



5-6 EXAMINATIONS POLICY

The purpose of this policy is:

- To ensure the planning and management of public 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.

All involved in the centre's examination processes should be familiar with the contents of this policy.

EXAMINATION RESPONSIBILITIES

HEAD OF CENTRE

- Overall responsibility for the school as a centre for examinations.
- Responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document 'Suspected malpractice in examinations and assessments'.

DIRECTOR OF EXAMINATIONS

- Oversee management of all external examinations.
- Manage and direct Assistant Examinations Officer.
- Produce a timetable for public examinations, detailing rooming, invigilation and clash requirements, as well as access arrangements.
- Identify and manage examination timetable clashes.
- Liaise with Director of Studies to ensure rooming and invigilation requirements are fulfilled.
- Oversee invigilation of examinations, ensuring that invigilators are fully aware of their responsibilities.
- Collect all data and collate paperwork relating to access arrangements, ensuring all such paperwork is kept up to date.

- Process any applications for access arrangements, as advised by the Learning Support Coordinator.
- Apply for Special Consideration where relevant.
- Account for income and expenditures relating to all exam costs/charges.
- Perform any other examination-related responsibilities as directed by the Head of Centre.

DIRECTOR OF EXAMINATIONS/ASSISTANT EXAMINATIONS OFFICER

- Collect final entry information from Heads of Department, collate and oversee submission of entry information by administrative staff.
- Ensure that candidates and parents/carers understand the examination arrangements.
- Receive, check and securely store examination materials.
- Prepare examination rooms according to JCQ guidelines, in conjunction with caretaking team.
- During the examination period, manage and oversee conduct of examinations, including but not limited to the following: registration of examination candidates; starting off examinations; secure storage and dispatch of scripts; ensure smooth running of examinations taking place in locations other than the Main Hall; coordinate supervision of clash candidates; provide invigilation cover as necessary.
- Attend examination results days, assisting both pupils and staff in interpreting results.
- Arrange for dissemination of examination results and certificates to candidates.
- Facilitate post-results services.

ASSISTANT EXAMINATIONS OFFICERS

- Liaise with Heads of Department regarding non-examination assessments.
- Provide any assistance to the Director of Examinations as required, including performing any of the duties outlined above.
- Act in place of the Director of Examinations in case of absence.
- Keep examinations policies up to date.

SENIOR MANAGEMENT AND SENIOR LEADERSHIP TEAM

- Pupil tracking, including analysis of public examination results

- Oversee curriculum decisions in conjunction with Heads of Department.

HEADS OF DEPARTMENT

- Decide which examination board is to be used for their subject
- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of Non-Examination Assessment (NEA) paperwork; ensuring NEA is completed on time and in accordance with JCQ guidelines
- Accurate completion of entry and all other mark sheets and adherence to deadline as set by the Director of Examinations.
- Posting of NEA to moderators

CAREER ADVISOR

- Guidance regarding subject choices, university choices and careers.

SENIOR TEACHER PUPIL PROGRESS

- Liaising with Assistant Examinations Officer regarding access arrangements
- Identification and testing of candidates' requirements for access arrangements
- Provision of additional support to candidates with special educational needs

INVIGILATORS

- Collection of papers and other materials from Director of Examinations before the start of the examination
- Collection of all papers in the correct order at the end of the examination and their return to the Examination Officer or to the front desk as appropriate
- Completing seating plans, registers and invigilation lists
- Ensuring the JCQ regulations are followed before, during and after examinations.

CANDIDATES

- Confirming and signing entries

- Understanding NEA regulations and signing a declaration that authenticates NEA as their own
- Confirming that access arrangements have been applied for where appropriate
- Confirming that the arrangements regarding any timetable changes due to clashes are understood

ADMINISTRATIVE STAFF

- Input of examination entry data
- Downloading and presenting of results documentation

QUALIFICATIONS OFFERED

The qualifications offered at this centre are decided by the Head, Senior Leadership Team and Heads of Department. The qualifications currently offered are GCSEs (including IGCSEs), AS Levels and A Levels.

The subjects offered for these qualifications may be found in the centre's published prospectus. If there is a change of syllabus, the Examination Officer must be informed as soon as possible.

- Year 11
 - All pupils are entitled and enabled to be entered for GCSE and IGCSE qualifications
- Sixth Form
 - From the academic year 2019-20 onwards, only science and modern foreign language subjects will offer AS Level examinations at the end of L6 for pupils who intend to drop that subject.
 - It is expected that A-Level examinations will be completed at the end of the Upper Sixth. For new A-Level specifications, the A-Level assessment is terminal and 100% occurs at the end of U6.
 - From 2019-20 onwards, some subjects will also offer the opportunity to take an AS Level course over two years, with final examinations to be taken at the end of U6.
- Other
 - Examination entries in other year groups may be made at the discretion of the relevant Head of Department, the Senior Leadership Team, Heads of Year and the Director of Examinations.

EXAMINATION SEASON AND TIMETABLES

External examinations are scheduled in April, May and June.

The Director of Examinations will circulate the timetables for external examinations once these have been confirmed.

ENTRIES, LATE ENTRIES AND RETAKES

- Entries
 - Heads of Department provide entry lists for qualifications in their subject.
 - A candidate or parent/carer can request a subject entry, change of level or withdrawal.
 - The centre does not accept entries from external candidates, except in special circumstances as agreed by the Examination Officer.
- Late Entries
 - Heads of Department are made aware of entry deadlines by the Director of Examinations. There should not be any late entries but, if necessary, late entries may be authorised by the Director of Examinations.
- Retakes
 - Candidates are not allowed retakes in GCSE examinations, apart from in exceptional circumstances.
 - Candidates are allowed retakes at A Level the summer after their original examination series; the Director of Examinations will oversee and advise the total number.
 - Retake decisions will be made in consultation with the candidates, parents/ carers, Senior Leadership Team, Director of Examinations and Head of Department.

EXAMINATION FEES

All examination entry fees are paid by the candidate, including any retakes.

Late entry or amendment fees are paid by the candidate, unless due to error on part of GHS staff.

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

Candidates must pay the fees for any Enquiries About Results (EARs) that do not result in a change in grade.

ACCESS ARRANGEMENTS AND DISABLED CANDIDATES

For full details on the school's Equal Opportunities policy, please refer to Appendix 2. Procedures specifically affecting the conduct of external examinations are outlined below.

PROCEDURE FOR ENSURING ACCESS ARRANGEMENTS ARE ADMINISTERED CORRECTLY

POLICY

Guildford High School is committed to ensuring that all students have the best possible chance of succeeding in their public examinations, in compliance with the UK Equality Act 2010. As a result, where candidates are suffering from a physical or mental impairment, the Director of Examinations will apply for access arrangements in order to ensure that no pupil is disadvantaged when taking an external examination.

When taking the decision to apply for access arrangements, the Director of Examinations (working closely with the Assistant Examinations Officer and Learning Support Co-ordinator) will follow the guidelines as set out in the 'Access arrangements and reasonable adjustments' document issued each year by JCQ, which can be found on the JCQ website.

This document lays out the steps to be taken in order to ensure that access arrangements are administered correctly.

GENERAL PROCEDURES

The Senior Teacher (pupil progress) and Learning Support Co-ordinator will inform the Director of Examinations and subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course of their studies, including in assessments/examinations.

A candidate's access arrangements requirement is determined by the Learning Support Co-ordinator, working with the Senior Teacher (pupil progress), and must reflect the support normally given to the candidate in the centre (normal way of working) e.g. where 25% extra time has been awarded, the candidate should normally receive this in internal tests and exams.

Where possible, access arrangements should always be processed at the start of the course. It is the responsibility of the Senior Teacher (pupil progress) and Learning Support Co-ordinator, in conjunction with the Director of Examinations, to ensure that there is sufficient evidence that access arrangements are required, and that this evidence is kept on file e.g. EP reports or doctor's notes.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Director of Examinations.

Rooming for access arrangement candidates will be arranged by the Director of Examinations in conjunction with the Director of Studies. Invigilation and support for access arrangement candidates,

as defined in the JCQ access arrangements regulations, will be organised by the Director of Examinations. This includes IT support where candidates require the use of a laptop.

PROCESSING APPLICATIONS FOR ACCESS ARRANGEMENTS

The Director of Examinations will use Access arrangements online to apply for access arrangements. This allows the school to make a single online application for a candidate requiring access arrangements using any of the secure awarding body extranet sites. Access arrangements online will provide an instant response and will only allow a maximum of 26 months for any arrangement.

Where access arrangements are required for temporary conditions, such as a broken arm, Access arrangements online must also be used.

Applications processed and approved on-line can be recorded as a CSV file, allowing an instant list of candidates who have access arrangements to be produced. This information will enable the Director of Examinations, prior to the start of each exam series, to plan ahead and identify: the number of additional rooms required within the centre to accommodate candidates with access arrangements; invigilation resources; and the number of computer readers, readers and scribes that will be needed.

A complete list of which access arrangements do/do not require an application to be submitted through Access arrangements online can be found in the 'Access arrangements and reasonable adjustments' document. Note that it is essential to apply for extra time online, but there is no requirement to apply online for use of a word processor, provided that this reflects the candidate's normal way of working.

Before applying for access arrangements, the relevant candidate must sign a consent form regarding protection of their data.

Detailed instructions for how to use Access arrangements online can be found in the 'Access arrangements and reasonable adjustments' document.

It should be noted that, in a minority of cases, the application for access arrangements will not be approved. If this is the case, then the Senior Teacher (pupil progress) and Learning Support Co-ordinator must consider whether this is because the candidate does not meet the published criteria for one of the arrangements requested and does not have a substantial and long-term impairment for the required arrangement. If this is the case, then the Director of Examinations can apply for a lower level of support. By contrast, if a candidate has very substantial needs which are not accommodated by the online system, it may be because they relate to reasonable adjustments which are not listed or to arrangements which may require further exploration in relation to the competence being tested in the specification(s). The Director of Examinations will discuss these cases with the relevant awarding body. Additional paperwork may be required to justify the request being made.

DISABLED CANDIDATE POLICY

POLICY

The Director of Examinations must ensure that Guildford High School meets the requirements of the UK Equality Act 2010 with regards to the conduct of examinations. The Act introduced measures aimed at eliminating the discrimination often faced by disabled people, and giving protection to

disabled people in the areas of employment and education. Further details are available in the school's Equal Opportunity policy document (see Appendix 2).

