school staff.
  - Transported to the alternative examination venue, securely packaged, and always kept under secure conditions, within 90 minutes of the awarding body's published starting time for the examination.
- The Head of School is accountable for ensuring that the examination will be conducted at any alternative site in accordance with JCQ and awarding body's specifications and requirements.

### **The examination room**

The school will ensure that:

- Any room in which an examination is held provides pupils with appropriate conditions for taking the examination, taking into account conditions such as heating, lighting, ventilation and noise, whether internal or external, intermittent or continuous.
- Timed art examinations and science practical examinations are held under conditions that will give all pupils the chance to carry out their tasks and display their true levels of attainment in the subject concerned.
- Formal examination conditions are always maintained for pupils taking external examinations.
- Internal school tests and mock examinations do not take place in the same room when an external examination is being conducted.
- The room is only used for conducting an awarding body's examination.
- The JCQ 'Warning to candidates poster' and the JCQ 'Unauthorised items' posters are displayed in a prominent place outside each examination room.
- As soon as preparation for the examination begins, no other activity takes place in that room.
- Pupils are only allowed into the room once preparation of the room is complete and only under supervised conditions to start their examination.
- Display material which might be helpful to pupils, such as maps, diagrams, wall charts and projected images, are not visible in the examination room.
- Reliable clocks, analogue or digital, which are:
  - Visible to each pupil in the examination room.
  - Big enough for all pupils to be able to read clearly.
  - Showing the actual time.
  - Not showing a countdown or count up display.
  - Checked in advance of the examinations to make sure it is in good working order and show the same time.
- A board, flipchart or whiteboard is visible to all pupils showing the following details:
  - Centre number.
  - Subject title and paper number.
  - The actual starting and finishing times, and date, of each examination.
- The seating arrangements adhere to the following requirements, where possible:
  - They prevent pupils from overlooking, intentionally or otherwise the work of others.



- The minimum distance in all directions from centre to centre of pupils' chairs is 1.25 metres.
- All pupils are facing in the same direction.
- Each pupil has a separate desk or a table big enough to hold question papers, maps, as appropriate, and answer booklets.
- Pupils not working at individual desks are far enough apart so that their work cannot be seen by, and contact cannot be made with other pupils.
- Pupils working on a drawing board set on an easel or other non-horizontal surface are arranged in an inward-facing circle or in some similar pattern.
- Where screened booths are being used for GCE and GCSE MFL listening examinations or for pupils awarded readers, scribes or word processors, invigilators are always able to see the pupils and pupils are not able to overhear or distract one another.
- Pupils are seated in pupil number order and:
  - A seating plan is created that shows the exact position of each pupil in the examination room.
  - Any changes made to seating arrangements during the examination are noted on the seating plan.
  - The seating plan is available to an awarding body upon request.
  - Pupils with access arrangements are identified on the seating plans that are held as part of the school records.
- Any other written external examination being held in the examination room at the same time do not cause any disturbance.
- Adequate time is allowed for the set up and clearing of the room before and after the scheduled examination time.

### **Invigilation arrangements**

The school will ensure that invigilators:

- Are suitably qualified and experienced adults who are not current students at the school.
- Are appropriately trained in their duties, know what is expected of them and are aware of the details of the most current regulations, including the 'Checklist for invigilators for written examinations'.
- Understand the key role they play in upholding the integrity of the external examination and assessment process.
- Declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them.
- Maintain the security of the examination materials before, during and after the examination.
- Are familiar with the following:
  - The school's 'Examination and Assessment Policy'
  - The JCQ 'Instructions for Conducting Examinations' guidance
  - The JCQ 'Warning to candidates'
  - The JCQ 'Information for candidates'
  - The JCQ 'Unauthorised items poster'
  - Any specific instructions relating to the subject(s) being examined
- Give all their attention to conducting the examination properly.
- Are always able to see each pupil in the examination room.
- Inform the exams officer or Head of School if they have any concerns regarding the security of the question papers.
- Prevent possible pupil malpractice.

- Prevent possible administrative failures.
- Conduct examinations according to the following requirements:
  - At least one invigilator will be present for each group of 30 pupils or fewer sitting timetabled written examinations.
  - At least one invigilator will be present for each group of 20 pupils or fewer sitting timed art examinations, or timetabled Science practical examinations.
  - Invigilators may be changed during the examination, as long as the number of invigilators present in the examination room does not fall below the required number.
  - When one invigilator is present, they are be able to get help easily, without leaving the examination room and without disturbing the pupils.
- Adhere to the following requirements regarding the use of mobile phones in the examination room:
  - Only use them for the specific purpose of getting help
  - Ensure they are kept on silent mode
- Do not carry out any other non-examination related tasks in the examination room - this also extends to reading the question paper.

