

KING EDWARD VI COLLEGE
NUNEATON
PROCEDURAL STANDARD FOR

EXAMINATIONS	
Strategic Ownership:	Director of Corporate Services & HR
Approved by SMT:	December 2016
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Date Approved by Governors Sub Committee:	n/a
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The purpose of this Exam Policy is:

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

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

This Exam Policy will be reviewed every three years.

This Exam Policy will be reviewed by the Senior Management Team (SMT).

1. **EXAM RESPONSIBILITIES**

Principal/Head of Centre

Overall responsibility for the college as an exam centre:

- Applications for appeals.
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document "*Suspected Malpractice in examinations and assessments*".
- Completion and submission of the National Centre Number Registration (NCNR).

Director of Corporate Services & HR / Exams Officer

Manages the administration of external exams and reports exam results:

- Advises SMT, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production of the exam timetable schedules and ensures timely distribution to staff and students. Communicates deadlines and events to staff and students.
- Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework is complete on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes application for special consideration using the *JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to Candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the exam invigilation team organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Head of Centre, any appeals.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Liaison with the Leader of Inclusivity and Student Support Administrator

- Liaison with the Director of Systems and Innovations
- Communication with the awarding bodies.
- Administers applications for enquiry about results and post results procedures.
- Payment collection for re-sits/enquiry about results/withdrawals and late entries.
- Administration of Admissions Tests and University Entrance Tests upon request.
- Administration of Private Candidate's entries upon request.
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

Teaching Staff

- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry sheets and adherence to deadlines.
- Changes of course/entry/levels.
- Advise Director of Corporate Services/HR or Examinations Officer/Director of Systems and Innovations of additions or removals from candidate entry lists.

Leader of Inclusivity / Student Support Administrator

- Identification and testing of candidates' requirements for access arrangements.
- Adhere to JCQ deadlines for the reporting and approval online of access arrangements for candidates.
- Administration of access arrangements in liaison with the exam office.
- Provision of additional support—with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages , IT equipment—to help candidates achieve their course aims.

Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Supervise and maintain the integrity of the exam sessions in accordance with JCQ Regulations.
- Collection of all exam papers in the correct order at the end of the exam and ensure their safe return to the Exams Office following the completion of the exam.
- Report any late candidates to College Services to chase and mark on the appropriate form to advise the Exam Officer.
- Report any incidents or suspicion of malpractice immediately to the Examinations Officer/Director of Corporate Services & HR.

Candidates

- Following the issue of examination timetables ensure that personal details and entries are correct and advise the Exam Office via College Services of any errors/omissions or amendments required.
- Understand and adhere to JCQ coursework regulations.
- Sign required declaration that authenticates the coursework as their own.
- Ensure that Access Arrangements required are in place prior to examination session, adhering to relevant deadlines for approval.
- Notify the Exam Office / invigilator at the earliest opportunity of any injury or illness on the day of the examination.
- Ensure that self-certification is completed to ensure any reasonable adjustment or special consideration can be applied.

2. QUALIFICATIONS OFFERED

The qualifications offered at this centre are decided by the Senior Leadership Team in liaison with Deputy Directors.

The qualifications offered are GCSE, A Levels, BTEC, HNC, Extended Project, CPCAB Counselling Skills and Cambridge Technicals, Higher Sports Leader Qualification.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed by 30 June.

3. EXAM SEASONS, TIMETABLES AND CLASHES

3.1 Exam Seasons

External exams are scheduled in May/June and November is a GCSE English & Maths re-sit opportunity only.

3.2 Timetables

The Exams Office will circulate a timetable of all external exams. Individual timetables will be issued to candidates. In the first instance to confirm dates and entries, secondly to inform of seating and room allocation.

4. ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RE-TAKES

4.1 Entries

Candidates are entered as per their enrolled subjects.
The centre does accept entries from external candidates.

4.2 Entry Details

All individual candidate statements of entry or individual timetables will be distributed to candidates via collection at College Services/Exam Office.

The Exams Office will accept withdrawals/amendments (using appropriate withdrawal forms from MIS), Withdrawals/amendments after the deadline will be invoiced to the student.