GHS will meet the requirements of the Act during examinations by implementing the following procedures:

- Ensure that invigilators are made aware of the Equality Act 2010 and are trained in relevant disability issues.
- As part of the training process make sure that invigilators are aware of policies and procedures relating to emergency evacuation and medication, especially where they relate to candidates with a disability.
- Ensure that invigilators are aware of alternative means of communication, especially in the exam room when conveying information to disabled candidates.
- Ensure that information supplied to candidates with a disability, such as JCQ Information for candidates, are suitably sized and adapted.
- Make sure that there is seating available outside the examination rooms to enable those with a disability or those candidates who may simply be experiencing extreme stress or anxiety, to sit and rest before they enter the examination.
- Ensure that there is sufficient space between desks and chairs to enable a candidate (or an invigilator) who uses a wheelchair to enter and leave the room without difficulty.
- If you know that a candidate may become unwell during the examination due to the nature of their disability, ensure that they are seated close to the exits to make them feel more comfortable and to limit any disruption to others within the examination room.
- Ensure that the seating is both appropriate and comfortable for those who may have a disability which affects sitting and posture.
- Where a candidate has been granted supervised rest breaks, try to ensure that the rest areas are suitably comfortable as well as maintaining the security of the examination.
- Where a candidate has been granted the use of a prompter, it is important that the person appointed to act as a prompter is aware of disability etiquette, particularly when touching the candidate's desk as a means of a prompt, or tapping the candidate's arm or shoulder. This will apply to those candidates with autism who may have difficulty with time.
- Invigilators and all other centre staff involved in conducting examinations must be aware of the emergency evacuation procedures in place for those candidates with a disability who may need assistance in leaving the building.

- When evacuation and emergency procedures are being explained to candidates, attention should be given to those candidates with a disability, for whom such procedures may be different.
- Ensuring that the exam room (normally the Senior School Main Hall, but alternative sites are also used) is accessible; and acting on feedback in order to improve the examinations experience for disabled candidates.

MANAGING INVIGILATORS AND EXAMINATION DAYS

MANAGING INVIGILATORS

Experienced external invigilators will be used where possible for large-scale examinations. Full training will take place, led by the Director of Examinations, for all invigilators before the start of the exam series.

The Director of Examinations will advise the Director of Studies of the invigilation requirements.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administrative staff. DBS fees for securing such clearance are paid by the centre. Invigilators' rates of pay are set by the centre administrative staff.

Invigilators are line managed and trained by the Director of Examinations.

EXAMINATION DAYS

The Director of Examinations will book all examination rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

The Director of Examinations will liaise with the caretaking team to ensure that the allocated rooms are set up appropriately.

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

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

Members of staff must not enter the examination room during an examination unless authorised to do so by the Director of Examinations.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department when appropriate.

Full details of how to conduct examinations can be found the JCQ document 'Instructions for conducting examinations', updated every year. All staff involved in administering, invigilating or otherwise conducting examinations should be familiar with the contents of this document. The pertinent points pertaining to the conduct of examinations are covered below:

Preparing for the examination

1. **Keeping question papers and other examination materials secure:** All examination materials must be stored securely. On receipt of secure materials, reception staff will lock the materials in a cupboard which is constantly attended and inform the Director of Examination/Assistant Examinations Officer, who will immediately move the materials into the secure storage facility in the Examinations Office. Receipt, secure storage and movement of all materials must be logged and signed for. Awarding bodies **must** be informed immediately if the security of the question papers or confidential supporting material is put at risk.
2. **Checking the question paper packets:** When question paper packets are removed from the packaging in which they arrived, they must be checked carefully and a log of the check kept. They must be checked against the awarding body's despatch note and the GHS exam timetable. Checking must take place as soon as possible on the day the question papers are received. If this is not possible, e.g. due to a late delivery or the unavailability of authorised members of staff, the material still in its despatch packaging must be transferred immediately into the secure storage facility until it can be checked. The checking must take place no later than the next working day and must be undertaken in the secure room. Following the checking, question paper packets should be arranged in timetable order to reduce the possibility of opening a packet at the wrong time and must then be immediately locked in the secure storage facility. The awarding body **must** be informed immediately if there are any problems, e.g. parcels have been opened or are missing.
3. **The secure room and secure storage facility:** The secure storage facility is found in the secure room, which is the Examinations Office. Only the Director of Examinations and Assistant Examinations Officer will be given full access to the secure room and secure storage facility, although other appropriate staff (i.e., invigilators) may access the room in the presence of the Director of Examinations or Assistant Examinations Officer, if necessary. The secure storage facility must contain only 'live' examination material. Question papers must always be kept in their sealed packets. Other examination stationery, e.g. answer booklets and formula booklets, must also be stored in the secure room; it is not mandatory for this to be stored in the secure storage facility. If the volume of question papers is too great for the secure storage in one room, additional rooms must be used within the centre. These additional rooms must also meet the requirements for secure storage. Full guidance on the requirements for the secure room and secure storage facility can be found in the JCQ document 'Instructions for conducting examinations'.
4. **Arrangements for handling secure electronic materials:** Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre; in practice, this means the Director of Examinations or, when necessary, the Assistant Examinations Officer. Authorised staff must be familiar with the most recent instructions issued by the relevant awarding bodies. Other members of centre staff may assist with printing and collation provided they are under supervision. Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access. Files must only be accessed by the named individual(s) to whom they have

been sent. Emails or links to secure materials must 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 must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles. Accounts must be reviewed by the Director of Examinations ahead of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed. Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared. The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process. The file must be accessed and downloaded only for the use of the candidate(s) who have been entered for the examination. The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder. Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder. Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed. Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room. Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with JCQ requirements. Any deviation from these instructions or a potential breach of security **must** be reported to the awarding body using JCQ Form M2.

5. **Removing question papers from secure storage:** In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check must be recorded. If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately. Unless there is a need to split question paper packets for different examination rooms or facilitate access arrangements, they must be opened in the designated examination room(s). Question paper packets should be taken to the designated examination room(s) as close to the start of the examination as possible. They must not be removed from the centre's secure storage facility and taken to the designated examination room(s) any earlier than 60 minutes prior to the awarding body's published starting time for the examination. The question papers must not be left unattended. Care must always be taken to ensure the security of the question papers. Centres may open the packet(s) of question papers to make them up into more appropriately sized sets for different rooms on one or more sites provided the following conditions are met: a) as few packets as possible should be opened and this must be within 90 minutes of the awarding body's published starting time for the examination (prior awarding body approval is not required for this); b) the question paper packet must be opened in the secure room and not

in the examination room(s). The question paper packet must be re-sealed and placed back into the centre's secure storage facility. Unless the question papers being removed are required for an alternative site, they must not leave the secure room any earlier than 60 minutes prior to the awarding body's published starting time for the examination; c) the question papers extracted from the packet must be taken to the examination room(s)/site(s) in a sealed non-transparent envelope. An invigilator must always be present in the examination room(s). Question papers must not be left unattended. Coloured/enlarged paper AQA and Pearson centres: Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, it is strongly recommended that a PDF copy of the standard question paper is downloaded from AQA Centre Services or Edexcel Online (SDS) one hour before the awarding body's published starting time for the examination. CCEA, OCR and WJEC centres: Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, a non-interactive electronic (PDF) question paper will be ordered via Access arrangements online. Where a candidate requires a computer reader (and approval for the arrangement has been granted by Access arrangements online), a noninteractive electronic (PDF) question paper will be ordered via Access arrangements online or accessed via the awarding body's secure extranet site. 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 must be taken to safeguard them after they have been opened or downloaded from an awarding body's secure extranet site: a) they must only be issued at the time of the assessment and must be collected at the end of the assessment session; b) they must not be removed from the centre and when not in use must be kept secure under secure conditions; c) each copy must be checked prior to the examination to ensure that it is clean and free from pen or pencil annotations or amendments; d) live assessment material must not be used as practice material for any qualifications. The Director of Examinations and Assistant Examinations Officer will follow 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 which may be downloaded from the JCQ website. For further information regarding Access arrangements, see the JCQ document 'Instructions for conducting examinations'.

6. **Starting times for examinations:** The awarding bodies' published starting time for all morning examinations is 9.00am and 1.30pm for all afternoon examinations. These are known as the morning and afternoon sessions. These times are the UK times (either GMT or BST as appropriate) current on the examination date. NB The published starting times for CCEA examinations are 9.15am and 1.30pm. Centres should also refer to CCEA's published examination timetables for the starting times of examinations. Candidates must always be allowed the full amount of time as specified for the examination in the awarding body's published timetable. Centres should refer to Section 21, Candidates who arrive late, for procedures relating to those candidates who arrive late for an examination. The JCQ awarding bodies allow 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. Prior permission from an awarding body is not required. Where this policy is followed, to avoid any possible breach of security, late arriving candidates or early departing candidates must be

supervised as if the awarding body's published starting time had been in place. To maintain the security of the examination, all candidates sitting general qualifications examinations must start: a) question papers scheduled for a morning session no earlier than 8.30am and no later than 9.30am; b) question papers scheduled for an afternoon session no earlier than 1.00pm and no later than 2.00pm; unless they have a timetable clash - see paragraph 7. Candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision (which the centre must arrange) until one hour after the published starting time for that examination. Centres must ensure that question papers used by those candidates are kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination. Candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision (which the centre must arrange) from 30 minutes after the published starting time for that examination until they begin it. For examinations that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the published finishing time of the examination.

7. **Timetable clashes:** GHS must not vary the timetable if a timetabled examination clashes with any of the following: a) work experience; b) a school function or closure; c) a field trip; d) sporting events below international level; e) holidays and weddings; f) a candidate's personal arrangements. Candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series. If candidates are taking two or more examinations in a session and the total time is three hours or less, the Director of Examinations may decide the order within the timetabled session in which to conduct the examinations. Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise. For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, with the candidate being supervised at all times. If candidates 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, then one examination may take place in a later or earlier session within the same day. There is no need to complete any paperwork for this. Prior permission from an awarding body is not required. The Director of Examinations may determine the examination which is to be conducted in a later or earlier session within the same day. When this happens, the security of the examination must still be maintained. Candidates must be supervised in line with the JCQ requirements: a) candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision until one hour after the published starting time for that examination. Question papers used by those candidates must be kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination; b) for examinations that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the published finishing time for that examination; c) candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision from

30 minutes after the published starting time for that examination until they begin it; d) if some candidates take an examination in a different session from other candidates, the centre must seal all copies of the question paper used in the earlier session in an envelope and return them to the centre's secure storage facility. 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:

- a) be in possession of an electronic communication/storage device or have access to the internet;
- b) have contact with any candidate who has sat the examination;
- c) be coached by a member of centre staff.

