



Fulston Manor School

Examinations Policy

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Member of Staff Responsible:

**Mr R Prutton
Assistant Headteacher**

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Purpose

The purpose of this examination policy is:

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

Throughout this policy the Centre is Fulston Manor School. It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

This examination policy will be reviewed annually.

Section A – Prior to the Examinations Process

1. Examination Responsibilities

Head of Centre: Mrs S Burden

Examinations Officer: Mr R Prutton

Overall responsibility for the school/college as an examination centre:

- Advises on appeals and re-marks
- The Examinations Officer is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualifications (JCQ) document 'Suspected malpractice in examinations and assessments '
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Line manages the senior examinations invigilator in organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations

Examinations Secretary: Mr D Springate

Manages the administration of public and internal examinations:

- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework/controlled assessment is 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
- Makes applications for special consideration using special consideration regulations
- Identifies and manages examination timetable clashes
- Accounts for income and expenditures relating to all examination costs/charges
- Submits candidate coursework marks, tracks despatch and stores returned coursework 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 Senior Leadership Team, any Enquiries about Results (EARs)
- Maintains systems and processes to support the timely entry of candidates for their examinations.

Deputy Headteacher (Curriculum):

- Prepares and presents reports to the SLT / Governing Body showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

Data Analyst:

- Manages the analysis of examination results and assists Deputy Headteacher in preparation of reports on results.

Heads of Department/House:

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures, including submission of “Resilience” PPE papers
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer.

Teachers:

- Notification of access arrangements (as soon as possible after the start of the course)
- Submission of candidate names to heads of department.

SENCO (Special Educational Needs Coordinator) / SEND Team:

- Administration of access arrangements, making applications for access arrangements on line
- Identification and testing of candidates’ requirements for access arrangements.
- Provision of additional support where required to help candidates achieve their course aims.

Lead Invigilator/Invigilators:

- Collection of examination papers and other material from the examination’s office before the start of the examination.
- Ensures that the examination is conducted in line with JCQ regulations
- Collection of all examination papers in the correct order at the end of the examination and their return to the examination’s office.

Candidates:

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Administrative staff:

- Support for the input of data / maintenance of “Resilience” PPE papers
- Posting of examination papers

2. The Statutory tests and Qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

In general the statutory tests and qualifications offered are GCSE, A levels, and vocational courses.

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

At Key Stage 3

All candidates will take a broad and balanced curriculum including English, Mathematics and Science. The centre will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. Decisions on whether candidates should continue an individual subject will be taken in consultation with the students, parents, subject teachers, Heads of Department, Pastoral Teams and the Deputy Headteacher.

At Post-16

Both Level 2 (resits only) and Level 3 qualifications are offered to students. Decisions about which qualifications will be taken by students will be made by the Head of Sixth Form and Deputy Head, based upon prior attainment of students and other factors that may affect the ability to complete, and achieve in, qualifications.

Decisions on whether candidates should not continue an individual subject will be taken in consultation with the students, parents, subject teachers, Heads of Department, Pastoral Teams and the Deputy Headteacher.

Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date. Heads of Department will ensure all coursework is ready for despatch at the correct time and the examinations secretary will keep a record of what has been sent when and to whom. Marks for all internally assessed work are provided to the examination office by the Heads of Department.

3. Examination Seasons

Internal examinations (Pre-Public Examinations - PPEs) are generally scheduled in November, January, April, May and June.

External examinations are mainly scheduled in November, January, May and June, though some courses may have external examinations throughout the year.

All internal examinations are held under external examination conditions.

Which examination series are used in the centre is decided by the Head of Centre.

Timetables

The examinations secretary will circulate the examination timetables for both external and internal examinations once these are confirmed.

4. Entries

Candidates are selected for their examination entries by the subject teachers.

Late Entries

Entry deadlines are circulated to Heads of Department via email. Late entries are authorised by examinations officer.

Retakes

Where retakes are possible/applicable, candidates will ordinarily be allowed one retake in each subject. Retake decisions will be made in consultation with the students, subject teachers, examinations officer, Deputy Headteacher and the Head of Centre.

5. Examination Fees

GCSE initial registration and entry examination fees are paid by the centre.

Level 3 initial registration and entry examination fees are paid by the centre.

Late entry or amendment fees are paid by through department budgets.

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

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

6. Estimated Grades

The Heads of Department will submit estimated grades to the examination secretary when requested by the examination secretary.

7. Equality Act

The Equality Act 2010 applies to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special Needs

A candidate's special needs requirements are determined by the SENCO or stated within a candidate's EHCP should they have one.

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

Access Arrangements

Implementing special arrangements for candidates to take examinations is the responsibility of the SEND assessment team. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO. [Please refer here to the centre Access Arrangements Policy.](#)

The confirmed access arrangements will be communicated to the examination team via the schools management information system (Arbor) and where access arrangements are currently being sought through direct communication with the examinations team. Those arrangements that are not classified as formal access arrangements, such as paper colour etc will be communicated to the examination office through the use of the schools MIS – Arbor.