4.3 Late Entries

Late entries are authorised by the Exams Officer and late fees must be paid by candidates before the request is submitted.

The deadline for late entries are circulated via the staff intranet, class entry lists and re-take forms.

The Exams Officer will accept entry amendments and withdrawals up to the dates set by the awarding bodies.

4.4 Retakes

Candidates are allowed a reasonable number of resits in GCSE, AS and A2.

Retake decisions are made in consultation with the Course teacher and candidate.

Class enrolment, registration and exam fees are paid by the centre.

Reimbursement of fees will be sought from candidates who fail to sit an exam or meet

the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

5. EXAM FEES

Late entry or amendments fees are paid by whoever is responsible for the need to make the change. This will include any department who fails to check or amend entries/re-sits as appropriate.

Retake fees are paid by the candidate.

(See also Section 4.4: Retakes).

6. THE DISABILITY DISCRIMINATION ACT (DDA) SPECIAL NEEDS AND ACCESS ARRANGEMENTS

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications.

All exam centre staff must ensure that access arrangements and special consideration regulations and guidelines are consistent with the law.

6.2 Special Needs

The Leader of Inclusivity will inform Subject Teachers of candidates with special educational needs. The Leader of Inclusivity can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access Arrangements

Candidates who may require access arrangements are identified during the admissions process. For these candidates the Leader of Inclusivity informs the exam office so that exam access application forms may be submitted to the exam boards for approval online by the exam office.

Course teachers identifying candidates who may require access arrangements after the start of the course should refer these students to Student Support.

Making these special arrangements is the responsibility of the Exams Officer.

Submitting completed access arrangements applications to the awarding bodies is the responsibility of the Exams Officer.

7. MANAGING INVIGILATORS AND EXAM DAYS

7.1 Managing Invigilators

External invigilators will be used for all exams (with the exception of mock exams). However, on occasion during busy periods, there may be a need to use teaching/administration staff.

The recruitment of invigilators is the responsibility of the Director of Corporate Services & HR / Exams Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Personnel Manager.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilator's rates of pay are set by the Senior Management Team.

Invigilation Timetables will be emailed prior to the exam session.

Any concerns relating to the above should be addressed to the Examinations Officer.

7.2 Exam Days

The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationary and materials available for the invigilator.

Site Management/Caretaker is responsible for setting up the allocated rooms.

An allocated invigilator will start all exams in accordance with JCQ Guidelines.

In practical exams, Subject Teachers should be on hand in case of any technical difficulties.

Subject staff should be available to conduct these tests which require a subject specialist to be present at all times to award marks to parts/all of the questions.

Exam papers must **not** be read by Subject Teachers or removed from the exam room before the end of a session. Completed Examination Papers will be distributed to staff at the end of the exam session after all candidates are confirmed as present/absent and the scripts have been secured for collection by Parcel Force by exams staff.

JCQ REGULATIONS STATE THAT WHEN A MEMBER OF CENTRE STAFF ENTERS AN EXAMINATION ROOM, THEY **MUST** IDENTIFY THEMSELVES AND THEIR PURPOSE FOR BEING THERE TO THE SENIOR INVIGILATOR AND/OR EXAMS OFFICER WHO WILL MARK THEM PRESENT ON THE INVIGILATOR RECORD SHEET.

8. CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATIONS

8.1 Candidates

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal centre rules on dress and behaviour apply.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

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

College Services will attempt to contact any candidate who is not present at the start of an exam and the Exams Officer will deal with candidates who arrive late in accordance with JCQ guidelines.

8.2 Clash Candidates

The supervision of candidates, identifying a secure venue and arranging lunch time and overnight supervision is the responsibility of the Exams Officer.

8.3 Special Consideration

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

The candidate must support any special consideration claim with appropriate evidence within five days of the exam, for example completion of the self-certification form.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within ten days of the exam.

9. COURSEWORK, CONTROLLED ASSESSMENT AND APPEALS AGAINST INTERNAL ASSESSMENT

9.1 Coursework

Candidates who have to prepare coursework should do so by the required date.