The school is aware that timed art examinations will normally be invigilated by an art and design teacher; however, as the teacher may be required to give technical assistance to an individual pupil, additional invigilators will be deployed at the Head of School's discretion to ensure the supervision of pupils is always maintained.

### **Invigilation arrangements for pupils with access arrangements**

The school will ensure that:

- Individuals outlined below who are appointed to facilitate an access arrangement are responsible and accountable to the exams officer and the Head of School:
  - A communication professional
  - A language modifier
  - A practical assistant
  - A prompter
  - A reader
  - A scribe
- The person appointed will not normally be the pupil's own subject teacher, learning support assistant or TA.
- Where the pupil's own subject teacher, learning support assistant or TA is used, a separate invigilator will always be present.
- The person appointed is not a relative, friend, peer or private tutor of the pupil.
- The person appointed is a responsible adult, who is appropriately trained and fully understands the rules of the access arrangements.
- Invigilators and those acting in the above roles fully understand their respective role and what is and what is not permissible in the examination room.
- Provided appointees with the appropriate cover sheet prior to the examination commencing for completion during the examination to record and accurately reflect the activities performed by them as appropriate.

### **Access arrangements**

The school is aware that the following arrangements may be provided to pupils at the time of their examinations without prior approval:

- Amplification equipment
- Braille
- Closed circuit television (CCTV)
- Coloured overlays
- Low vision aid/magnifier
- Optical character reader (OCR) scanners

The school is also aware that other arrangements may be permissible for pupils requiring additional support to access the examinations materials and will follow the JCQ guidance when employing those listed below:

- Bilingual translation dictionaries
- Bilingual translation dictionary and 25 percent extra time
- Colour naming by the invigilator for pupils who are colour blind
- Prompter
- Read aloud and/or an examination reading pen
- Braille transcript
- Word processors, e.g. computers, laptops and tablets

### **Using word processors – computers, laptops and tablets**

The school is aware that it can provide a word processor, i.e. a computer, laptop or tablet, to a pupil where it is their normal way of working within the school, unless an awarding body's specification says otherwise.

When managing the use of word processors during examinations the school will follow the JCQ requirements and ensure that they conform to the requirements outlined below. Word processors will:

- Be used as a typewriter, not as a database, although standard formatting software is acceptable.
- Have been cleared of any previously stored data, where needed, the school will provide a memory stick, which is cleared of any previously stored data – pupils will not be allowed to use an unauthorised memory stick.
- Be in good working order at the time of the examination.
- 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 present.
- 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 will be done after the examination is over. The pupil will be present to verify that the work printed is their own. Word processed scripts will be attached to any answer booklet which contains some of the answers.
- Be used to produce scripts under secure conditions, otherwise they may be refused.
- Not be used to perform skills which are being assessed.
- Not give pupils access to other applications such as a calculator, where prohibited in the examination, email, the Internet, social media sites, spreadsheets
- Not include graphic packages or computer aided design software unless permission has been given to use these.
- 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.

- Not include computer reading (text to speech) software unless the candidate has permission to use a computer reader.
- Not include speech recognition technology unless the candidate has permission to use a scribe or relevant software.
- Not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

The school will ensure that invigilators:

- Check the battery capacity of a laptop or a tablet before the examination to ensure that the battery is sufficiently charged for the entire duration of the examination.
- Remind pupils to enter their centre number, candidate number and the unit/component code on each page as a header or footer.
- Tell pupils to number each page of typed script and use a minimum font size of 12pt and double spacing.
- Remind pupils to save their work at regular intervals or set up the auto save function.

### **Contingency planning**

To allow members of the SMT to act immediately in the event of an emergency or where the Head of School, examinations officer or SENCO is absent at a critical stage of the examination cycle the school will follow the requirements laid out within the school's Exam Contingency Plan.

The school will ensure that all relevant staff are familiar with this plan and how these arrangements will be communicated to pupils, parents and staff should disruption to examinations occur.