8. **Overnight supervision arrangements:** 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. When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is: a) more than six hours for GCE examinations (AS, A-level), including approved extra time allowances and/or supervised rest breaks; or b) more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks; candidates may, at the discretion of the Director of Examinations, be allowed to take an examination the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable. NB 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. Where a candidate takes an examination the following morning, a member of staff or an invigilator will be appointed to supervise the candidate at all times while he/she is on the premises sitting examinations. The candidate must be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and the centre must ensure there is no contact with other candidates. The supervision of a candidate on journeys to and from school and overnight may be undertaken by the candidate's parent/carer or members of staff. The Director of Examinations will determine a method of supervision which ensures the candidate's wellbeing. 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, email, internet and social media. It also extends to television and radio, which could report key details of the day's examinations. The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence. The JCQ Overnight Supervision form is completed online using the Centre Admin Portal (CAP) which can be accessed using any of the awarding bodies' secure extranet sites. The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre. Guidance notes for the overnight supervision of candidates with a timetable variation may be found at:

<https://www.jcq.org.uk/exams-office/online-forms/>. The Director of Examinations must: a) inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions/penalties, as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures; b) be satisfied that the arrangements maintain the integrity and security of the examination; c) keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested; d) inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate. The awarding body may use appropriate means to check that the conditions for overnight supervision have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether the awarding body would allow such concessions to be made in the future. The Director of Examinations will re-arrange any examination that cannot be taken in the scheduled afternoon session for the following morning. If an examination is deferred from Friday afternoon, it must be taken the following morning, i.e. Saturday morning. If some candidates are allowed to take an examination on a later day than other candidates, all copies of the question paper used on the earlier day must be sealed in an envelope and returned to the secure storage facility until all candidates have taken that examination.

9. **Resources for examinations:** Candidates may use resources such as anthologies, bilingual translation dictionaries and editions of set texts as set out in the instructions on the question paper. Candidates must be given prior notice that they are responsible for bringing with them any materials needed for the examination. If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. In such circumstances the JCQ publication Suspected Malpractice: Policies and Procedures must be referred to. 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 invigilators will warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items. For Art examinations, appropriate art materials and design media and technology must be provided by the centre
10. **Using calculators:** Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents. Calculators must be: of a size suitable for use on the desk; either battery or solar powered; free of lids, cases and covers which have printed instructions or formulae. Calculators must not: be designed or adapted to offer any of these facilities: language translators; symbolic algebra manipulation; symbolic differentiation

or integration; communication with other machines or the internet; be borrowed from another candidate during an examination for any reason; have retrievable information stored in them. This includes: databanks; dictionaries; mathematical formulae; text. The candidate is responsible for the following: the calculator's power supply; the calculator's working condition; clearing anything stored in the calculator. An invigilator may give a candidate a replacement calculator. Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

11. **Accommodation:** The school must ensure appropriate accommodation exists to support the size of the cohorts taking each examination. Most candidates will take exams in the Main Hall. Other appropriate sites around school (the House Hub, Harper House, Morton House, the Gym, etc) may be used for candidates with access arrangements or when there are too many candidates taking exams at the same time to fit in the Main Hall. All alternatives to the Main Hall meet the requirements that follow: Candidates must sit their examination(s) at the school's registered address unless the using an alternative site arrangement or there is a transferred candidate arrangement. Where it is intended that an examination for any candidate(s) will be conducted at an address other than the school's registered address, e.g. a) a hospital which is a non-registered centre; b) the candidate's home; c) a local church hall; d) a local community hall; e) a local sports hall; f) another building, such as the Sports Centre, which is situated at a different location from the school's registered address; the Director of Examinations must notify the JCQ Centre Inspection Service by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP), no later than six weeks before the start of the examination series. The Centre Admin Portal (CAP) can be accessed via any of the awarding bodies' secure extranet sites. Question papers must: a) be kept in the centre's secure storage facility at the centre's registered address, approved by the JCQ Centre Inspection Service, until 90 minutes before the awarding body's published starting time for the examination; b) be taken to the alternative examination venue by a member of centre staff; c) be 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 centre remains accountable for ensuring that the examination will be conducted at the alternative site in accordance with this document. Any room in which an examination is held must provide candidates with appropriate conditions for taking the examination. The centre must pay attention to conditions such as heating, lighting, ventilation and noise, whether internal or external, intermittent or continuous. Timed Art examinations, timetabled CCEA Science Practical examinations and WJEC GCE A2 Science Practical examinations must be held under conditions that will give all candidates the chance to carry out their tasks and to display their true levels of attainment in the subject concerned. Display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must not be visible in the examination room. Care must be taken with examinations conducted in classrooms, laboratories or libraries. A reliable clock (analogue and/or digital) must be visible to each candidate in the examination room and must be big enough for all candidates to be able to read clearly. The clock must show the actual time. Countdown and 'count up' clocks

are not permissible. The school must carry out regular checks in advance of the examinations to make sure all clocks used in the examination room are in good working order and show the same time. A board/flipchart/whiteboard should be visible to all candidates showing the: a) centre number, subject title and paper number; and b) the actual starting and finishing times, and date, of each examination. The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres. Wherever possible, for timetabled examinations: a) all candidates should face in the same direction; b) each candidate should have a separate desk or table big enough to hold question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other candidates; c) candidates who are working on a drawing board set on an easel or other nonhorizontal surface must be arranged in an inward-facing circle or in some similar pattern. Where centres are using screened booths for GCE and GCSE MFL Listening examinations or for candidates awarded readers, scribes or word processors, the invigilator(s) must always be able to see the candidates. Additionally, candidates must not be able to overhear or distract one another. Candidates should normally be seated in candidate number order. The Director of Examinations must create a seating plan that shows the exact position of each candidate in the examination room. Any changes made to seating arrangements during the examination must be noted on the seating plan. The seating plan must be available to an awarding body upon request. Candidates with access arrangements must be identified on the seating plans that are held as part of the centre records. Any other written external examination may be held in the examination room at the same time, so long as it does not cause any disturbance. Internal school tests and mock examinations cannot take place in the same room when an external examination is being conducted. The room can only be used for conducting an awarding body's examination. Formal examination conditions must always be maintained for candidates taking external examinations. A room becomes a 'designated examination room' as soon as exams office staff begin to check and prepare it to ensure compliance with Section 11 of the JCQ Instructions for conducting examinations. As soon as preparation for the examination begins, no other activity can take place in that room. Candidates sitting examinations must not be allowed into the room until the preparation is complete and they are invited to enter the room, under supervised conditions, to start their examination. The room remains a 'designated examination room' up to the point when all candidates have left and all materials such as candidates' scripts, question papers and resource materials have been removed from the room. Centres must ensure that there is adequate time allowed for the set up and clearing of the room before and after the scheduled examination time. Throughout this period the room remains 'designated' and cannot be used for any other activity. Centres will need to determine what constitutes 'adequate time' to meet their individual needs, which will be influenced by factors such as the size of the room and the number and nature of the examinations being conducted. At all other times the room may be used for alternative purposes, for example, coaching sessions, revision sessions, internal school tests and mock examinations. The JCQ Warning to candidates poster (Appendix 4) and the JCQ Unauthorised items poster (Appendix 7) must be

displayed in a prominent place outside each examination room. This may either be a hard copy A3 paper version of the poster, in either black and white or colour, or a projection of the poster onto a wall or screen for all candidates to see.

12. **Invigilation arrangements:** Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. CCTV cannot be used for the purposes of invigilation. Invigilators have a key role in upholding the integrity of the external examination/ assessment process. The role of the invigilator is to ensure that the examination is conducted according to these Instructions in order to: a) ensure all candidates have an equal opportunity to demonstrate their abilities; b) ensure the security of the examination materials before, during and after the examination; c) prevent possible candidate malpractice; d) prevent possible administrative failures. The Director of Examinations must make sure that invigilators know what is expected of them. Invigilators must be made aware of the Checklist for invigilators. A training session on the current regulations must be held for any new invigilators and those facilitating an access arrangement for a candidate under examination conditions. An annual update meeting must be held for the existing invigilation team so that they are aware of any changes. Centres must ensure that the testing of invigilators' competence and their understanding of these regulations is rigorous. This must also extend to those facilitating an access arrangement. A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. When contracting supply staff to act as invigilators the head of centre must ensure that such persons are competent and fully trained, understanding what is and what is not permissible. An invigilator must be asked to declare whether he/she has invigilated previously and whether he/she has any current maladministration/malpractice sanctions applied to them. This will allow the head of centre to be satisfied that the person is a competent invigilator of examinations. As good practice, centres should consider devising a standard template which each invigilator is required to complete. The head of centre and the Director of Examinations must: a) ensure that the JCQ document 'Instructions for conducting examinations' is available to invigilators in the main examination hall/ room(s) either as an electronic copy accessible via a laptop or tablet or a printed paper copy; b) ensure that the examination is conducted as follows: at least one invigilator must be present for each group of 30 candidates or fewer sitting timetabled written examinations; at least one invigilator must be present for each group of 20 candidates or fewer sitting timed Art examinations, timetabled CCEA Science practical examinations or WJEC GCE A2 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, he or she must be able to get help easily, without leaving the examination room and without disturbing the candidates. An invigilator is only allowed a mobile phone in the examination room for this specific purpose. The mobile phone must be kept on silent mode. This will also apply where the invigilator is additionally acting as a practical assistant, a reader and/or a scribe; c) ensure that all invigilators are suitably qualified and experienced adults who must not be current

students at the centre. Although centres may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the examination room must not be the sole invigilator; d) ensure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination; e) keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Invigilators must:

- a) be familiar with these Instructions;
- b) give all their attention to conducting the examination properly;
- c) always be able to see each candidate in the examination room;
- d) be familiar with the JCQ Warning to candidates, JCQ Information for candidates and the JCQ Unauthorised items poster, and any specific instructions relating to the subject(s) being examined;
- e) inform the Director of Examinations or head of centre if they have any concerns regarding the security of the examination papers. (In such cases, the head of centre must inform the awarding body immediately and send JCQ Form M2 within 7 days of the suspicion arising.)

Invigilators must not carry out any other non-examination related tasks in the examination room. This also extends to reading the question paper. Timed Art examinations will normally be invigilated by an Art and Design teacher. However, as the Art and Design teacher may be required to give technical assistance to an individual candidate, additional invigilators should be deployed at the head of centre's discretion to ensure the supervision of candidates is always maintained.