The Director/Deputy Director of each Faculty Subject teacher will ensure all coursework is marked and the Exams Officer will ensure that this is despatched at the correct time within specified deadlines.

Keeping a record of what has been sent, when and to whom is the responsibility of the Exams Officer.

Marks for internally assessed work can be provided to the Exams Officer by subject teachers for submission to the Exam Board by the required deadline.

For those Exam Boards who require subject staff to submit coursework/practical marks on-line, access to the secure sites will be made available via the Exam officer. All deadlines should be adhered to.

9.2 Appeals against internal assessments

Policy on Appeals, Internal Assessments and Controlled Assessment (Policy included)

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals must be made in writing to the Head of Centre or Director of Corporate Services & HR who will decide whether the process used conformed to the necessary requirements. Appeals must be made by the 30th April.
- Findings will be notified in writing, copied to the Head of Centre and recorded for awarding body inspection.

10. RESULTS, ENQUIRIES ABOUT RESULTS (EAR'S) AND ACCESS TO SCRIPTS (ATS)

10.1 Results

All candidate statements of results received during the course will be distributed in person on allocated results days from designated areas.

Where such distribution is not possible, candidates can collect their statements of results from the Exams Office/College Services.

10.2 EAR's

EAR's for general qualifications may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. EAR forms for requests are available on results day and from College Services /Exams Office.

The appropriate fee will have to be paid before a request is submitted by the Exams Officer.

EAR forms are available from the Exams Officer/College Services and a student signature box is provided for this purpose.

10.3 ATS (*applicable to general qualifications only*)

After the release of results of general qualifications, candidates may request the return of papers within the given deadlines.

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

EAR forms are available from the Exams Officer/College Services and a student signature box is provided for this purpose.

11. CERTIFICATES

Candidates will be advised via email that Certificates are available for collection from College Services between November and December. A signature and proof of identification is required.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so by the candidates. Proof of identification and a signature will be requested.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for 3 years.

Any unclaimed/returned certificates after 3 years will be securely destroyed. A scanned copy will be kept on record.

APPENDIX A

Internal Examination Appeals Procedures (Coursework/Internal Assessment/Practical's/Controlled Assessments/BTEC/Cambridge Technical/HNC

The College is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are to be conducted by staff who have appropriate knowledge, understanding and skills. Appropriate training is attended by staff who moderate candidate work or perform internal assessments. Students' work will be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation. If a student believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**

A copy of the procedure is made available via the intranet or on request.

If a disagreement cannot be resolved by discussion with the teacher/candidate concerned then the candidate may appeal to the Director of Corporate Services & HR; who will put into practise the agreed appeals procedure.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
2. A Candidate/Parent/Guardian may make an appeals in writing to the Examinations Officer, stating the details of the complaint and the reasons for the appeal. The Director of Corporate Services & HR will then investigate the appeal. If the Director of Corporate Services & HR is not able to conduct the investigation for any reason another member of staff of similar or greater seniority will be assigned to conduct the investigation.
3. The teacher undertaking the assessment will be able to respond to the appeal in writing and a copy will be given to the candidate.
4. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examination code of practice of the QCA. This will be done before the end of the series.
5. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
6. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After the work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the College and is not covered by this procedure.**

Details for the procedure for the relevant awarding body are available from the Examinations Officer. Re-moderation of coursework is not available for individuals

ENQUIRY ABOUT RESULTS

Enquiry about results are available for all series exams (these include remarks, photocopy scripts and original scripts) it is the responsibility of the candidate to pay for such a request form the awarding body.

Request forms will be made available for any such request following the issuing of results. Deadlines and costs will be notified on the Enquiry about Result Request Form.

The Enquiry about Result Request form should be submitted with payment within the relevant deadline. Outcomes from enquiry about results will be made available to the candidate via collection from the exam office. Candidates will be notified via email/text that the result has arrived. If an overall Grade changes in anyway then a refund for the costs will be made available for collection from the Finance Officer.

LEVEL 4 internally assessed work appeals – Process

If a student disagrees with an internally moderated assessment decision on a level 4 course they must firstly arrange a meeting with the assessors and the Faculty Director to discuss the decision. After the meeting if the student still disagrees with the assessment decision they can require for it to be taken to King Edward VI College relevant subject Board.