## **7. At the beginning of the examination**

### **Identifying pupils**

The school will ensure that:

- Arrangements are in place for invigilators to carry out adequate checks on the identity of all pupils sitting examinations.
- When identifying pupils, the attendance register is completed.
- Where it is not possible to identify a pupil due to the wearing of religious clothing, such as a veil, the pupil will be taken to a private room by a person of the same gender and be politely asked to remove the religious clothing for identification purposes.
- Pupils are informed in advance of this procedure and well before their first examination.
- Invigilators are informed of those pupils with access arrangements and access arrangements awarded.

### **The people present**

The school will ensure that:

- Only senior members of authorised staff who have not taught the subject are present in the examination room to perform the following tasks:
  - Identify and settle pupils and instil discipline
  - Check that the pupils have been issued with the correct question papers for the day, date, time, subject, unit, component and tier of entry if appropriate

- Check that the pupils have the necessary equipment and materials, such as calculators, preliminary material, anthologies or set texts where permitted
- Start the examination
- The JCQ [‘Notice to centres – The people present in the examination room’](#) is brought to the attention of all members of staff so that they are clear about their role in the examination room.
- Only pupils sitting the examination/assessment must be present in the examination room while an examination is taking place.

### **Question papers, stationery, materials and other equipment**

The school will ensure that:

- Care is taken to ensure the correct question paper packets are opened.
- A member of staff, additional to the person removing the question paper packets from secure storage, such as an invigilator, undertakes a second pair of eyes check to verify the day, date, time, subject, unit, component and tier of entry, if appropriate, immediately before a question paper packet is opened.
- A record is made of this second pair of eyes check.
- Question papers are never be left unattended once they have been removed from the secure storage facility.
- Take all reasonable steps to make sure that the following conditions are met:
- The correct examination question papers have been placed face-up on pupils’ desks as well as any other required materials – this includes modified papers and those on coloured paper.
- The official examination stationery for the unit/component, e.g. answer booklets and additional answer sheets are issued to pupils.
- In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each pupil, each individual answer sheet or personalised question paper is given to the pupil whose name appears on it.
- It checks that the above sheets relate to the subject and the unit/component concerned.
- Pupils do not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
- Pupils are not in possession of prohibited items.
- Any pencil cases taken into the examination room are see-through.
- All unauthorised items are placed in an area that is out of reach of the pupils and enables the invigilator to control access to them.
- Following the invigilator’s announcement any mobile phones or other unauthorised items in the pupils’ possession are handed to the invigilator prior to the examination starting.
- Food and drink are taken into the examination room at the discretion of the Head of School.
- If food and drink is allowed into the examination room, that it is from packaging and labels and in a transparent container.
- For timed art examinations the following apply:
  - They are taken under formal examination conditions.
  - Pupils are not permitted to listen to music.
  - Pupils are able to take into the examination room any preparatory supporting studies, work journals, notes or sketches which they have produced and which are to be submitted for assessment along with the work done during the timed test.

- Pupils are able to take into the examination room the objects and materials which are required to set up a still-life group.
- The invigilator ensures, that when pupils take preparatory supporting studies into the examination room, these are their own studies.

## **Starting the examination**

The school will ensure that:

- Pupils are under formal examination conditions from the moment they enter the examination room until the point at which they are permitted to leave.
- Any malpractice suspected or actual, from this point is reported to the relevant awarding body.
- Pupils do not talk to, attempt to communicate with or disturb other pupils once they have entered the examination room.
- Pupils do not open the question paper until the examination begins.
- The examination is conducted in line with the JCQ regulations and requirements.

Before pupils are able to start the examination, the invigilator will:

- Make sure that pupils are seated according to the set seating arrangements.
- Tell pupils that they must now follow the regulations of the examination.
- Ask pupils to check that they have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, if appropriate.
- Tell the pupils to read the instructions on the front of the question paper.
- Check that pupils have all the materials they need for the examination.
- Tell pupils about any erratum notices.
- Instruct pupils about emergency procedures.
- Be aware of any access arrangements being provided to pupils they are invigilating.
- Inform pupils they must:
  - Hand in their mobile phones and any other unauthorised items if they have not already done so.
  - Write clearly and in black ink.
  - Write their name, surname, centre number, pupil number and unit or component code or paper details on their answer booklets and on any additional answer sheets used.
  - Fill in any other details as necessary.
  - Do all work, including rough work, on examination stationery unless otherwise stated.
  - Write answers in the designated sections of the answer booklet.
  - Neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner.
  - Do any rough work for multiple-choice papers in the question booklet.