13. **Invigilation arrangements for candidates with access arrangements:** Where the invigilator additionally acts as a practical assistant, a reader and/or a scribe, there must additionally be a 'roving' invigilator. The 'roving' invigilator will enter the room at regular intervals to observe the conducting of the examination, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination.
- Language Modifier:** Wherever possible the candidate and the Language Modifier should be accommodated in another room. A separate Language Modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the Language Modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Language Modifier during the examination.
- Practical assistant:** Candidates using a practical assistant may need to be accommodated in another room. Where the candidate and practical assistant are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the practical assistant. The practical assistant must be made aware, prior to the examination, of the task(s) he/she will be performing as specifically approved by the awarding body.
- Computer reader/reader:** The centre is responsible for ensuring that the candidate and reader cannot be overheard by, or distract other candidates. (This will also apply if the candidate uses a computer reader.) Where the candidate and reader are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the reader. Where candidates only require occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room, a separate invigilator will be required.

Scribe/speech recognition technology: The accommodation arrangements must ensure that the candidate and scribe cannot be overheard by, or distract other candidates. (This will also apply if the candidate uses speech recognition technology.) Normally, the candidate and scribe will be accommodated in another room. Where the candidate and scribe are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the scribe.

Communication Professional: Candidates requiring the use of a Communication Professional may need to be accommodated in another room, in which case a separate invigilator will be required.

General principles for invigilating candidates with access arrangements: Where a person is appointed to facilitate an access arrangement, i.e. a) a Communication Professional; b) a Language Modifier; c) a practical assistant; d) a prompter; e) a reader; or f) a scribe; he/she is responsible to the Director of Examinations and must be acceptable to the head of centre. The person appointed must not normally be the candidate's own subject teacher or teaching assistant. Where the candidate's own subject teacher or teaching assistant is used, a separate invigilator must always be present. The person appointed must not be a relative, friend or peer of the candidate. A private tutor cannot facilitate an access arrangement. The head of centre must ensure that the person appointed is a responsible adult, is appropriately trained and fully understands the rules of the access arrangement(s). It is not acceptable to use a Year 12 or Year 13 candidate to facilitate an access arrangement. Invigilators and those acting as a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe must fully understand the respective role and what is and what is not permissible in the examination room. Additionally, the Director of Examinations must ensure that those acting as: a) a Communication Professional; b) a Language Modifier; c) a practical assistant; or d) a scribe; are provided with the appropriate cover sheet prior to the examination commencing. This will enable the cover sheet to be completed during the examination and accurately reflect the activities performed by the Communication Professional, Language Modifier, practical assistant or scribe, as appropriate.

14. **Access arrangements:** The following arrangements may be provided to a candidate at the time of his/her examinations without prior approval: amplification equipment; brailers; closed circuit television (CCTV); coloured overlays; low vision aid/magnifier; optical character reader (OCR) scanners.
 - a. Bilingual translation dictionaries: A bilingual translation dictionary must: a) only be used in examinations by a candidate whose first language is not English, Irish or Welsh; and b) reflect the candidate's normal way of working within the centre. Unless an awarding body's specification says otherwise, a bilingual translation dictionary may be used in GCE AS, and A-level examinations. A bilingual translation dictionary must not however be used in the following GCE and GCSE examinations: a) English/English Language examinations; b) Irish or Welsh Language examinations; or c) Modern Foreign Language examinations testing one of the languages of the dictionary or a similar language, for example a Portuguese dictionary in a Spanish examination. Additionally, due to the assessment of Spelling, Punctuation and Grammar, a bilingual dictionary must not be used in: a) GCSE English Literature examinations; b) GCSE Geography examinations; c) GCSE History examinations; d) GCSE Religious Studies

examinations; and e) GCSE Welsh Literature examinations. Exceptions to these rules are: The Writing Test in GCSE Bengali, GCSE Modern Hebrew and GCSE Panjabi where the specification states that all candidates must have access to a bilingual dictionary. A standard bilingual translation dictionary must be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary. Monolingual dictionaries (which define words and phrases), translators (including web-based translators), wordlists or glossaries must not be used. The bilingual translation dictionary must not: a) contain/display pictures; or b) provide an explanation or clarification of words and phrases. As an example, a Polish to English bilingual translation dictionary must simply be the word in Polish and the equivalent word in English. Bilingual translation dictionaries to be used in the examination must be: a) held in the centre under secure conditions; and b) thoroughly checked to ensure that no unauthorised information such as notes, or revision data, have been enclosed within or written on the pages of the dictionary. A candidate using a bilingual translation dictionary which contains notes or revision data will lose their marks and their right to this arrangement. Translation of either examination material or the candidate's answers into or from the candidate's first language is not permitted. The regulations for the use of bilingual translation dictionaries must be adhered to; failure to do so can lead to the disqualification of the candidate. Bilingual translation dictionary and 10% extra time: For the use of a bilingual translation dictionary and 10% extra time, centres must refer to the JCQ publication Access Arrangements and Reasonable Adjustments.

- b. Colour naming by the invigilator for candidates who are colour blind: This arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives. No other information or explanation can be given to the candidate. If the candidate has been using a colour chart, he or she will be permitted to do so in written examinations or practical examinations. Where coloured images are included in a question paper, but do not form part of the assessment objectives and are not specifically testing the candidate's knowledge and understanding of the paper, the centre may photocopy the question paper into black and white (up to 90 minutes before the awarding body's published starting time for the examination) where considered beneficial to the candidate.
- c. Prompter: A prompter may be permitted by the SENCo where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions. A prompter is a responsible adult who may sit beside the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question. A prompter is not a practical assistant, a reader or a scribe but the same person may act as such, provided permission has been given for any of these arrangements. The prompter is responsible to the Director of Examinations and additionally must be a person acceptable to the head of centre. The prompter must not normally be the candidate's own subject teacher and must not be a relative, friend or

peer of the candidate. A private tutor cannot act as a prompter for the candidate. A prompter: a) may use the following prompts either vocally or written on a flash card such as: 'Jack - focus on the question'; 'Jack - there are 15 minutes left'; b) may tap on the desk or on the candidate's arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question; c) may use the candidate's name as an appropriate prompt during the examination in order to bring the candidate's attention back to the question paper, e.g. 'Jack'; d) must abide by the regulations since failure to do so could lead to the disqualification of the candidate; e) must not advise the candidate about which questions to do, or about the order in which questions should be answered; f) must not give factual help or offer any suggestions or communicate in any way other than those listed above.

- d. Read aloud and/or an examination reading pen: The arrangement, as permitted by the SENCo, must reflect the candidate's normal way of working in internal school tests and mock examinations. A permitted examination reading pen, provided by the school, must not have an in-built dictionary or thesaurus, or a data storage facility. A candidate using an examination reading pen may be accommodated within the main examination hall. However, the candidate must use headphones plugged into the examination reading pen.
- e. Separate invigilation within the centre (sitting the examination outside of the main examination hall/room e.g. a room for a smaller group of candidates): A candidate may only take their examinations under separate invigilation within the centre where he/she has an established difficulty - see section 5.16 of the JCQ publication Access Arrangements and Reasonable Adjustments. Where candidates are subject to separate invigilation within the centre, the regulations and guidance within this booklet must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see sections 11 and 12).
- f. Braille transcript: Manual brailers will require transcription into print. Braille scripts must be transcribed by the centre. The Braille transcript must be: a) produced by a member of the centre's staff, which may include the candidate's subject teacher, who is fully competent in the Braille code for the subject concerned; b) an exact copy of the candidate's Braille script which is made after the examination has taken place and without the participation of the candidate. The transcriber must not insert or omit any words, nor alter their order. Spellings and technical terms must not be corrected. A Braille transcript cover sheet (Form 5) must be: a) printed from the JCQ website and b) inserted inside the candidate's transcript. The candidate's Braille script must also be despatched to the examiner/awarding body. The production of the Braille transcript must not delay the despatch of other scripts to the awarding body/examiner. Additional information must not be sent to the awarding body/examiner.
- g. Word processors (computers, laptops and tablets): Centres can provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working

within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic braille or a tablet. Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'. The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination. The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points. Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01. If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way. Each page of the typed script must be numbered, e.g. page 1 of 6. Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost. To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing. A word processor: a) must be used as a typewriter, not as a database, although standard formatting software is acceptable; b) must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate; c) must be in good working order at the time of the examination; d) must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required; e) must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers; f) must be used to produce scripts under secure conditions, otherwise they may be refused; g) must not be used to perform skills which are being assessed; h) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the Internet, social media sites, spreadsheets; 33 i) must not include graphic packages or computer aided design software unless permission has been given to use these; j) must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use

of automatic spell checking; k) must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader; l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software; m) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe. An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions. The school may retain electronic copies of word-processed scripts. The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the school would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body.

At the beginning of the examination

15. **The people present.** For identifying candidates, see below. Senior members of staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). This is to: a) identify and settle candidates and instil discipline; b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate; c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted; d) start the examination. Only those senior members of staff authorised by the head of centre to specifically perform the above tasks may be present in the examination room. Senior members of staff must not provide advice and guidance on the examination. They must not comment on the question paper or give advice on which sections of the paper and which questions should be attempted. The Notice to centres – The people present in the examination room (see Appendix 8) provides further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators. This Notice must be brought to the attention of all members of centre staff so that they are clear about their role in the examination room. Only candidates sitting the examination/assessment must be present in the examination room while an examination is taking place. Staff who are called upon to enter the examination room during the examination because a candidate has identified a possible problem which the invigilator is unable to resolve, such as a suspected error on the question paper, do not need prior authorisation from the head of centre. If they leave the examination room, they may only take the question paper with them if they need to check a possible problem with the relevant awarding body. If the awarding body has not issued an erratum, then the instruction to candidates must be to answer the question as printed. Staff must not provide advice to candidates without the permission of the awarding body.
16. **Question papers, stationery, materials and other equipment:** To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check must be recorded. Question papers must never be left unattended once they have been removed from

the centre's secure storage facility. Invigilators must take all reasonable steps to make sure that the following conditions are met: a) The correct examination question papers have been placed face-up on candidates' desks. This includes modified papers and those on coloured paper. b) The official examination stationery for the unit/component, e.g. answer booklets and additional answer sheets, must be issued to candidates. No other stationery, including paper for rough work, can be provided. c) In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet or personalised question paper must be given to the candidate whose name appears on it. Centres must check that the sheets relate to the subject and the unit/component concerned. d) In the examination room candidates must 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. Candidates must not be in possession of the following items: iPods; mobile phones; MP3/4 players or similar devices; watches. This means that: ideally, all unauthorised items are left outside of the examination room; any pencil cases taken into the examination room must be see-through; any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items. e) Following the invigilator's announcement any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. This also includes watches. f) If candidates have access to unauthorised items in the examination room this may be considered as malpractice. They could be subject to penalties in accordance with the JCQ publication Suspected Malpractice: Policies and Procedures, g) Food and drink may be allowed in the examination room at the discretion of the head of centre. However, any food or drink brought into the examination room by the candidate must be free from packaging and all labels removed from drink containers. To enable invigilators to check these items quickly and efficiently: food brought into the examination room by the candidate must be free of packaging and in a transparent container; drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles. Timed Art examinations: For timed Art examinations, candidates may 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. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies. Timed Art examinations must be taken under formal examination conditions. Candidates are not permitted to listen to music.