Level 4 Academic Board meetings will be chaired by an appropriate member of the Senior Management Team and will consist of relevant subject specialists to hear the appeal.

Level 4 Students should refer directly to their student handbook for further details on how to appeal an assessment decision.

APPENDIX B
King Edward VI College
Examination Department
Controlled Assessment Policy

SENIOR MANAGEMENT TEAM

- Accountable for the safe and secure conduct of controlled assessments and ensuring assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Resource management requirements for the year.
- Decide on the awarding body and specification for the particular GCSE

FACULTY DIRECTOR

- Ensure that at least 40% of the overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

TEACHING STAFF

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes and additional information on the award body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Return candidates' work to the exam office to be kept securely between assessments sessions (if more than one) and for secure despatch to the moderator.
- Post-completion, retain candidates' work securely until the closing date for enquiries about results.
- In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate Leader of Inclusivity/Exam Officer for any assistance required for the administration and management of access arrangements.

EXAM OFFICE STAFF

- Enter students for individual units as advised by teachers/enrolments, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Distribute mark sheets for teaching staff to use, collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out.
- Secure completed exam assessment material for secure despatch to the moderator by the required deadlines.

LEADER OF INCLUSIVITY

- Provide teaching staff with ALS provisions and study/teaching guides for students with specific requirements.
- Provide Exams staff with updated reports and Access requirements for students so that the appropriate provision arrangements can be sort and put in place for the exam assessments.

APPENDIX C
King Edward VI College
Examination Department
Malpractice Policy

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications and also regarding examinations invigilated by staff at the College and marked externally.

Malpractice examples

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates work prior to external moderation/verification;
- Assisting candidates with the production of work outside of the awarding body guidance;
- Fabricating assessment and/or internal verification records or authentication statements.

The following are examples of malpractice by staff with regard to examinations:

- Assisting candidates with exam questions outside of the awarding body guidance;
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised;
- Tampering with scripts prior to external marking taking place.

Staff Malpractice Procedure

Investigations into allegations will be coordinated by a senior manager, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- Informed in writing of the allegation made against him/her;
- Informed what evidence there is to support the allegation;
- Informed of the possible consequences, should malpractice be proven;
- Given the opportunity to consider their response to the allegations;
- Given the opportunity to submit a written statement;
- Given the opportunity for a Union Representative (or a friend) to accompany them to any meetings called;
- Given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- Informed of the applicable appeals procedure, should a decision be made against him/her;
- Informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or other professional bodies.

If work is submitted for moderation/verification or for marking which, is not the candidate's own work, the awarding body may not be able to give that candidate a result.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, King Edward VI College may impose the following sanctions:

- 1) **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- 2) **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training.
- 3) **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff.
- 4) **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time.
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post.

Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the organisations Appeals Policy.

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Examples of Malpractice

Candidate Malpractice Policy

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by candidates with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing of as the candidate's own work, the whole or part of another person's work;
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only;
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use;
- The alteration of any results document.

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination;
- Taking a mobile phone into an examination;
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes;
- Leaving the examination room without permission;
- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate.

If a teacher/invigilator suspects a candidate of malpractice during an examination, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story in writing before any final decision is made. If the candidate is found guilty of malpractice.

The Awarding Body will be informed and sanctions will be imposed by the Awarding Body accordingly.

Appeals

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line with the Exam Board decision.

Appeals should be submitted in writing to the relevant Awarding Body.

Appeals should be made in writing within two calendar weeks of receiving the malpractice decision.

The ground of appeal must be set out clearly and any further evidence must be submitted.

The Awarding Body reserve the right to refuse to accept an appeal application at this point if there is no further evidence to consider and if the grounds for an appeal are weak or unjustified.

A guide to the Awarding Body appeals process is available on the JCQ website.

APPENDIX D

King Edward VI College Examination Department Plagiarism Statement

King Edward VI College aims to maintain high academic standards and integrity and to encourage these amongst students.