## **8. During examinations**

### **Supervising the pupils**

The school will ensure that invigilators:

- Follow guidance from the JCQ and the awarding body throughout the examination.
- Supervise the pupils throughout the whole time the examination is in progress, always giving their complete attention to this duty.

- Are vigilant and remain aware of incidents or emerging situations, looking out for malpractice or pupils who, for example, may be feeling unwell or require a toilet break.
- Record any incidents in an incident log.
- Move around the examination room quietly and at frequent intervals.
- Are aware that, during a practical examination, pupils may need to move around and spoken instructions may be necessary; however, these will be limited to those which are essential to achieve the objectives of the examination and in line with the JCQ regulations.

### **Pupils who arrive late**

The school will ensure that:

- Pupils who arrive after the start of the examination are allowed to enter the examination room and sit the examination – though this is entirely at the discretion of the school.
- If a pupil arrives late, they will be allowed the full time for the examination.
- Where a pupil arrives very late for an examination (see definition [below](#)), it:
  - Sends the script to the awarding body in the normal way.
  - Completes and submits the relevant JCQ documentation using the centre admin portal (CAP), within seven days of the examination having taken place.
  - Provides the following information to the JCQ:
    - The time the pupil came under centre staff supervision.
    - The reason the pupil arrived late, including any details of special arrangements made for the pupil to reach the centre.
    - The actual starting and finishing times of the examination.
    - The time the pupil started the examination.
    - The time the pupil finished the examination.
    - Any assurances that the pupil did not access and was not made aware of the paper's content prior to sitting the exam.
  - Pupils are warned that the awarding body may not accept their script.

The school is aware that, if a pupil arrives in the afternoon for a paper that had been re-arranged for a morning session, the pupil may be allowed to take the paper at the published time as long as he or she has not had any contact with pupils who sat the paper earlier.

The school will inform the awarding body of the situation who will decide whether to accept the script.

Pupils will be considered very late if they arrive:

- More than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10:00am for a morning examination or after 2:30pm for an afternoon examination.
- After the awarding body's published finishing time for an examination that lasts less than one hour.

### **Completing the attendance register**

The school is aware that the attendance register is a key part of the process of identifying pupils present in the examination room and will pay close attention to its completion as failure to do so will affect an awarding body's ability to deliver an accurate set of results.

The school will ensure that arrangements are in place for invigilators to:

- Accurately complete the attendance register during the examination, in line with the awarding body's instructions.
- Clearly indicate those pupils who are either present, absent or transferred.
- Write on the attendance register the details of pupils who took the examination but are not shown on the register.
- Cross through the numbers and names of pupils who have been officially withdrawn from a paper or a subject but who are still shown on the register.
- The attendance register is completed before the end of the examination so that a check can be made as the scripts are collected.
- Keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

### **Leaving the examination room**

The school will ensure that:

- For examinations that last one hour or more, pupils will stay under supervision until 10:00am for a morning examination or 2:30pm for an afternoon examination, i.e. one hour after the published starting time for that examination.
- For examinations that last less than one hour, pupils will be supervised and question papers kept in secure storage until the published finishing time of the examination.
- Pupils who are allowed to leave the examination room temporarily will be accompanied by a member staff – this member of staff will not be the pupil's subject teacher or a subject expert for the examination in question. Those pupils may be allowed extra time at the discretion of the school, to compensate for their temporary absence.
- Pupils who have finished the examination and have been allowed to leave the examination room early hand in their scripts, question paper and any other material before they leave the examination room. Those pupils will not be allowed back into the room.
- Scripts, question papers and any other material are not removed from the examination room until all pupils have completed the examination.
- Where an examination has been moved from an afternoon session to a morning session due to a timetable variation the invigilator collects all question papers and passes all copies to the exams officer for return to the centre's secure storage facility.

### **Malpractice**

The school will ensure that:

- Staff follow guidance from the JCQ and the awarding body throughout the examination and act in accordance with the school's Maladministration and Malpractice Policy.
- The invigilator warns any disruptive pupil that they may be removed from the examination room, and that the awarding body will be informed and may decide to penalise them, which could include disqualification. The invigilator will record what has happened and make it available to the awarding body if requested.
- Invigilators remove and keep any unauthorised material that a pupil may have in the examination.
- It reports immediately all cases of suspected or actual malpractice in connection with the examination to the awarding body.



## **Emergencies**

The school will ensure that staff follow guidance from the JCQ and the awarding body throughout the examination and act in accordance with the school's Lockdown and Evacuation Policy.