Organising a room for access arrangement, invigilation and support for access arrangement candidates will be arranged by the Examination Secretary in consultation with the SENCO.

Anxiety

It is normal for candidates to suffer from anxiety in examinations and in most cases this will not fall under the definition of a disability as defined by the Equality Act 2010. The centre follows JCQ guidance that anxiety will not ordinarily be a reason for the centre to apply access arrangements, including allowing the candidate to sit examinations in a satellite room even if that is supported by a letter from a GP. The centre will look at individual cases and decisions will be made by the examinations officer, examinations secretary and SENCO.

Centre Exceptional Circumstances (CEC)

Where a candidate may have extra needs in order to engage with a fair and equal access to the examination (such as coloured paper, fidget toys, seating plans, home invigilation etc) these will be agreed upon between the SEND Team and Examinations Officer, then logged on Arbor to maintain a log of such requirements. Should overlays be needed, candidates will bring these to the examination. These candidate requirements will be within JCQ guidance and will be determined by the individual needs of the candidate, however will be agreed by the Examinations Officer before implementation in line with JCQ regulations.

8. Word Processors

Where students choose to use a word processor in lessons this will not automatically result in them being permitted to use one in examinations, even if it constitutes their normal way of working in that subject.

Access to a word processor in examinations will be determined by the SEND Team on the basis of whether a student would benefit due to the following:

- A learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;
- A medical condition;
- A physical disability;
- A sensory impairment;
- Planning and organisational problems when writing by hand;
- Poor handwriting;

This list is not exhaustive and the SENCO may allocate use of a word processor in examinations on a case-by-case basis where there is a good reason. Please refer here to the centre access arrangements policy.

Please see Section B, Part 11 for details on the administration of word processor-based examinations.

Section B - During the Examination Process

1. Candidates

Fulston Manor School will ensure the JCQ Information for candidate's documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place.

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

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

Disruptive candidates are dealt with in accordance with JCQ guidelines, this is deemed as 'candidate malpractice'. This includes, but is not limited to:

- Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.
- Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.
- Where a candidate is being disruptive, the invigilator must warn the candidate that they may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.

The Exams Officer and / or delegated staff (in collaboration with the Head of Centre) will report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination.

The Examinations Officer and / or delegated staff (in collaboration with the Head of Centre) have the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them. The examinations officer/examinations secretary will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash Candidates

The examinations secretary will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

2. Managing Invigilators

External invigilators will be used for examination supervision for all external examinations.

The recruitment of invigilators is the responsibility of the examinations office and includes the securing the necessary Disclosure Barring Service (DBS) clearance in line with centre recruitment procedures. DBS fees for securing such clearance are paid by the centre. Invigilators will also complete statutory safeguarding training (including annual updates) and training specific to their roles.

Invigilators are timetabled and briefed by the examinations office, with rates of pay being set by the Head of Centre and Governing Body.

Invigilators are asked upon appointment to declare any potential conflicts of interests

Examination Days

The examinations secretary will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator. The centre site management is responsible for setting up the allocated rooms.

The lead invigilator will start all examinations in accordance with JCQ guidelines. This includes the verification of photographic identification for each candidate at the start of the examination. This will be completed through identification of candidate against formalised school identification photographs.

Subject staff may be present prior to the start of the examination to assist with identification of specific candidates but must not advise on which questions are to be attempted. In practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room until all candidates' papers have been completed and are secure. Papers will be distributed to Heads of Department once all examination papers have been completed and are secure.

3. Identification of Malpractice (Behaviour)

The responsibility for identification of malpractice during examinations lies with invigilators, who will report any actual or suspected malpractice to the examination secretary and examinations officer. Please also refer to appendices Part A of this policy.

To assist in the prevention of malpractice JCQ rules on what materials or equipment is permitted in the examination will be followed. Where candidates wear head scarves or facial coverings an invigilator of the same gender when possible will discretely check to ensure that no headphones or similar devices are in use. Electronic devices such as mobile telephones will be collected by invigilators and returned at the end of the examination, as will all wrist watches and checks made for potential use of smart glasses.

4. Special Consideration Applications

Special consideration cases are applied for by the centre if a candidate is affected by adverse circumstances beyond their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

This maybe, but is not limited to a candidate being too ill to sit an examination, suffering a bereavement or other trauma or be taken ill during the examination itself. It is the candidate's responsibility to alert the centre, or the examination invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor. The Examinations Secretary will then action an application online in accordance to JCQ regulations.

5. Alternative Room Arrangements

Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations. At Fulston Manor School, decisions regarding this are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect, the candidate's normal way of working within the centre and ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate.
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre (invigilation and the use of an alternative room would apply where the candidate has a serious medical condition such as frequent seizures, Tourette's or significant behavioural issues which would disturb other candidates in the examination room).