17. **Starting the examination:** 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. Candidates must not open the question paper until the examination begins. Before candidates can start the

examination, the invigilator must always: a) make sure that candidates are seated according to the set seating arrangements; b) tell the candidates that they must now follow the regulations of the examination; c) ask candidates 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; d) tell the candidates to read the instructions on the front of the question paper; e) check that candidates have all the materials they need for the examination; f) tell the candidates about any erratum notices; g) instruct candidates about emergency procedures. Invigilators must also give candidates the following information before the examination. Candidates must: a) hand in their mobile phones and any other unauthorised items if they have not already done so. This is their final chance. Failure to do so may lead to disqualification; b) write clearly and in black ink; c) write their name, surname, (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on their answer booklet(s) and on any additional answer sheet(s) used; d) fill in any other details as necessary; e) do all work, including rough work, on examination stationery unless otherwise stated; f) write answers in the designated sections of the answer booklet; g) neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner; h) do any rough work for multiple-choice papers in the question booklet. Starting the examination: As candidates complete the details on their answer booklet, invigilators should move around the exam room ensuring that this is being done. Candidates must not use: a) correcting pens, fluid or tape; b) erasable pens; c) highlighter pens in answers (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. Candidates may also use a highlighter pen to highlight extracts in any resource material provided); d) gel pens in answers; e) blotting paper. The invigilator may read the question paper rubric (the instructions on the front of the question paper) to the candidates. The invigilator must: a) announce clearly to the candidates when they may complete the details on their answer booklet; b) announce clearly to the candidates when they may begin to write their answers. The examination will formally start at this point; c) specify the time allowed for the paper(s); d) remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room; e) remind candidates sitting timed Art examinations that the work produced during the timed test period must be their own, that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room; (The timed Art examination must be carried out under formal examination conditions.) f) only answer questions from candidates about the instructions on the front of the question paper. The invigilator must not: a) direct candidates to particular questions or particular sections of the question paper; b) make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however, refer the matter immediately to the exams officer. The exams officer will then verify the error or omission with the relevant subject teacher before reporting the matter to the awarding body; c) give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body; d) comment on the content of the question paper; e) read a word or words printed on the question paper to a candidate, other than the instructions on the front cover; f)

re-phrase a question for a candidate; g) explain any subject-specific or technical terms to a candidate; h) offer any advice or comment on the work of a candidate; i) give any indication of the time elapsed or remaining unless the candidate has been awarded a prompter. This also extends to where a question paper consists of distinct sections. Any of these actions would constitute malpractice.

During the Examination

18. **Supervising the candidates:** Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty. Place invigilators at the front, back and sides of the room if possible. Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break. These incidents must be recorded on an incident log. Invigilators are required to move around the assessment area quietly and at frequent intervals. During a practical examination, candidates may need to move around and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination. However, all other regulations within this booklet apply.
19. **Candidates who arrive late:** A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination. A candidate will be considered very late if he/she arrives: a) 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; b) after the awarding body's published finishing time for an examination that lasts less than one hour. Where a candidate arrives very late for an examination, the Director of Examinations must: a) send the script to the awarding body/examiner in the normal way; b) submit Form JCQ/VLA-Report on candidate admitted very late to examination room online, using the Centre Admin Portal (CAP), within seven days of the examination having taken place. The Centre Admin Portal can be accessed via any of the awarding bodies' secure extranet sites. The Director of Examinations must provide the following information: 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. c) warn the candidate that the awarding body may not accept their script. If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier. The awarding body must be informed of the situation and will decide whether to accept the script. There is no requirement to complete any paperwork for those candidates who arrive within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. candidates arriving between 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm for an afternoon examination.

20. **Completing the attendance register:** The senior invigilator, other invigilators and the Director of Examinations must pay close attention to the completion of the attendance register. Failure to do so will affect an awarding body's ability to deliver an accurate set of results. The attendance register is a key part of the process of identifying candidates present in the examination room. An invigilator or senior member of staff will complete the attendance registers produced by the awarding bodies. The invigilator must: a) accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present, absent or transferred; b) write on the attendance register the details of candidates who took the examination but are not shown on the register; (The Director of Examinations must make formal entries to the awarding body as soon as possible, if this has not already been done.) c) cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register. The attendance register must have been completed before the end of the examination. This will ensure that a check can be made as the scripts are collected. Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts. The Director of Examinations must: a) brief invigilators on arrangements for transferred candidates (where relevant); b) 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.
21. **Leaving the examination room:** For examinations that last one hour or more, candidates must stay under supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination. For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination. Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room. At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room. Where examinations have been re-scheduled in a morning or afternoon session, or deferred to the following morning, for one or more candidates, the question papers must not be released to members of centre staff: a) until the awarding body's published finishing time for the paper concerned; or b) until all candidates within the centre have completed the paper concerned. Scripts, question papers and any other material must not be removed from the examination room until all candidates have completed the examination. In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation, the invigilator must collect all question papers and pass all copies to the Director of Examinations for return to the centre's secure storage facility.

22. Emergencies: When dealing with emergencies, staff must be aware of the centre's policy and, where appropriate, any instructions from relevant local or national agencies. The written policy for dealing with an emergency evacuation of the examination room can be found in Appendix 1, and will be subject to inspection by the JCQ Centre Inspection Service. In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action: a) stop the candidates from writing; b) collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority; c) advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet; d) ensure the candidates leave the room in silence; e) ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination; f) make a note of the time of the interruption and how long it lasted; g) allow the candidates the remainder of the working time set for the examination once it resumes; h) if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination; i) make a full report of the incident and of the action taken and send to the relevant awarding body. As each incident will be different, advice must be sought from the relevant awarding body as soon as it is safe to do so. This is particularly so where there is concern about the security of the examination(s). Where candidates are unable to return to the building to complete the examination, the relevant awarding body must be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control.

At the end of the examination

- 23. Finishing the examination:** No five-minute warning will be given to candidates. At the end of the examination, invigilators must: a) tell candidates to stop working and remind them that they are still under examination conditions; b) allow candidates who arrived late and were allowed the full working time to do their examination, to continue after the normal finishing time. Tell them to stop working after the full working time allowed has passed; c) instruct candidates taking written examinations to: make sure they have put all the necessary information on their answer booklet and any additional answer sheets, e.g. candidate name, candidate number, centre 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. Candidates granted extra time and/or supervised rest breaks should be allowed to carry on uninterrupted for the necessary additional time. Invigilators must be made aware in advance which candidates have been granted extra time and/or supervised rest breaks
- 24. Collecting scripts:** Invigilators must: a) collect all the scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave the examination room; b) check that there is a script/objective test sheet for every candidate marked as present on the attendance register; c) check that the names on the scripts match the details on the attendance register (all awarding bodies except CCEA); d) put the scripts/objective test sheets in the order shown on the attendance register; e) check that candidates have used their correct centre and

candidate number; f) give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner. Exams office staff, including invigilators, must ensure scripts are handled securely at all times. When checking that the candidate and centre information matches the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet and/or on any supplementary sheets used. This should be restricted to the centre number, candidate number, candidate name or component/unit code. The correction should be counter-signed on the script. Centres must not alter any other details on the candidate's script. Scripts are confidential between candidates and the awarding body. They may not be read or photocopied before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise. The Director of Examinations or Assistant Examinations Officer must ensure that scripts are always kept in the secure room until as close to the collection time as possible. Script packages must not be left unattended at the collection area.

After the examination

25. Packing scripts: The Director of Examinations/Assistant Examinations Officer/senior invigilator must: a) check that the school has enough large plastic envelopes to despatch all the scripts and contact the relevant awarding body if more will be needed; b) use the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts that need to be despatched; c) ensure that every script or objective test sheet from the examination has been included. Scripts for each unit/component must be packed in a separate plastic envelope; d) ensure that all scripts/objective test sheets for a unit/component are collected together, including those for any candidates who have been accommodated separately; e) enclose the relevant attendance register(s) with the scripts or objective test sheets. Scripts and objective test sheets must be in the same order as candidates appear on the attendance register. The attendance register must still be completed and sent even when there are no scripts due to all candidates being absent or withdrawn; f) ensure cover sheets accompany scripts where appropriate, for example where a candidate has used a scribe. The cover sheet must be placed inside the script; g) use the pre-addressed labels provided by the awarding body. Ensure the correct label is used for each unit/component and that the most up-to-date label is always used – photocopied labels must not be used; h) always use only one label per package; i) always use the whole address label, stick it securely to the largest face of the package and ensure it is flat and crease free. The address label must be visible and legible; j) fasten envelopes securely, but do not use staples, string or tape. Exams staff must not: a) include anything other than the examination scripts and the attendance register(s); b) identify the centre in any way to the examiner (for example, through compliment slips or franking machines), in order to ensure the marking process is anonymous; c) combine packages, even where scripts for more than one examination are going to the same address. If there are too many scripts from one examination to fit into one envelope, the awarding body will send extra address labels so that the scripts can be split into separate packages; d) overfill packages as they may split open during transit; e) write on labels or alter them in any way

- 26. Sending scripts:** Staff must: a) despatch scripts and accompanying attendance registers to the address provided on the same day of the examination wherever possible; b) ensure that any scripts that cannot be despatched on the scheduled day of the examination are despatched no later than the next working day; c) retain scripts in the centre's secure room if kept within the centre overnight. Centres should try to despatch scripts from the morning and afternoon sessions of the Friday before the late May Bank Holiday that afternoon. If this is not possible, scripts must be retained in the secure room and be despatched as early as possible on the following Tuesday. Where there is a window for delivering an examination, the school must make sure that all scripts are despatched by the end of that period.
- 27. Unused stationery:** The invigilator must: a) collect all unused stationery in the examination room; b) check it for any loose sheets which candidates may have missed; c) return it to the exams officer. The Director of Examinations/Assistant Examinations Officer must: a) return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments; b) destroy confidentially any out-of-date stationery.
- 28. Releasing question papers:** Question papers must not be released to Heads of Department until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination. For CCEA examinations, question papers must not be released until 24 hours after the published finishing time for the examination.

CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

CANDIDATES

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

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose, in which case a member of staff must accompany them.

The Director of Examinations or Assistant Examinations Officer 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.