If an emergency, such as a fire, occurs during an examination, invigilators will:

- Stop pupils from writing.
- Collect the attendance register (in order to ensure all pupils are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise pupils to leave all question papers and scripts in the examination room.
- Tell pupils to close their answer booklets.
- Inform pupils to leave the room in silence.
- Ensure that the pupils 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 and duration of the interruption.
- Allow pupils the full remaining working time set for the examination.
- Consider the possibility of taking the pupils, with question papers and scripts, to another place to finish the examination.
- Produce a full report of the incident and retain it on file in the event of it being requested by an awarding body.

## **9. At the end of the examination**

### **Finishing the examination**

The school is aware that it is permitted to give pupils a discretionary five-minute warning before the end of the examination; however, where pupils have different finishing times, the school will consider the impact of giving a warning.

At the end of the examination invigilators will:

- Tell pupils to stop working and remind them that they are still under examination conditions.
- Allow pupils who arrived late and were allowed the full working time to do their examination, to continue after the normal finishing time and instead tell them to stop working after the full working time allowed has passed.
- Instruct pupils taking written examinations to:
  - Make sure they have put all the necessary information on their answer booklet and any additional answer sheets, such as pupil name and number.
  - Make sure their answers are correctly numbered.
  - Make sure they have put any loose additional answer sheets inside the answer booklet. Paper clips or staples must not be used. Treasury tags should only be used if permitted by the awarding body marking the papers.

The school will ensure that invigilators are made aware in advance which pupils have been granted extra time or supervised rest breaks and allow them to continue uninterrupted for the necessary additional time.

## **Collecting scripts**

When an examination has finished invigilators will:

- Collect all the examination materials before pupils are allowed to leave the examination room.
- Check that there is an answer sheet for every pupil marked as present on the attendance register.
- Check that the names on the scripts match the details on the attendance register.
- Put the scripts and examination materials used in the order shown on the attendance register.
- Check that pupils have used their correct school name and pupil number.
- Give the examination materials to the person responsible for despatching them to awarding body, e.g. the examinations officer.
- Ensure that all scripts are handled securely at all times, are always kept in the secure room until as close to the collection time as possible and not left unattended at the collection area.

## **10. After the examination**

### **Packing scripts**

The school will ensure that:

- There are enough large plastic envelopes to despatch all the scripts and contact the relevant awarding body if more will be needed.
- Uses the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts that need to be despatched.
- Every script has been included, with scripts for each unit or component packed in a separate plastic envelope.
- All scripts for a unit or component are collected together, including those for any pupils who have been accommodated separately.
- Enclose the relevant attendance registers with the scripts.
- Scripts are packed in the same order as pupils appear on the attendance register.
- Cover sheets accompany scripts where appropriate, for example where a pupil has used a scribe, and place it inside the script.
- Use the pre-addressed labels provided by the awarding body.
- Only one label per package is used.
- The whole address label is used and stuck securely to the largest face of the package, that it is flat and crease free and that the address label is visible and legible.
- Envelopes are fastened securely without the use of staples, string or tape.

### **Sending scripts**

The school will ensure that:

- It despatches scripts and accompanying attendance registers to the address provided on the same day of the examination wherever possible.
- Any scripts that cannot be despatched on the scheduled day of the examination are despatched no later than the next working day.
- Retains scripts in the secure storage room if kept within the school overnight.

## **Unused stationery**

The invigilator will be responsible for:

- Collecting all unused stationery in the examination room.
- Checking for any loose sheets which pupils may have missed.
- Returning it to the exams officer.

The exams officer will be responsible for:

- Returning unused stationery to the secure storage facility or secure room until needed for a future examination.
- Ensuring that surplus stationery is not used for internal school tests, mock examinations and non-examination assessments.
- Destroying confidentially any out-of-date stationery.
- Releasing question papers.

## **Releasing question papers**

The school will ensure that question papers are not released to school staff until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all pupils within the centre have completed the examination.

## **11. Non-examination assessments**

Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed, written papers.

There are three assessment stages and rules which apply to each stage. These stages comprise the following:

- Task setting
- Task taking
- Task marking

The functionality of these rules will vary across subjects due to subject-specific content; for example, the implementation of working in silence would not necessarily be applicable in a drama assessment.

The school has a Non-examination Assessment Policy in place to:

- Cover procedures for planning and managing non-examination assessments.
- Define teaching staff roles and responsibilities with respect to non-examination assessments.
- Manage risks associated with non-examination assessments.