Alternative rooming arrangements will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

- The candidate has an established difficulty as defined in section 5.16 of the JCQ's **Access Arrangements and Reasonable Adjustments** document
- The candidate's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities

- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations

Where a candidate sits their examinations in a smaller environment away from the main examination room, the regulations and guidance within the JCQ publication **Instructions for conducting examinations** will be adhered to, particularly in relation to accommodation and invigilation arrangements.

6. Candidate Absence

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Fulston Manor School reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination (see Candidate late arrival guidance below).

When absent, the candidate will be contacted as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival.

If a candidate fails to sit an examination, the following action will be taken: a confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner / marker and the candidate absence is noted on the seating plan by marking the candidate details.

Based upon the circumstances for the absence, and subject to the required conditions being met, an application for special consideration may also be made to the relevant awarding body, if it appropriate to do so.

Should a candidate be absent from any examination, Fulston Manor reserves the right to re-charge any relevant entry fees for unauthorised absence from examinations.

At Fulston Manor School, if a candidate is absent from a timetabled written examination for an acceptable reason, the candidate may be eligible for special consideration. This is where an adjustment may be made to the candidate's grade by the awarding body, providing the following conditions are met:

- The examination is in the candidate's terminal exam series
- The candidate has completed or will be able to complete the required percentage of the assessment to meet the minimum requirements for enhanced grading in cases of acceptable absence
- The application for special consideration can be supported by appropriate evidence signed by a member of the Senior Leadership Team

7. Candidate Late Arrival

A candidate will be considered late if they arrive:

- after the start of the examination and (for an examination which lasts an hour or more) up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination

A candidate 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

Candidates who arrive late:

- arrive after the start of the examination but may be allowed to enter the examination room and sit the examination
- will be permitted to sit the examination and will be allowed the full time for the examination
- and arrives within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination will be permitted by the centre to sit the examination

Candidates who arrive very late:

- arrives after 10.00am for a morning examination and will be considered very late and **will** be permitted by the centre to sit the examination
- arrives after 2.30pm for an afternoon examination will be considered very late and **will** be permitted by the centre to sit the examination
- arrives after the awarding body's published finishing time for an examination that lasts less than one hour will be considered very late and will not be permitted by the centre to sit the examination
- A candidate who arrives very late will be warned that the awarding body may not accept their script
- A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier.
- The awarding body will be informed of the situation and will decide whether to accept the script
- In all cases the centre will submit declarations for the very late arrival of candidates for examinations, in accordance with the current JCQ document **Instructions for conducting examinations**

The centre will submit on-line, using the Centre Admin Portal (CAP), Form JCQ/VLA - Report on candidate admitted very late to examination room within seven days of the examination having taken place, providing the following details:

- the time the candidate came under centre staff supervision
- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre
- the actual starting and finishing times of the examination
- the time the candidate started the examination
- the time the candidate finished the examination
- any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the examination (ICE 21.4)

Candidates that are absent from the examination

Where a candidate fails to attend the examination without good reason (as determined by the centre) the cost of the examination will be requested from parents / carers. The centre reserves the right to withhold examination results until the payment is received.

8. Candidate Identification

The purpose of this procedure is to confirm that Fulston Manor School:

- verifies the identity of all students that it enters for examinations or assessments
- has processes in place to be satisfied that all candidate identities have been checked
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment
- Those candidates sitting external examinations for Key Stage 4 will be identified through the use of student photographs on the information cards placed on desks according to the seating plan
- Those candidates sitting external examinations for Key Stage 5 will be identified through the use of their photographic identification as issued by the school – placed on the desk before the examination
- In both cases invigilators will check the identification against the photograph at the start of the examination and report confirmation of identification to the lead invigilator
- Where identification is not achieved this will be passed to the lead invigilator to be passed onto the examinations officer / SLT of the school

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded

9. Emergency Evacuation

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire, the fire alarm sounding to warn of fire, bomb alert or other serious threat. In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents.

- Candidates will be given fire alarm evacuation instructions at the start of each examination
- As each incident may be different, advice will be sought (if applicable) from the relevant awarding body as soon as it is safe to do so
- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice

At Fulston Manor School, the following actions are taken if an examination room has to be evacuated:

- Candidates are instructed to stop writing
- The attendance register is collected (in order to ensure all candidates are present)
- The examination room is evacuated in line with the instructions given by the appropriate authority
- Candidates are advised to close their answer booklet(s)
- Candidates are advised to leave all question papers and scripts in the examination room.
- Candidates are instructed to leave the room in silence
- Candidates are held in a location that is safe, yet away from the remaining student body and registration of candidates is communicated to SLT for distribution to pastoral leads.
- The time of the interruption is noted and how long it lasted
- Candidates are allowed the remainder of the working time set for the examination once it resumes
- If there are only a few candidates, the possibility is considered of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination
- A full report is made of the incident and of the actions taken (and retained on file if required by an awarding body)

In the event of a fire alarm, invigilators are trained to be instructed on the point that evacuation is needed, then follow the process as outlined above for secure evacuation.