PROCEDURE FOR IDENTIFYING EXAMINATION CANDIDATES

In order to maintain the integrity of external examinations, invigilators must establish the identity of all candidates sitting examinations. The Director of Examinations must make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates. The following points lay out the procedure for identifying examination candidates. In the vast majority of cases, candidates are current pupils at Guildford High School and can be visually identified by invigilators/the Director of Examinations /Assistant Examinations Officer.

The attendance register should be completed while candidates are being identified.

A private, external or transferred candidate who is not known to the school must show documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a female member of staff and taken to a private room where they should be politely asked to remove the veil for identification purposes. Once identification has been established, the candidate should replace the veil and proceed as normal to sit the examination.

Heads of Department, or other senior members of staff, may be present during the registration process to assist with the identification of candidates.

CLASH CANDIDATES

The Director of Examinations will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision. Clash candidates will be informed of their clash and have arrangements explained to them in good time before the date of the clash.

SPECIAL CONSIDERATION

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the 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 Director of Examinations will contact the awarding bodies to apply for Special Consideration as appropriate.

EXAMINATIONS CONTINGENCY PLAN

Guildford High School is committed to ensuring that all students have the best possible chance of succeeding in their public examinations, regardless of external circumstances. With several hundred candidates sitting thousands of examinations each year, it is possible that, in exceptional circumstances, there may be some disruption to the detailed plans made for timetabling the examinations. In general, where an emergency takes place, the Head will follow the school's Disasters and Emergencies policy. The following policy explains what actions will take place in the event of serious disruption to the

administration of examinations and to the examination timetable, and who is responsible for enacting the contingency plans.

Examinations contingency part 1: absence of key staff or other emergency impacting administration of examinations at any point during the school year

- **Director of Examinations has extended absence during the examination cycle**
 - This could affect the following tasks crucial to management and administration of examinations.
 - Before the examination period begins:
 - Collating information on qualifications and awarding body specifications being delivered.
 - Submission of early/estimated entries where relevant.
 - Submission of entries to awarding bodies for external examinations/assessment in good time. Organisation of late entries and fees incurred.
 - Briefing to candidates on examination regulations, malpractice and the school's expectations.
 - Preparation of examination timetabling, rooming allocation, and invigilation schedules, including requirements for candidates with access arrangements e.g. laptops.
 - Provision of entry list for candidates to check.
 - Provision of individual candidate timetables and distribution to candidates.
 - Identification of class candidates and plans drawn up to deal with clashes. Passing this information on to candidates.
 - Storage of examination/assessment materials and candidates' work under required secure conditions.
 - Submission of NEA marks and samples of candidates' work to awarding bodies/external moderators.
 - During the examination period:
 - Ensuring examinations/assessments are taken under the conditions prescribed by awarding bodies.
 - Submitting required reports/requests to awarding bodies during examination periods e.g. very late arrival, suspected malpractice, special consideration.

- Secure storage and dispatch of candidates' scripts as required following regulations stipulated by the awarding bodies.
- Results:
 - Overseeing examination results day and the distribution of results to candidates.
 - Facilitation of post-results services for A Level examinations.
- Actions
 - Where possible, the Director of Examinations will provide a detailed plan of tasks to be completed in advance of any absence.
 - SLT to nominate a deputy to cover the role/task. This would usually be the Assistant Examinations Officer. Extra help could be called on from the Lead Invigilator during the examination period. The Director of Studies will also be able to help with allocation of rooms and invigilators.
 - Extra help could be sought by networking with staff from other local centres or referring to www.theexamsoffice.org for detailed instructions on all examination procedures.
 - Other senior staff members to be given access to secure storage procedures, including keys to the Examinations Office, usernames and passwords for awarding body websites to help with administration tasks.
 - Long term absences should also be reported to the awarding bodies, so that they are aware of the situation.
- **The Assistant Examinations Officer has extended absence during the examination cycle**
 - This could affect the following tasks crucial to management and administration of examinations.
 - Before the examinations:
 - Briefing to GCSE candidates on examination regulations, malpractice and the school's expectations.
 - During the examinations:
 - Assisting with all tasks laid out above pertaining to the Director of Examinations.
 - Helping to ensure smooth delivery of examinations e.g. by assisting late candidates; overseeing examinations with extra time/laptops; ensuring secure storage and dispatch of scripts.

- Results
 - Assisting on results day and providing information to pupils pertaining to their results.
 - Facilitation of post-results services for GCSE examinations.
 - Collecting fees from leavers pertaining to post-results services.
- Actions
 - Where possible, the Assistant Examinations Officer(s) will provide a detailed plan of tasks to be completed in advance of any absence.
 - The tasks detailed above to be shared out between other members of the Examinations team.
- **The Senior Teacher (pupil progress) or Learning Support Co-ordinator has extended absence during the examination cycle**
 - This could affect the following tasks crucial to management and administration of examinations:
 - Arranging and carrying out tests/assessments of candidates to identify potential access arrangement requirements.
 - Collating evidence of need and evidence to support normal way of working.
 - Identification of modified paper requirements in a timely manner to enable ordering to meet external deadline.
 - Allocation and training of staff providing support to access arrangement candidates, e.g. scribes.
 - Actions
 - SLT to nominate a 'deputy' to cover the role/task.
 - SLT to appoint qualified assessor to test candidates in place of the Learning Support Co-ordinator.
 - Examinations Office to take the lead on ensuring all evidence has been collected and all access arrangements are in place.
 - Examinations Office to arrange student support during exams, if necessary.
- **Teaching staff extended absence during the examination cycle**

- This could affect the following tasks crucial to supporting pupils and Examinations Office staff in the run up to examinations:
 - Teaching necessary content for public examinations.
 - Providing teaching time and support for classes completing NEA.
 - Marking NEA work and standardising marks within the department; collecting pupil work for moderation.
- Actions
 - SLT to appoint fully qualified staff to teach classes in place of absent staff member.
 - Head of Department to take the lead on ensuring all NEA work is marked, standardised, collected and submitted to the moderator in a timely fashion.
- **Failure of IT systems**
 - This could affect the following tasks crucial to management and administration of examinations:
 - Making examination entries.
 - Preparing for examinations e.g. rooming, invigilation schedule, access arrangements.
 - Provision of laptops during examinations.
 - Online systems required during examinations e.g. submission of special consideration requests.
 - Distribution and analysis of results on results day.
 - Actions
 - All entries should be made well in advance of the deadline.
 - Preparation tasks to be completed at a later date when IT systems are repaired, or at another computer e.g. at home.
 - Give the IT department ample warning of examination dates and laptop requirements.
 - Give the IT department ample warning for results day to ensure smooth running of results distribution and downloading the relevant data.

- **Disruption of teaching time due to extended school closure**
 - This will be enacted if the school is closed for extended period during the regular term time, interrupting the provision of normal teaching and learning.
 - Actions
 - GHS already has contingency plans in place to facilitate alternative methods of learning in case of extended school closures, e.g. due to severe weather. These can be found in the Staff Handbook.
 - Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of the centre to prepare students, as usual, for examinations.

Examinations contingency part 2: major disruption during the examination period

Note that this refers to major disruption that occurs before an examination, preventing it from taking place. If an emergency occurs during an examination, the Invigilator will enact the school's emergency evacuation procedure, as outlined in Appendix 1.

- **Lack of appropriate examination rooms or main venues unavailable at short notice**
 - This will be enacted if the Director of Examinations is unable to identify sufficient space on the school site to accommodate all candidates for examinations on a particular day, or if the main examination venues become unavailable due to an unexpected incident during the examination period.
 - A clear rooming plan should be determined during preparation for examinations. The primary venue for examinations is the Main Hall or, less frequently, the Gym. Supplementary venues, for example for candidates using laptops, include Morton House, Harper House, Nightingale House, IT rooms for A/AS Level MFL examinations, MU4 for A/AS Level music examinations and the 2016 Hall for the GCSE Music examination.
 - Room bookings must be made early enough in advance to ensure there are sufficient rooms for the number of candidates on any particular day during the examination period.
 - If there is an emergency on the day and the planned examination rooms become unavailable, the timetable must be checked first, identifying free rooms and moving candidates accordingly. Possible emergency venues include the Gym, the Sports Centre and the 2016 Hall.
 - If no possibility of any free rooms, refer to SLT for advice. Alternative venues may need to be identified. In this case, follow the same procedures outlined below for school closure.

- **Invigilator absence or lack of appropriately trained invigilators**
 - This will be enacted if there has been a failure to recruit and train sufficient invigilators to conduct examinations, or if there is a shortage of invigilators on the day of an examination.
 - Ensure all staff members are trained to invigilate examinations.
 - Check availability of other invigilators.
 - Check with Director of Studies to see if there is anyone else available to cover.
 - Investigate the possibility of amalgamating the access arrangement rooms to release an invigilator.
 - Director of Examinations and Assistant Examinations Officers are able to act as Lead Invigilator if necessary and can provide general invigilation cover.
 - SLT to provide invigilation cover if necessary.
- **Disruption in the distribution of examination papers**
 - This will be enacted if there is disruption to the distribution of examination papers in advance of examinations.
 - Actions
 - The examination boards will provide electronic access to examination papers via a secure external network. Examination boards will fax papers if electronic access is not possible. The Director of Examinations or Assistant Examinations Officer will need to ensure that copies are received, made and stored under secure conditions, as per the usual requirements for receiving and handling examination papers.
- **Candidates unable to take examinations because of a crisis, but GHS remains open**
 - This will be enacted in case large numbers of candidates are unable to make it into school to take examinations as normal, e.g. a sickness bug means that a number of candidates are not able to attend GHS to take an examination.
 - Actions
 - The Director of Examinations, Assistant Examinations Officer and SLT will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.