Definition of Plagiarism

There are two main forms of plagiarism with which we are concerned:

1. A student submits work for assessment or examination purposes claiming it to be their own work when it was originally carried out by somebody else.
2. A student copies substantial amounts of material into an assignment without due acknowledgement of the original source

Avoidance of Plagiarism

Avoidance is the best policy, especially as most cases of plagiarism are unintentional.

To deter plagiarism, teachers should, where possible, do the following:

1. Show students the benefits (e.g. gaining extra marks) of sourcing and referencing their work.
2. Create a climate in which students' value academic integrity.
3. Inform students about plagiarism and teach research and referencing skills.
4. Set assignments in such a way as to minimise the possibilities of plagiarism involve the Library staff at appropriate points when planning coursework (e.g. for help with referencing).

Possible Actions on Discovering Plagiarism

Each case should be viewed on an individual basis. However, in general:

- Where teachers suspect plagiarism, they should firstly discuss their concern with the student;
- If the student admits plagiarism they should be expected (time permitting) to repeat the work;
- Further sanctions may involve awarding zero marks and/or informing the Examination Board (if the student has signed the Exam Board declaration).

For further information

Refer to the *Joint National Council* notes on plagiarism, a copy of which is held in each curriculum area.

APPENDIX E EXAM CONTINGENCY PLAN

Purpose of the Plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at King Edward VI College. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

Causes of potential disruption to the exam process

1. Exams Manager extended absence at key points in the exam process (cycle)

Exam Department Structure: 1 x Full time Exams Manager, 1 x part-time Exams Assistant

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

- *Planning*
 - > Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered;
 - > annual exams plan not produced identifying essential key tasks, key dates and deadlines;
 - > sufficient invigilators not recruited and trained.
- *Entries*
 - > awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff;
 - > candidates not being entered with awarding bodies for external exams/assessment;
 - > awarding body entry deadlines missed or late or other penalty fees being incurred.
- *Pre-exams*
 - > exam timetabling, rooming allocation; and invigilation schedules not prepared;
 - > candidates not briefed on exam timetables and awarding body information for candidates;
 - > exam/assessment materials and candidates' work not stored under required secure conditions ;
 - > internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators.

- *Exam time*
 - > exams/assessments not taken under the conditions prescribed by awarding bodies
 - > required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration;
 - > candidates' scripts not dispatched as required to awarding bodies.
- *Results and post-results*
 - > access to examination results affecting the distribution of results to candidates;
 - > the facilitation of the post-results services.

Centre actions:

- Exam Assistance to cover an extended absence and ensure all key tasks are met
- Procedure manuals are available which cover all exam processes.

2. Leader of Inclusivity extended absence at key points in the exam cycle

Student Support Structure: 1 x Part-time Leader of Inclusivity, 1 x part-time student support assistant.

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- *Planning*
 - > candidates not tested/assessed to identify potential access arrangement requirements;
 - > evidence of need and evidence to support normal way of working not collated.
- *Pre-exams*
 - > approval for access arrangements not applied for to the awarding body;
 - > modified paper requirements not identified in a timely manner to enable ordering to meet external deadline;
 - > staff providing support to access arrangement candidates not allocated and trained.
- *Exam time*
 - > access arrangement candidate support not arranged for exam rooms.

Centre actions:

- ALS to use alternative suitably qualified assessor to carry out assessments;
- All members of the Exams team are conversant with the procedures for requesting approval with individual exam boards and arranging candidate support.

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received;*
- *Final entry information not provided to the exams officer on time; resulting in;*
 - > *candidates not being entered for exams/assessments or being entered late*

- > *late or other penalty fees being charged by awarding bodies;*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines.*

Centre actions:

- Contact Directors or Deputy Directors for required information.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators to conduct exams.*
- *Invigilator shortage on peak exam days.*
- *Invigilator absence on the day of an exam.*

Centre actions:

- Contact another invigilator in the first instance to cover absence on the day.
- College staff would be used to cover any shortfall or absence of invigilators.