10. Escalation

The following section of this policy confirms where responsibility will be escalated to ensure continued compliance with JCQ regulations. In terms of internal governance arrangements, it is the responsibility of the Head of Centre to ensure that Fulston Manor School has in place a written escalation process should the Head of Centre, or a member of the Senior Leadership Team with oversight of examination administration, be absent. This process also supports Fulston Manor School being able to confirm to an awarding body the external governance arrangement so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments.

The Head of Centre is responsible for the following areas of compliance, in many cases through delegation to the Examinations Officer:

The agreement between the centre and awarding bodies, such as:

- Third party agreements
- Centre status
- Confidentiality
- Resilience and contingency arrangements
- Cyber security
- Retention of candidates' work
- Communication

The responsibility of the centre: Centre management

- Recruitment, selection, training and support
- External and internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register and other information requirements
- Centre inspections
- Policies available for inspection

All of the above ensuring compliance of Personal data, Freedom of Information and Copyright.

The Examinations Officer is responsible for the following areas of compliance, in many cases delegated to the Examinations Secretary:

- Access arrangements and reasonable adjustments
- Entries (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies)
- Centre assessed work (including that candidates' work is backed-up and considering the contingency of candidates' work being backed up in the event of IT system corruption and cyber-attacks; ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)
- Candidate information

The centre also has in place a member of the Senior Leadership Team (Examinations Officer) who will provide support and guidance to the examinations team and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series. Including:

- Retention of candidates' work
- Conducting examinations and assessments
- Malpractice

As a contingency, the centre has at least one employed member of staff who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. The National Centre Number Register is provided with the senior designated contact details. These are the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue, which may relate to:

- Results
- Post-results services and appeals
- Certificates

11. Exam Contingency

This plan examines potential risks and issues that could cause disruption to the examination / assessment process. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on processes at Fulston Manor School. Please see appendix C of the Policy for details.

12. Food / Drink within the Examination Room

The centre allows transparent clear plastic drinks bottles with all labels / packaging removed into the examination room (The red school issued bottles cannot be used in examinations). Any breach of this guidance will lead to an investigation of malpractice within the examination room according to JCQ guidelines. It should be noted that food is not allowed in the examination unless of a confirmed medical need (Doctors note) in which case the food is only accessed in the presence of an invigilator.

13. Leaving the Room

This section confirms the procedures that are followed in relation to candidates leaving the examination room and that Fulston Manor School reserves the right to exercise discretion whether to allow extra time to compensate candidates for their temporary absence from the examination room.

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff / invigilator. This must not be the candidate's subject teacher or a subject expert for the examination in question. Candidates can only leave the examination room where necessary or where supervised rest breaks have been granted by the SENCO. The centre must ensure that candidates who leave the room do not have access to any unauthorised materials. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

The lead invigilator will record instances on the exam room incident log of candidates who may be allowed to leave the examination room temporarily because they may be feeling unwell or require a toilet break.

14. Lockdown

A lockdown may be required in the following situations (this is not an exhaustive list), communicated through the school lockdown procedure:

- an incident or civil disturbance in the local community which poses a risk
- an intruder on the site with the potential to pose a risk
- local risk of air pollution, such as a smoke plume or gas cloud
- a major fire in the vicinity
- a dangerous animal roaming loose
- an internal threat from a student
- any other external or internal incident which has the potential to pose a threat
- Where a lockdown may be required when conducting examinations, the focus will be:
 - the welfare and safety of candidates and exams staff
 - maintaining the integrity and security of the examination/assessment process

Where a lockdown is required, the following procedures will be employed at Fulston Manor School:

Before an examination

As candidates are entering/waiting to enter the examination room invigilators will:

- instruct candidates to enter the examination room immediately
- instruct candidates to remain silent, hide under desks or sit against a wall/around a corner but not near the door and to ensure mobile phones are on silent and non-vibrate mode
- lock all windows and close any/all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
- take an attendance register/head count if possible
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- where safe/possible, not leave the examination question papers unattended/out of sight

A senior leader/authorised person will be present around the examination room(s) area(s) and where safe/possible, communicate the situation to the exam's office/officer (via mobile phone/walkie talkie on silent and non-vibrate mode). The exams office/officer will collate the information from all examination rooms and forward this to the Head of Centre immediately. The Head of Centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services.