- Candidates will be offered the opportunity to sit any examinations missed at the next available series.
 - The Director of Examinations will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons, they should be aware that special consideration rules will not apply. JCQ guidance on special consideration can be accessed through the JCQ website.
- **GHS is unable to open as normal during the examination period**
 - This will be enacted in case GHS is unable to open as normal for scheduled examinations. If this is the case, then the Director of Examinations must contact each awarding organisation with information on which examinations are due to be taken as soon as is possible. GHS has in place general plans for dealing with emergencies, covering the possible impact on examinations. The responsibility for deciding whether it is safe for the school to open lies with the Head, Karen Laurie. The Head is responsible for taking advice, or following instructions, from relevant local or national agencies in deciding whether GHS is able to open.
 - Actions
 - GHS to open only for examinations and examination candidates, if possible.
 - GHS to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible). The Director of Examinations, Assistant Examinations Officer and SLT will liaise with candidates if this course of action is taken.
 - GHS may offer candidates an opportunity to sit any examinations missed at the next available series.
 - The Director of Examinations to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 2).
- **Disruption to transportation of completed examination scripts**
 - This is to be enacted if there is a delay in normal collection arrangements for completed scripts.
 - Actions

- In the first instance, the Director of Examinations will seek advice from awarding organisations and the normal collection agency regarding collection. It is not possible for GHS to make its own arrangements for transportation without approval from awarding organisations.
 - Director of Examinations to ensure secure storage of completed examination scripts until collection.
- **Assessment evidence is not available to be marked**
 - This is to be enacted if there is large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.
 - Actions
 - Director of Examinations to apply for Special Consideration.
 - Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
 - Candidates to retake affected assessment at subsequent assessment window.
- **Disruption to the scanning process – where completed examination scripts are being scanned in preparation for onscreen marking**
 - This is to be enacted if the scanning process is disrupted resulting in a risk to the delivery of results by scheduled dates.
 - Actions
 - This is to be dealt with by the awarding bodies. Awarding bodies to implement their existing contingency plans for disruption to on-screen marking process; awarding bodies to revert to traditional form of marking; awarding bodies to recruit, train or re-standardise qualified new markers.
- **Markers unable to mark examination scripts according to marking schedules**
 - This will be enacted if markers are unable to mark examination scripts resulting in a risk to the delivery of results by scheduled dates.
 - Actions
 - Awarding bodies to re-allocate scripts to available markers; awarding bodies to recruit, train or re-standardise qualified new markers; prioritisation of marking to be based on results dates.
- **Difficulty in meeting planned schedule or unable to issue results**

- This will be enacted if awarding bodies (including the case of a single awarding body) are unable to either meet planned schedule for issue of results, or to issue results as planned due to a systems failure.
- Actions
 - If awarding organisation(s) face delay in meeting the planned schedule for issuing results: establish priorities for processing results; implement existing contingency plans for disruption to the schedule for issuing results.
 - If awarding organisation(s) face difficulty in issuing results as planned due to a systems failure: in consultation with regulators, assess the level of disruption and consider alternative options for issuing results dependent upon the nature of the particular systems failure; awarding organisations and regulators to liaise with relevant organisations (i.e. UCAS, CAO) regarding process of candidate progression to further and higher education.
- **Awarding bodies unable to issue accurate results**
 - This is to be enacted if system error/failure or attack on systems means significant numbers of results cannot be validated as accurate or are issued and found to be inaccurate.
 - Actions
 - Candidates, centres and stakeholders to be informed of any incorrect results; re-validation of results; awarding organisations to re-issue results, via alternative format if necessary
- **GHS unable to distribute results as normal**
 - This is to be enacted if GHS is unable to access or manage the distribution of results to candidates, or to facilitate post-results services.
 - Actions
 - Director of Examinations to contact awarding organisations about alternative options.
 - Director of Examinations and SLT to make arrangements to access results at an alternative site.
 - Director of Examinations and Assistant Examinations Officer to make arrangements to coordinate access to post-results services from an alternative site.
 - GHS to share facilities with other centres if this is possible.

NON EXAMINATION ASSESSMENT

Extensive changes were made to the delivery of non-examination assessment (NEA) when new A Levels and 9-1 GCSEs were introduced, starting in 2015. As a result, a stand-alone non-examination assessment policy has been produced. See document 5-7 for full details.

RESULTS, REVIEWS OF RESULTS (RORs), ACCESS TO SCRIPTS (ATS) AND APPEALS

RESULTS

Candidates will receive individual results slips on results days in person at the centre, or by special arrangements e.g. email, telephone or by post to their home addresses.

Arrangements for the school to be open on results days are made by the Head of Centre.

REVIEWS OF RESULTS

Reviews of results (RORs) may be requested by candidates if there are reasonable grounds for believing there has been an error in marking. Requests for RORs must be submitted online by appropriate staff members via the awarding body's website, but candidate consent must be obtained before submitting any requests, and after results have been published. Candidate consent is not required for a review of moderation of NEA, as grades will not be lowered in this case (although it should be noted that this protocol may change in future examination series). Senior staff must be available on results day to discuss results and help make decisions surrounding RORs. Staff and candidates must be made aware of the deadlines for submitting RORs for the relevant academic year.

The awarding bodies offer the following Review of Results services:

- **Service 1 (clerical re-check)**
 - This is a re-check of all clerical procedures leading to the issue of a result. The service will check that all parts of the script have been marked; that marks have been totalled correctly; that marks have been recorded correctly.
- **Service 2 (review of marking)**
 - This is a post-results review of marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. The service will also include a clerical re-check as described in Service 1.
- **Priority Service 2 (review of marking)**
 - This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. This service only applies to A Level examinations. It is only available if an A Level candidate's place in higher education is dependent on the outcome. Universities and colleges will endeavour to be flexible in keeping places open.

- However, they can only do so if they are informed of priority reviews of marking that may affect an offer. It is therefore vitally important that candidates inform the relevant universities and colleges as soon as a priority review of marking has been requested. The deadline for a priority review of marking usually falls one week after the publication of results.
- **Service 3 (review of moderation)**
 - This is a review of the original moderation of NEA to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work.
 - As it stands, candidate consent is not required for a review of moderation, but this is subject to review in future examination series. If the internally assessed marks for the NEA have been accepted without change by an awarding body, this service will not be available.
 - The deadline for completion is within 35 calendar days of the moderator receiving the original sample of work from the centre. The review of moderation will be undertaken on the original sample of candidates' work. A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample. A review of moderation cannot be undertaken where a mark for an internally assessed component has been transferred to a subsequent series, e.g. from June 2018 to June 2019. If in possession of the original sample of work, staff must ensure it is ready for despatch and they will be provided with the details of a moderator to whom the work should be sent. Centre assessed work must not be sent at the time of submitting the application.
 - Work submitted for a review of moderation must:
 - Be despatched to the moderator within three working days. Failure to meet this undertaking may delay the outcome of the review or result in the review being cancelled;
 - Be the original work submitted for moderation;
 - Have been kept under secure conditions and not returned to the candidates.
 - This service cannot be undertaken on ephemeral material unless suitable evidence (such as the video taping of theatrical performances) can be provided. Centres should note that there may be a need for them to retain a copy of the work, if a candidate intends to re-submit work at the next assessment opportunity.

PROCEDURES FOR APPLYING FOR A ROR

Candidates must be made aware of the procedures for applying for RORs. These are as follows:

- If a candidate has reasonable grounds to believe there has been an error in marking, they should immediately get in touch with the Director of Examinations (A and AS Level) or Assistant Examinations Officer (GCSE) to let them know of their concerns.
- The Director of Examinations or Assistant Examinations Officer will give full information regarding how close the candidate is to grade boundaries and answer any other questions the candidate may have. They will then explain the potential costs involved and make sure the candidate is aware of the possibility that marks can go down as a result of the ROR. In some situations, the Director of Examinations or Assistant Examinations Officer will advise the candidate not to submit a ROR if there is a possibility that the grade will go down. In general, the final decision lies with the candidate, in consultation with their parents/carers, bearing in mind the potential costs. If there is no change in grade, then the ROR process will incur a cost which will be outlined in this correspondence. If the ROR does result in a change of grade, then there will be no cost to the candidate.
- If the candidate decides that they would like to go ahead with the request, they must confirm this in writing (email is acceptable), and their consent must be retained for at least six months following the outcome of the ROR.
- Once the candidate has confirmed that they would like to go ahead with the ROR, the Director of Examinations or Assistant Examinations Officer will submit this application online via the awarding body's secure extranet. This is the only way to address concerns about marking; private correspondence from candidates to awarding bodies will not be accepted. Applications must be made by the awarding body's deadline.
- Applications will be acknowledged by the awarding body within 7 days. If acknowledgment is not received within this period, the Director of Examinations or Assistant Examinations Officer must contact the awarding body immediately.
- Once complete, the outcome of each ROR will be confirmed by the awarding body.
- The Director of Examinations or Assistant Examinations Officer will get in touch with the candidate to let them know about the outcome of the ROR, and request confirmation that this outcome has been received by the candidate.
- For a review of moderation (Service 3), the centre will be issued with a report providing feedback. If centre marks are reinstated, feedback will not be provided.
- Where a grade changes and a certificate has previously been issued, once the centre has returned the original certificate to the awarding body, a replacement will be issued showing the revised grade. UCAS will be advised of any changes to A Level grades.
- Where there has been a reduction in marks or a downgrade, the request cannot be revoked, and the original mark or grade cannot be reinstated.

When a ROR takes place, the Director of Examinations /Assistant Examinations Officer will always ask for a copy of the examination script.

If the school has concerns about one of its component/subject cohorts, then it will submit requests for reviews of marking for all candidates they believe to be affected. This will enable the awarding body to take a holistic view of the quality of marking and allow them to take any corrective action which may be required in a timely fashion. Candidate consent must be obtained for this process.

The awarding body is obliged to take further investigative action if there is evidence to support this. Where an awarding body initiates investigative action, candidates' marks and subject grades are not automatically protected. Candidates' marks and subject grades may therefore be lowered, confirmed or raised. Where an awarding body takes further investigative action, centres will not be charged a fee.

INTERNAL APPEALS PROCEDURE: IF A CANDIDATE DISAGREES WITH A DECISION NOT TO SUBMIT A REVIEW OF RESULTS

As detailed above, there may be times when candidates are discouraged from submitting a ROR, especially where there is a risk that this will result in a lowering of their grade. In this case, the school's internal appeals procedure is laid out below:

- Senior members of staff are available on results day and in the days that follow to discuss results and advise on whether applying for a ROR is appropriate, and their advice will always be given in good faith with the candidate's best interests at heart. It is generally the case that candidates will listen to their teachers and avoid making decisions that might have a negative outcome.
- If, in spite of the advice of their teachers, a candidate still wishes to submit a ROR, then before this application is submitted it must be drawn to the attention of the relevant Head of Department, the Deputy Head (academic) and the Head of Centre, who may wish to discuss the matter further with the candidate and their parents/carers.
- Ultimately, the decision whether to go ahead with a ROR rests with the candidate. If they have been made aware of the potential consequences, including the possibility of dropping a grade, but still wish to proceed with the ROR, then the Director of Examinations or Assistant Examinations Officer will submit this online in the same manner as outlined above. As discussed above, if there is a decrease in grade, then the ROR cannot be revoked.
- For Service 3 (review of moderation), requests generally originate from the relevant Head of Department, with the final decision being made by the Senior Leadership Team in conjunction the Director of Examinations /Assistant Examinations Officer. However, if a pupil strongly feels that a review of moderation is required on a particular NEA, then this would be discussed with the pupil and, in general, would be supported by the school (bearing in mind that Service 3 is not available when marks awarded by the school have been accepted without change by the awarding body).