New Invigilators undergo a period of shadowing, following appointment. They are only allowed to work independently once they and the Exams Manager is happy that processes and procedures are understood and that invigilators are competent. Annual training sessions are held during February/March for all invigilators in order to refresh their knowledge and communicate JCQ regulation changes and update local information. The College retains a pool of invigilators. When invigilators resign/retire from the pool, recruitment procedures are triggered.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning.*
- *Insufficient rooms available on peak exam days.*
- *Main exam venues unavailable due to an expected incident at exam time.*

Centre actions:

- Priority would be given to exams and classes moved to make suitable rooms available.

6. Failure of IT systems

Criteria for implementation of the plan

- *MIS system failure at final entry deadline.*
- *MIS system failure during exams preparation.*
- *MIS system failure at results release time.*

Centre actions:

- Contact Director of Systems & Innovations and MIS provider for assistance;

- Contact Exam board to discuss alternative ways to submit data or request extension to deadline;
- As an alternative to using College MIS access Exam board secure site to produce provisional statement of results and results data.

7. Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

Centre actions:

- Provide alternative on-line learning methods during extended closure;
- Provide catch up work shop sessions.

8. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations.

In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

Centre actions:

- Contact Exam boards in the first instance for advice;
- If possible open an area of the site for exam candidates only;
- On demand on-screen exams would be re-scheduled for an alternative date;
- Apply for Special Consideration for candidates where they meet the minimum requirement and were unable to sit the exams.

9. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal.

Centre actions:

- Liaise with candidates and Exam boards to ascertain if the exam can be sat at an alternative venue;
- Where possible on-demand on-screen exams would be re-scheduled for an alternative date;
- Apply for Special Consideration for candidates where they meet the minimum requirement and were unable to sit the exam;
- Advise on re-sit options.

10. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to centres in advance of the examinations.

Centre actions:

- Download papers from Exam boards secure systems, copy sufficient number and store under secure conditions;
- If unable to access secure systems request the Exam boards to fax or email a copy.

11. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts.

Centre actions:

- Where possible parcels should be taken to the Parcel Force depot;
- Ensure scripts are kept in secure storage and arrange an alternative collection date.

12. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

Centre actions:

- Provide where possible other appropriate evidence of candidate achievement as agreed with the Exam boards to generate marks;
- Contact the Exam boards for advice.

13. Centre unable to distribute results as normal

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services.

Centre actions:

- Use alternative venue to access results and process post results services;
- Arrange an alternative collection venue;
- Communicate alternative arrangements to candidates.

Further guidance to inform and implement contingency planning

Ofqual

Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

GOV.UK

Emergencies and severe weather: schools and early years settings

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

Teaching time lost due to severe weather conditions

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

Dispatch of exam scripts guide - Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

JCQ

Guidance on alternative site arrangements <http://www.jcq.org.uk/exams-office/forms>

Instructions for conducting examinations <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Guidance on access arrangements and special consideration <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

APPENDIX F

EMERGENCY EVACUATION PLAN

Purpose of this Plan

This plan details how the centre deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency Evacuation of an Exam Room

Roles and Responsibilities

Head of Centre

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation.

Senior Leader

- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required.

Leader of Inclusivity

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate.
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation.

Exams Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
- Ensures candidates are briefed (*Candidate exam handbook*), prior to exams taking place, on what will happen in the event of an emergency in the exam room.
- Provides invigilators with a copy of the emergency evacuation procedures for every exam room.
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds.
- Provides an exam room incident log in each exam room.

- Liaises with the Leader of Inclusivity and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate.
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate.
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process.

Invigilators

- By attending training, ensure they understand what to do in the event of an emergency in the exam room.
- Follow the actions required in the emergency evacuation procedure issued to them for every exam room.
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating.

Other relevant Centre Staff

- Support the Senior Leader, Leader of Inclusivity, Exams officer and Invigilators in ensuring the safe emergency evacuation of exam rooms.

Emergency Evacuation Procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Emergency Evacuation Procedure
Actions to be taken (as detailed in the current JCQ <i>Instructions for conducting examinations</i> chapter 18, <i>Emergencies</i>)
Stop the candidates from writing
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
Evacuate the examination room in line with the instructions given by the appropriate authority
Candidates should leave the room in silence
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted.
Allow the candidates the full working time set for the examination.
If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional Centre-Specific Actions to be Taken