During an examination

When candidates are in the examination room invigilators will:

- tell candidates to stop writing immediately and close their answer booklets
- collect the attendance register
- make a note of the time when the examination was suspended
- instruct candidates to remain silent, leave all examination materials on their desks and hide under desks

- where safe/possible, communicate (via mobile phone/radio communication) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- lock all windows and close any/all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- where safe/possible, not leave the examination question papers unattended/out of sight

After an examination

As candidates are leaving the examination room invigilators will:

- stop dismissing candidates from the examination room
- instruct candidates who have left to re-enter the examination room
- instruct candidates to remain silent and hide under desks/tables
- where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- lock all windows and close any/all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- where safe/possible, not leave the examination question papers unattended/out of sight

Ending a lockdown

The lockdown will be ended by the identification/authorisation of emergency service officer/senior leader/head of centre entering the examination room and invigilators will:

- ask candidates to return to their desks, remind them they are under formal examination conditions and allow a settling down period
- allow candidates the full working time remaining for their examination
- recalculate the revised finish time(s)
- tell the candidates to open their answer booklets and re-start their examination
- amend the revised finish time(s) on display to candidates
- note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding body/bodies)
- Should it not be possible that the examination not be completed then the centre will make a submission for “Special Consideration” for the year cohort

15. Overnight Supervision

The purpose of this section is to confirm that Fulston Manor School:

- follows the correct procedures when considering the arrangements for a candidate entered for multiple examinations timetabled for the same day
- reserves the right to exercise discretion when considering allowing a candidate to take an examination the following morning
- has appropriate arrangements in place to maintain the security and integrity of the examination(s)

When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:

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

Candidates may, at the centre's discretion be allowed to take an examination scheduled for the afternoon session the following morning, including Saturdays.

- These arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A-level candidate has six hours or less of examinations in one day
- Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted
- The Head of Centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the examination throughout
- Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable
- The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone, e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations
- Ensure where a candidate takes an examination the following morning, a member of centre staff or an invigilator is appointed to supervise the candidate at all times while the candidate is on the premises sitting examinations
- Inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate
- Ensure the JCQ **Overnight Supervision** and **Overnight Supervision Declaration** forms are completed before the overnight supervision is to commence

- Confirm the supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff, determining a method of supervision which ensures the candidate's wellbeing
- If a candidate is allowed to take an examination on a later day than other candidates at the centre, ensure all copies of the question paper used on the scheduled day of the examination are sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken the examination

16. Word Processor use in Examinations

In compliance with the regulations, Fulston Manor School will:

- Provide a word processor with the spelling and grammar check facility/predictive text disabled unless an awarding body's specification says otherwise
- (Where a candidate is to be seated with the main cohort without the use of a power point) Check the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam
- Ensure the candidate is reminded to ensure that the centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 *(If a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, they are instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way)*
- Ensure the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6
- Ensure the candidate is reminded to save his/her work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost)
- Instruct the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners

Fulston Manor School will ensure the word processor:

- Is only used in a way that ensures a candidate's script is produced under secure conditions
- Is not used to perform skills which are being assessed
- Is in good working order at the time of the exam
- Is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- Is used as a typewriter, not as a database, although standard formatting software is acceptable
- Is cleared of any previously stored data
- Does not give the candidate access to other applications such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites, spreadsheets
- Does not include graphic packages or computer aided design software unless permission has been given to use these

- Does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
- Does not include computer reading (text to speech) software unless the candidate has permission to use a computer reader
- Does not include speech recognition technology unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)
- Is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)

Fulston Manor School will ensure that any portable storage medium (e.g. a memory stick) used is provided by the centre and is cleared of any previously stored data.

Printing the script after the exam has ended

Fulston Manor School will ensure that:

- The word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- The candidate is present to verify that the work printed is their own
- The word-processed script is always attached to the answer booklet for clarity
- A word-processed script is attached to any answer booklet which contains some of the answers
- Where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions)
- If a candidate omits to insert the required header or footer, they are instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way
- Will retain electronic copies of word-processed scripts as the electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the electronic file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body.

Section C: Post Examinations

1. Post Examination Services

a. Issuing Results

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

The centre will publish the results of all students. If this causes any concern please contact the centre. Any arrangements for the centre to be open on results days are made by the examinations officer. The provision of staff on results days is the responsibility of the Head of Centre.

b. Enquiries about Results

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold the request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

c. Access to Scripts

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the examinations officer, teaching staff and Head of Centre will investigate the feasibility of asking for a marking review at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

2. Certificate Issue and Retention

Certificates are either presented in person or collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The centre retains certificates for three years, after which time they will be destroyed – this will mean that candidates wanting original certificates will need to contact the relevant examination boards for the re-issue of their certificates (which will be at a personal cost). (The centre will maintain a log of those certificates destroyed).

3. External Examination Complaints

In each case where a concern / complaint is raised the centre will encourage an informal resolution to the concern in the first instance.

If a concern or complaint fails to be resolved informally, the candidate (or parents / carers) are then at liberty to make a formal complaint. The centre will refer to the complaint's procedures (which can be found on the centres website).

4. Exam Archiving (Centre Resilience)

Where data is held by the examinations team this is subject to the GDPR guidance for the centre that can be found in the GDPR Policy on the centres website.

The centre holds a process to maintain centre resilience in case of situations when examinations cannot be sat and grades need to be awarded to candidates.

This process will rely on the use of teacher assessment through the schools tracking system and through the use of internal examinations that have been sat in controlled conditions. The centre will retain the marks for these internal examinations, but also hold a sample of the papers for use of standardisation if required. The centre will retain digital copies of a random sample of candidates internal examination papers – the three highest scores, the three lowest scores and a random four from the sample set.