ACCESS TO SCRIPTS

After the release of results, candidates may request the return of papers via the 'Access to Scripts' service (ATS). To do so, they should email the Director of Examinations (A and AS Level) or Assistant Examinations Officer (GCSE), who will make sure the candidate is aware of the cost involved, if any.

Centre staff may also request scripts for investigation or for teaching purposes. For this, the consent of candidates must be obtained. When signing for their results, pupils are also asked to sign to give permission for staff to access their scripts.

It should be noted that, in some circumstances, once a script has been recalled, it is not possible to subsequently apply for a ROR for that script. Candidates and staff should make sure they are aware whether this is the case before submitting an ATS request. As of 2018, this only applies to GCSE exams being taken on the AQA and OCR examination boards, but it is still best practice to check before submitting an ATS request.

APPEALS

In very rare and exceptional circumstances, it may be the case that staff members, individual candidates or groups of candidates are not satisfied with the outcome of a ROR and believe that there are further grounds to appeal against a result. In this case, the school may submit an appeal to the relevant awarding body. Appeals must be submitted by the Head of Centre; private correspondence from candidates will not be accepted. The procedures for submitting an appeal are outlined below:

- If pupils, Heads of Department or other staff are dissatisfied with a ROR, then they should make this known to the Director of Examinations and the Head of Centre.
- If, after consulting the relevant documentation provided by the awarding body, the Head of Centre genuinely believes that the awarding body has not followed due procedures, then she can submit an application for an appeal.
- In deciding whether to submit an appeal, the Head of Centre should focus on whether the awarding body:
 - has used procedures that were consistent with regulatory requirements;
 - has applied its procedures properly and fairly in arriving at judgements;
 - (for GCSE English Language, GCSE English Literature, GCSE Mathematics, AS and A Level only) has not properly applied the mark scheme. For the avoidance of any doubt, the Head of centre must indicate precisely where this has been the case;
 - (for GCSE English Language, GCSE English Literature, GCSE Mathematics, AS and A Level only) the mark could not have been given by a trained and standardised marker who had appropriate subject knowledge and who had exercised his/her academic judgement in a reasonable way.
- If she believes any of the above to be in doubt, the Head of Centre should submit a written request for an appeal to the relevant awarding body. Appeals must be made within 30 calendar days of the awarding body issuing the outcome of the clerical re-check, review of marking or review of moderation.
- When an application for an appeal is received, an awarding body will decide whether it will be accepted or not. The decision whether or not to accept the application for an appeal is based on:
 - a) the validity of the grounds for the appeal as put forward by the Head of Centre;
 - b) whether a clerical re-check, a review of marking or a review of moderation has been completed;
 - c) the timescale of the application.
- If an application for an appeal is not accepted, the reason(s) for this will be given.
- If accepted, there will be a preliminary appeals process. This involves an investigation of the case by an officer of the awarding body who has not had any previous involvement with the matter. This investigation will consider the written submission from the Head of Centre.

- With the exception of GCSE English Language, GCSE English Literature, GCSE Mathematics, AS and A Level, an appeal investigation does not generally involve a further review of the candidates' work. However, such action may be authorised following the preliminary review or Appeal hearing.
- After the investigation the appeal will either be rejected (disallowed) or upheld (allowed) in whole or in part. The preliminary Appeal outcome letter detailing the awarding body's decision will be sent to the Head of Centre.
- If the Head of Centre remains dissatisfied with the outcome of the preliminary Appeal, a written request (using Form JCQ/App1- see the JCQ 'Appeals booklet') for an Appeal hearing should be sent to the relevant awarding body.
- A request for an Appeal hearing must be made within two calendar weeks of receipt of the preliminary Appeal outcome letter. Awarding bodies will reject appeals made outside of this timescale.
- An Appeal hearing is designed to ensure that the appellant has a formal opportunity to present their case to an impartial body. A member of centre staff must represent the centre at the Appeal hearing for internal candidate appeals.
- For an Appeal hearing, an awarding body typically convenes a panel of three or four people. They will be drawn from a larger pool of individuals who are not directly employed by the awarding body and who have been trained in the task of deciding appeals.
- The Head of Centre and other relevant staff will attend the hearing. For full details of the procedures involved, see the JCQ 'Appeals booklet'.
- After the hearing, the panel will deliberate in private. In reaching its decision, the appeals panel will apply, as appropriate, the tests set out above. Where the appeal relates to the awarding body's procedures, the appeals panel will also consider whether any remedial action subsequently taken by the awarding body was sufficient to rectify the matter. The appeals panel may decide to uphold the appeal or to reject it.
- The hearing by the appeals panel will complete the awarding body's internal appeals procedures. No further appeal will be accepted by the awarding body.

INTERNAL APPEALS PROCEDURE: IF A CANDIDATE AND SCHOOL DISAGREE ON THE SUBMISSION OF AN APPEAL

As with RORs, there may be times when candidates and staff disagree on whether an appeal should be submitted, especially where there is a risk that this will result in a lowering of the candidate's grade. In this case, the school's internal appeals procedure is laid out below:

- Senior members of staff are available to discuss the outcome of any RORs, and to advise on whether submitting an appeal is appropriate. Their advice will always be given in good faith with the candidate's best interests at heart. It is generally the case that candidates will listen to their teachers and avoid making decisions that might have a negative outcome.
- Ultimately, the decision whether to go ahead with an appeal rests with the Head of Centre. If, in consultation with teaching staff, the relevant Head of Department, the Director of Examinations and the Deputy Head (Academic), she has examined the case in full and concluded that there is

no merit in an appeal, or that the appeal might be damaging to the school or the candidate, then an appeal will not be submitted and the post-results process will end at that point.

CERTIFICATES

Certificates are presented in person and must be signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

MALPRACTICE

‘Malpractice’, which includes maladministration and non-compliance with the Regulations, means any act, default or practice which is a breach of the Regulations or which:

- 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.

Guildford High School takes the matter of malpractice extremely seriously and has a duty to report any suspected, alleged or actual malpractice to the relevant awarding body.

Candidates should be aware of their responsibilities in this area. The Regulations are provided on the GHS Spaces website on the GCSEs and A Levels page, and all candidates must ensure they are familiar with the rules. The Regulations, as well as the JCQ ‘Warning to Candidates’, will be posted outside all examination rooms. Sanctions for candidates found guilty of malpractice range from a verbal warning, to losing marks for a particular section or component, to being disqualified from a whole qualification or all qualifications taken in that series. The highest sanction is candidate debarment, in which candidates are not allowed to take public examinations for a set period of time. If a candidate is in any doubt about whether their actions might constitute malpractice, they should seek the help of an Invigilator, the Director of Examinations or any other senior member of centre staff.

Centre staff also have a responsibility to make sure they are familiar with the rules on malpractice. Any staff becoming aware of any suspected, alleged or actual instances of malpractice must report this to the Head of Centre, who has a duty to immediately report this to the awarding body. Failure to do so is itself malpractice. The only exception to this is candidate malpractice discovered in coursework or non-examination assessments before the authentication forms have been signed by the candidate.

Centre staff may also commit malpractice. This could be in the form of improper assistance to candidates, maladministration, security breaches, deception, or any other act contrary to the Regulations. As with candidate malpractice, any allegations of staff malpractice must be reported by the Head of Centre to the awarding body immediately. If the Head of Centre is accused of malpractice, then the Director of Examinations should report this to the awarding body. Sanctions will apply, and range from a written warning to being barred from preparing examination classes. Likewise, the entire centre may be sanctioned, with the highest sanction being withdrawal of centre recognition, meaning

the school would no longer be approved to offer qualifications. Clearly, respecting the integrity of the examinations and following the Regulations is of utmost importance.

Once a report on any suspected, alleged or actual malpractice has been submitted to the awarding body, a process will begin to determine the severity of the sanction required, if any. For full details of the procedures involved in reporting on and investigating allegations of malpractice, refer to the JCQ booklet “Suspected malpractice in examinations and assessments: Policies and procedures”, available on the JCQ website.

APPENDIX 1: EMERGENCY EVACUATION PROCEDURES

Emergencies during examinations are thankfully rare; nonetheless, it is important that all invigilating staff are aware of what to should the need to evacuate arise. The following notes will be present in every examination room, and all invigilators will receive training on how to proceed in case of an emergency.

Emergency evacuation procedure for examinations follows:

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with instructions given from the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident, and of the action taken, and send to the relevant awarding body.

APPENDIX 2: GUILDFORD HIGH SCHOOL EQUAL OPPORTUNITIES POLICY

AIMS AND OBJECTIVES OF THE POLICY

In line with United Learning standards, Guildford High School is totally committed to avoiding all forms of discrimination as set out in the UK Equality Act (2010). This applies to pupils (including those in our EYFS setting), parents and staff members and includes discrimination on the grounds of: age; religion or belief; physical ability or disability (including HIV status), learning ability or difficulty; race (including colour, nationality, ethnicity, family or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity.

Guildford High School, as an educational establishment, is committed to ensuring that the needs of all its pupils are met, including those with special educational needs and/or who belong to a group protected by the 2010 Equality Act. ALL pupils must be valued, feel included and supported and reasonable adjustments must be made for pupils with any special needs.

Guildford High School values diversity and difference. There is no single 'type' of Guildford High School pupil, parent or staff member. Members of our community should feel confident to be themselves and not bow to conformity and peer pressure.

Our key objective is the removal of any form of direct or indirect discrimination by providing an environment in which:

- The education in our school is founded on the principles of fairness and justice for all
- Every child is included and not disadvantaged in any way. All pupils have equal access to the full range of educational opportunities provided by the school and those who have special educational needs will be included, valued and supported and have reasonable adjustments made for them
- All recruitment, employment, promotion and training systems are fair to all and provide opportunities for everyone to achieve
- Stereotyping and prejudice are challenged whenever they occur
- The cultural diversity of our community is celebrated, and positive attitudes are shown towards diversity and difference. Students should be encouraged to value diversity from the earliest age
- We show respect for all, including minority groups
- Students grow up making a positive contribution to society

Guildford High School works with the whole school community, with parents and with relevant external agencies to ensure that any form of discriminatory behaviour is treated seriously and action is taken to prevent its reoccurrence.

This policy applies to all within the school community, including those within the EYFS setting. It is reviewed annually, or as legislation changes require, by the Senior Leadership Team to evaluate the effectiveness of inclusive practice and is made available to parents and staff in accordance with the school's provision of information policy, both on the school's website and on request from the School Office. The next date for review is November 2023. Guildford High School seeks to implement this policy through adherence to the procedures set out in this document. This policy should be read in conjunction with:

- The Behaviour and Discipline Policy
- The Special Educational Needs Policy and SENDA
- The PSHE Policy and Schemes of Work