The examinations officer will confirm to the awarding body that such a policy is in place.

For detailed information regarding non-examination assessments, refer to the Non-Examination Assessment Policy.

## **Artificial intelligence (AI) misuse**

Pupils found to be misusing artificial intelligence (AI) will have committed malpractice and may be subjected to substantial sanctions, e.g. disqualification.

Staff and pupils will be made aware of the risks of using AI and will be clear on what constitutes malpractice.

Pupils will be required to ensure that work submitted for assessment is demonstrably their own.

Teachers and assessors will only accept work for assessment which they consider to be pupils' own. Where teachers have doubts about authenticity and misuse of AI, they will investigate and take appropriate action.

AI misuse will include but will not be limited to the following:

- Copying or paraphrasing sections of AI-generated content to the extent that it is no longer the pupil's work.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment to the extent that work, calculation, analysis or evaluation is no longer the pupil's own.
- Failing to reference AI tools as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

Relevant individuals will discuss the use of AI and agree their approach to managing pupils' use of AI and ensure that pupils are aware of the consequences of malpractice.

The school's policy on malpractice and plagiarism will provide clear guidance on how pupils should reference appropriately, acknowledge AI misuse and when AI may be used.

Every pupil will be issued with a copy of the appropriate JCQ information for candidates and the school will ensure that this information is understood by pupils.

The school will consider whether it is necessary for pupils to sign a declaration that they have understood what AI misuse is and ensure that pupils are aware of what the consequences of a false declaration will be.

Pupils will be reminded that awarding organisation staff, examiners and moderators have established procedures for reporting and investigating malpractice.

Pupils will be informed of the importance of referencing AI use and how it should be done correctly and appropriately.

To prevent AI misuse, the school will:

- Consider restricting access to online AI tools on school devices and networks.
- Ensure that access to online AI tools is restricted on devices used for exams.
- Set reasonable deadlines for work submissions.
- Allocate time for sufficient portions of work to be done in class under supervision.
- Examine intermediate stages in the production of work in order to ensure that work is underway in a planned and timely manner and that submissions represent a natural continuation of earlier stages of work.
- Introduce classroom activities that use the level of knowledge and understanding achieved during the course so that the teacher can be confident that pupils understand the material.
- Consider whether it's appropriate and helpful to engage pupils in discussions about their work to ascertain that they understand it and that it reflects their own work.
- Not accept, without investigation, work which staff suspect has been taken from AI tools.
- Issue tasks which are topical, current and specific and require the creation of content which is less likely to be accessible to AI models trained using historic data.

Assessors will look for indications of potential AI misuse including:

- Default use of American spelling, currency, terms and other localisations.
- A default use of language or vocabulary which may not be appropriate to the qualification level.
- A lack of direct quotations and references where these are required.
- Inclusion of references which cannot be found or verified.
- A lack of reference to events occurring after a certain date.
- Instances of incorrect and inconsistent use of first-person and third-person perspective.
- A difference in language style.
- A lack of graphs and visual aids where these would normally be expected.
- A lack of specific local or topical knowledge.
- Content being more generic in nature rather than relating to the pupil themselves if this is required or expected.
- Inadvertent inclusion of warnings produced by AI to highlight the limits of its ability.
- The submission of pupil work in a typed format where it would usually be handwritten.
- Indications that AI has been asked to produce an essay several times to add depth, variety or to overcome its output limit.
- The inclusion of confidently incorrect statements within otherwise cohesive content.
- Overly verbose or hyperbolic language not keeping in line with usual writing styles.

If AI misuse is detected or suspected by the school and a declaration of authentication has been signed, the case will be reported to the relevant awarding organisation for further investigation.

## **12. Examination results**

Pupils will receive individual result slips on results day, either in person at the school or by post to their home address.

Results can be collected on behalf of a pupil by third parties, provided they have been authorised to do so. Pupils will need to provide a letter to this effect.

Arrangements for the school to be open on results days will be made by the Head of School.

Appeals may be requested by school staff or pupils if there are reasonable grounds for believing there has been an error in marking; the pupil's consent will be required before any appeal is requested.

Pupils or parents can request that an appeal be carried out; they will be charged for this service before a request is made to the awarding body.

The appellant will be informed in writing of the outcome of their appeal. Further appeals procedures are outlined in the Exam Appeals Policy.

## **13. Monitoring and review**

This policy will be reviewed by the governing board, Head of School and examinations officer on an annual basis.