5. Internal Appeals (internal assessment)

The centre is obliged to publish a separate procedure on this subject, which is available from the examination's office.

The main points are:

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

6. Internal Appeals (reviews of results / appeals)

This procedure ensures compliance with JCQ regulations (GR 5.13) which state that centres must have available for inspection and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate 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.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests) Service 2 (Review of marking)
- Priority Service 2 (Review of marking) - This service is available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical qualifications.
- Service 3 (Review of moderation) - This service is not available to an individual candidate

Candidates are made aware of the arrangements for post-results services prior to the issue of results. They are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking – usually the days following the publication of results.

Centre actions in response to a concern about a result

Where a concern is expressed that a particular result may not be accurate, Fulston Manor School will:

- Look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information, etc., when made available by the awarding body, to determine if the concern may be justified

For **written** components that contributed to the final grade, Fulston Manor School will:

- Where a place at university or college is at risk, consider supporting a request for a Priority Service 2 review of marking (where the qualification concerned is eligible for this service)

In all other instances consider accessing the script by:

- requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline OR
- (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate

The centre will collect written consent/permission from the candidate to access their script

On access to the script the centre will consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking The centre will support a request for the appropriate Review of Results service (clerical re-check or review of marking) if any errors are identified.

Collect written consent from the candidate to request the Review of Results service before the request is submitted.

Where relevant, the centre will advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body.

For **moderated** components that contributed to the final grade Fulston Manor School will:

1. Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
2. Consult any moderator report/feedback to identify any issues raised.
3. Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a Review of Results service 3 (Review of moderation) will not be available.
4. Determine if there are any grounds to submit a request for a review of moderation for all candidates in the original sample.
5. Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a Review of Results service 1 or 2 (including priority service 2) is submitted to the awarding body.
6. Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded.

Only collect candidate consent after the publication of results.

Centre actions in the event of a disagreement (dispute)

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, Fulston Manor School will:

1. For a review of marking (Review of Results priority service 2), advise the candidate a review may be requested by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre.
2. For a review of marking (Review of Results service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission (and any required administration fee) for the centre to access the script from the awarding body.
3. After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (Review of Results service 1 or 2) is desired, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for the centre to request the service from the awarding body.
4. Inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample.

Appeals

Following a Review of Results outcome, an external appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals** will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the Head of Centre is satisfied after receiving the Review of Results outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, an internal appeal may be made directly to the centre. Candidates or parents/carers are not permitted to make direct representations to an awarding body. Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet** and will be final.

Appendices Part A: Malpractice and Maladministration

Purpose

This section covers all qualifications delivered by the centre and its purpose is to ensure that all staff and students and links to the JCQ Suspected Malpractice Policies and procedures.

- are aware of what constitutes malpractice;
- understand how to prevent it occurring so that they can actively take steps to prevent it; and
- where malpractice does occur, take prompt action to report it.

This amendment outlines how students are informed and advised to avoid committing malpractice in examinations/assessments, and how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It is the responsibility of everyone involved in the exam processes to read, understand and implement the whole policy including amendments.

Key Definitions

Malpractice and maladministration

‘Malpractice’ and ‘maladministration’ are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word ‘malpractice’ to cover both ‘malpractice’ and ‘maladministration’ and it means any act, default or practice which is:

- a breach of the regulations;
- a breach of awarding body requirements regarding how a qualification should be delivered; and/or
- a failure to follow established procedures in relation to a qualification;

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; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.
- takes place after a candidate has signed the declaration of authentication (reporting no needed if this takes place before this has taken place)

Malpractice may be:

- intentional, aiming to give a candidate or candidates an unfair advantage or disadvantage in an examination or assessment;
- due to a lack of awareness of the regulations, carelessness, or forgetfulness in applying the regulations (which may often be called ‘maladministration’); and/or
- as a result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds and the supervision of students is disrupted)

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.

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; or
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe.

Suspected Malpractice

For the purposes of this document, 'suspected malpractice' means:

- all alleged or suspected incidents of malpractice.

General Principles

In accordance with the regulations, the centre and all staff will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place;
- inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation; and
- as required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication "Suspected Malpractice - Policies and Procedures" and provide such information and advice as the awarding body may reasonably require.

Preventing Malpractice

The centre has in place robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures.

- This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:
 - General Regulations for Approved Centres 2024-2025
 - Instructions for conducting examinations (ICE) 2024-2025
 - Instructions for conducting coursework 2024-2025
 - Instructions for conducting non-examination assessments 2024-2025
 - Access Arrangements and Reasonable Adjustments 2024-2025
 - A guide to the special consideration process 2024-2025
 - Suspected Malpractice: Policies and Procedures 2024-2025
 - Plagiarism in Assessments
 - AI Use in Assessments: Protecting the Integrity of Qualifications
 - A guide to the awarding bodies' appeals processes 2024-2025 (SMPP 3.3.1)

Informing and Advising Candidates and Staff

- Students are informed about malpractice, how to avoid committing malpractice and what steps to take if they suspect malpractice has been committed through an annual assembly prior to examinations and are also provided with a copy of the JCQ document Information for candidates: Non-examination assessments. Students are also provided with an 'Information on Examinations' booklet and are required to sign that they have read and understood. This booklet has a specific section on the use of AI in NEAs.
- Staff involved in supervising examinations are reminded at an annual briefing of the importance of reporting any incidences of suspected, alleged or actual malpractice to the Exams Officer.

Identification and Reporting of Malpractice

- Escalating suspected malpractice issues.
- Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels – refer through the Examinations Office staff where needed. Then the centre will be responsible for reporting suspected malpractice to the awarding body.
- The centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication "Suspected Malpractice: Policies and Procedures".
- The centre will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carers/ appropriate adult is kept informed of the progress of the investigation.
- Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.
- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals.
- Once the information gathering has concluded, the Head of Centre (or other appointed information-gatherer) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries.
- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used.
- The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The Head of Centre will be informed accordingly.

Communicating Malpractice Decisions

Once the examinations team deems an incident as malpractice in accordance to JCQ guidance, it will be communicated in writing to the Head of Centre as soon as possible. The Head of Centre will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The Head of Centre will also inform the individuals if they have the right to appeal.

Appeals against decisions made in cases of malpractice

The centre will:

- provide the individual with information on the process and timeframe for submitting an appeal, where relevant; and
- refer to further information and follow the process provided in the JCQ publication “A guide to the awarding bodies' appeals processes”.

Plagiarism

In addition to the guidance above, JCQ defines plagiarism as ‘unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and AI)’ <https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-assessments---guidance-for-teachersassessors/>

Prior to candidates signing the declaration of authentication, cases of suspected plagiarism will be dealt with internally. Where candidates have signed the declaration of authenticity, cases of plagiarism will be reported to the relevant examination board.

Appendices Part B:

The use of AI in Assessments

JCQ guidance states that “Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it’s important for students’ progression that they do not rely on tools such as AI”.

Students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn’t copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work.

Students are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set.

Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student’s own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student’s own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

If AI misuse is detected or suspected by the centre and the declaration of authentication has been signed, the case must be reported to the relevant awarding organisation.

Appendices Part C:

Outline of contingency plans for possible causes of disruption to the examination process

A - Exams Secretary extended absence at a critical stage of the exam cycle

In this case the examinations secretary will ensure that the following key tasks are completed in line with JCQ regulations:

- annual data collection exercise
- annual exams plan
- sufficient invigilators recruited

Entries

- awarding bodies being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines met

Pre-exams

- invigilators trained and updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules prepared
- candidates briefed on exam timetables and awarding body information for candidates
- confidential exam/assessment materials and candidates' work stored under required secure conditions (in accordance to JCQ regulation)
- internal assessment marks and samples of candidates' work submitted to awarding bodies/external moderators

Exam time

- exams/assessments taken under the conditions prescribed by awarding bodies
- required reports/requests submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts dispatched as required for marking to awarding bodies

Results and post-results

- access to examination results not affecting the distribution of results to candidates
- the facilitation of post-results services

B - SENCO (or equivalent role) extended absence at a critical stage of the exam cycle

In this case the Assistant SENCO will ensure that the following key tasks are completed in line with JCQ regulations:

Planning

- candidates will be tested/assessed to identify potential access arrangement requirements
- centre recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- evidence of need and evidence to support normal way of working is collated
- approval for access arrangements are applied for to the awarding body
- centre-delegated arrangements are put in place
- modified paper requirements identified in a timely manner to enable ordering to meet external deadline
- staff (facilitators) providing support to access arrangement candidates allocated

Exam time

- access arrangement candidate support is arranged for exam rooms

C - Teaching staff extended absence at a critical stage of the exam cycle

In this case the line manager of the curriculum area will ensure that the following key tasks are completed in line with JCQ regulations:

- early/estimated entry information provided to the exams officer on time; resulting in pre-release information being received
- final entry information provided to the exams officer on time; resulting in candidates being entered for exams/assessments
- non-examination assessment tasks (including controlled assessment and coursework) set/issued/taken by candidates as scheduled
- candidates being informed of centre assessed marks before marks are submitted to the awarding body and therefore able to consider appealing internal assessment decisions and request a review of the centre's marking
- internal assessment marks and candidates' work provided to meet awarding body submission deadlines

D - Invigilators - lack of appropriately trained invigilators or invigilator absence

- Potential failure to recruit and train sufficient invigilators to conduct exams will be tackled through an effective recruitment campaign and extra capacity from trained support staff / Senior Leaders.
- Invigilator shortage on peak exam days would be tackled from the use of trained support staff.
- Invigilator absence on the day of an exam is thought through with extra capacity built into the scheduling, with trained support staff / invigilators.

E - Exam rooms - lack of appropriate rooms or main venue(s) unavailable at short notice

- Exams officer to identify sufficient/appropriate rooms during exams timetable planning, making sure that there are sufficient rooms available for peak exam days and will highlight any issues when planning so that contingency arrangements can be made.
- Main exam venues unavailable due to an unexpected incident at exam time will seek alternative rooming within the centre (House areas) and if not suitable use emergency planning as outlined in section I below.

F - Failure of IT systems

- IT system corruption affecting candidates' work – Back up on server / cloud drive.
- MIS/IT system failure at final entry deadline – cloud-based solutions.
- MIS/IT system failure during exams preparation – cloud-based solutions.
- MIS/IT system failure at results release time – cloud-based solutions.
- Where a cyber-attack may compromise any aspect of delivery – Please refer to the centre Cyber Security protocol.

G -Emergency evacuation of the exam room (or centre lockdown)

Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams.

The centre will:

- refer to and invoke its (exams) emergency evacuation policy/procedure in line with JCQ's 'Centre emergency evacuation procedure' (or its (exams) lockdown policy)
- contact the relevant awarding body as soon as possible and follow its instructions
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

H - Disruption of teaching time in the weeks before an exam - centre closed for an extended period

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning. Where this occurs the centre will facilitate online learning to ensure that curriculum plans are fulfilled.

I - Candidates may not be able to take examinations - centre remains open / Centre may not be able to open as normal during the examination period

In this case the centre will arrange for the examinations to take place in the surrounding local schools where examinations are not being held and will:

- focus on enabling candidates to take their examinations
- take advice, or follow instructions, from relevant local or national agencies in deciding whether the centre is able to open
- contact the relevant awarding body as soon as possible and follow its instructions

- discuss alternative arrangements with the awarding body if the exam or assessment cannot take place
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

J - Disruption in the distribution of examination papers

In this case the centre will:

- liaise with awarding bodies regarding the provision of electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- understand that as a last resort, and in close collaboration with centres and regulators, awarding organisations will consider scheduling of the examination on an alternative date
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

K - Delay in collection arrangements for completed examination scripts

In this case the centre will:

- where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, seek advice from the relevant awarding organisations and will not make its own arrangements for transportation unless told to do so by the awarding organisation
- any examinations where the centre makes its own arrangements for transportation, investigate alternative dispatch options that comply with the requirements detailed in the JCQ document *Instructions for conducting examinations*
- ensure the secure storage of completed examination scripts until as close to the collection time as possible

L - Assessment evidence is not available to be marked

Should large scale damage to or destruction of completed examination scripts or assessment evidence occur before it can be marked or completed examination scripts/assessment evidence does not reach awarding organisations, the centre will:

- liaise with the awarding body to determine if candidate marks for affected assessments may be able to be generated based on other appropriate evidence of candidate achievement as defined by the awarding body
- where marks cannot be generated by awarding body, inform candidates they may need to retake the affected assessment in a subsequent assessment series

M - Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency) or facilitate post-results services

In this case the centre will:

- make arrangements to access its results at an alternative venue / share facilities with another centre if this is possible, in agreement with the relevant awarding body
- make arrangements to coordinate access to post-results services from an alternative venue

Appendices Part D

Invigilator's announcement at the beginning of a written examination

1	You must now follow the regulations of the examination. Do not write anything and do not open the question paper until you are instructed to do so.
2	Only material listed on the question paper is allowed. You must not have on or near you any other material.
3	CHECK YOUR POCKETS NOW. Check for things such as notes, books, papers, AirPods, Earphones/Earbuds, mobile phones and watches. PLEASE MAKE SURE YOUR MOBILE PHONES DEVICES ARE TURNED OFF and place them in the envelope provided along with any other unauthorised items. IF YOU ARE WEARING A WRIST WATCH OR ANY OTHER ELECTRONIC DEVICE, PLEASE REMOVE IT NOW AND PLACE IT IN YOUR ENVELOPE. Failure to do so may lead to disqualification. These will be collected now and please have your hands ready to be checked on both sides by the Invigilator.
4	Check that you have been given the correct question paper for your subject and whether it is higher or foundation. Check that you have the correct coloured paper, overlays and a laptop if you require them. Raise your hand now if you are in any doubt.
5	Read the instructions on the front of the question paper checking that you have all the materials that you need for the exam.
6	Using black pen fill in all the details needed on the front of your answer book. Make sure you fill these details in on any additional answer sheets that you use.
Pause to allow time for candidates to fill in the details	
Tell the candidates about any erratum notices	
7	Remember, you must write clearly and in black ink . You may use pencil for drawings and rough notes.
8	You must write in the designated sections of the answer booklet.
9	You must write all rough work in your answer book and neatly cross it through with a single line.
10	You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.
11	You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. If you have any questions you should put up your hand to attract the invigilator's attention.
12	If the fire alarm sounds, please stay seated and wait for instructions from the invigilator.
Tell the candidates how much time they have, the current time, which clock will be used to time the examination and good luck you may begin.	