



EXAMINATIONS POLICY: PUBLIC EXAMINATIONS

The 'School' refers to all staff and pupils in Abbot's Hill School, which includes the Early Years/Foundation Stage (EYFS), the Pre-Prep, Prep and Senior School.

The term 'parent' refers to those who have a parental responsibility for a child.

MONITORING AND REVIEW

Person Responsible	Deputy Head (Academic)
Reviewed with	Examinations Officer
Final Signatory	Head
Frequency of Review	Annually
Date of Last Review	January 2023
Date of Next Review	January 2024

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1. Introduction and aims

Abbot's Hill School is committed to ensuring that Examinations are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of Examinations is conducted efficiently and in the best interest of candidates
- Our system of Examinations administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies for public examinations

2. Roles and responsibilities

2.1 Everyone

It is the responsibility of everyone involved in the School's Examination processes, including staff and pupils, to read, understand and implement this policy.

2.2 Head of Centre

- has overall responsibility for the School as an Examination centre
- is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in Examinations and assessments](#)
- The Head of Centre can delegate tasks but cannot delegate the overall responsibility.

2.3 Examinations officer

The Examinations Officer is responsible for the administration of Examinations. They:

- manage the administration of internal and external examinations
- advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual examinations timetables and procedures as set by awarding bodies
- oversee the production and distribution of an annual calendar for all examinations in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- ensure that candidates and their parents are informed of, and understand, aspects of examination timetables that will affect them

Additional responsibilities relating to public examinations are outlined in Appendix 1: Public Examinations

2.4 Heads of Department

Heads of Department are responsible for:

- monitoring and tracking of results
- communicating with parents/guardians, alongside SLT, when required, e.g. when changes are to be made to tiers of entry

Additional responsibilities relating to public examinations are outlined in Appendix 1: Public Examinations

2.5 Teachers

Teachers are responsible for:

- teaching the subject content according to the department's Scheme of Work
- marking and moderating NEAs in collaboration with their department, where applicable

2.6 Special educational needs co-ordinator (SENDCo)

The SENDCo is responsible for:

- identifying and testing candidates' requirements for access arrangements and notifying the Examinations officer in good time so that they can put examination day arrangements in place
- processing any necessary applications in order to gain approval (if required)
- applying for modified papers
- working with the Examinations officer to provide the access arrangements required by candidates in examination rooms
- communicating access arrangements with parents/guardians

3. Qualifications offered

Head of Centre in conjunction with SLT will decide the qualifications we offer.

We offer the following types of qualifications:

- GCSEs
- ICDL
- Level 2 & 3 Algebra Awards

The subjects offered for these qualifications in any school year may be found in the Year 9 Options Booklet for that year.

If there will be a change to a specification for the next year, the Examinations Office must be informed by October of the academic year of the examination.

The specification is the actual content/syllabus of the examination (as opposed to qualification type or subject). For instance, switching from OCR to AQA for English.

Informing the Examinations Officer of changes to a specification is the responsibility of the Heads of Department

Decisions on whether a candidate should be entered for a particular subject will be taken by Head of Department in consultation with the candidate, parents/guardians, SENDCo, subject teachers and the Deputy Head, Academic

4. Examination series

- External Examinations and assessments are scheduled in the following Examination series:
- GCSE Examinations: May/June
- ICDL: at various times throughout the academic year
- Level 2 Algebra (Year 10): January of Year 10
- Level 3 Algebra (Year 11): January or June of Year 11, as decided by the Head of mathematics
- Coursework/NEAs will be taken as directed by the Head of Department

5. Examination timetables

The Examinations Officer will circulate the provisional GCSE examinations timetable to staff, parents and students. Once examination dates are final, the Examinations Officer will circulate the confirmed timetable. .

6. Equalities

The Equality Act 2010 extends to general qualifications. All Examination Centre staff must ensure that the Access Arrangements and special consideration regulations and guidance are consistent with the law.

7. Access Arrangements

The SENDCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the SENDCo as per 2.6 above.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo and subject teachers.

Room arrangements for candidates using access arrangements will be organised by Examinations Officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCO access arrangements regulations](#), will be organised by the Examinations Officer and Lead Invigilator.

8. Absent Candidates

Contingency planning for examinations administration is the responsibility of Head of Centre and Examinations Officer.

Further details for external examinations is contained in Appendix 1: Public Examinations.

9. Invigilators

External staff will be used to invigilate external Examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer and the HR Department

The HR department is responsible for obtaining the required Disclosure and Barring Service (DBS) checks,

DBS fees are paid by the centre.

Invigilators rates of pay are set by the Bursar

Invigilators are timetabled, trained and briefed by the Examinations Officer and Lead Invigilator.

10. Monitoring and review

The Head of Centre is responsible for ensuring that this policy is reviewed every year. This may change if there are changes to:

- The examinations system
- JCQ guidance
- Our curriculum offer

Signed

Issue Date: January 2023

Review Date: January 2024 or earlier if major change



Mrs Kathryn Gorman
Head

APPENDIX 1: Public Examinations

1. Purpose:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates and in line with the requirements of the examination boards.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- To provide a contingency plan for examination days.

2. Roles and Responsibilities

- It is the responsibility of everyone involved in the Centre's Examination processes to read, understand and implement this policy.
- the Examinations Officer, acting on behalf of the Head of Centre, has responsibility for the School as an Examination centre.

2.1 Examinations Officer

- manages the administration of public examinations and the analysis of examination results.
- advises the senior management team, subject teachers, form tutors and relevant support staff on annual examination timetables and application procedures as set by the Examination boards: AQA, Edexcel, OCR, WJEC and BCS
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all Examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed of and understand those aspects of the Examination timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework / NEAs are completed on time and in accordance with JCQ/BCS guidelines.
- provides and confirms detailed data on estimated entries as required.
- receives, checks and stores securely all examination papers and completed scripts.
- makes applications for special consideration using the JCQ/BCS Access Arrangements and Special Considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations.
- identifies and manages examination timetable clashes.
- accounts for income and expenditures relating to all examination costs/charges including invigilation costs.
- advises on appeals and re-marks in consultation with Heads of Department
- is responsible for reporting all suspicions or actual incidents of malpractice. (Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.)
- line manages the training of examinations invigilators and is responsible for the conduct of examinations.
- submits candidates' coursework / NEA marks, tracks despatched and returned coursework.

- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with Heads of Department, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their examinations.
- Escalation Process: should the Examinations Officer be absent, the Deputy Head, Academic and will ensure that all examination processes are undertaken and that deadlines are met, in compliance with JCQ regulations, with the assistance of the Assistant Head, Academic Progress and Lead Invigilator. Should the Deputy Head, Academic be absent, the Head of Centre must, with the assistance of the Assistant Head, Academic Progress and Lead Invigilator, ensure that all examination processes are in place and followed through.

2.2 Heads of Department

- Must ensure that all NEAs, practical and speaking Examinations are conducted in strict accordance with Examination body and JCQ guidelines.
- Provide guidance and pastoral oversight of candidates who are unsure about Examination entries or amendments to entries or tiers of entry.
- Submit estimated grades to the Examinations Officer when requested.
- Accurately complete coursework / NEA mark sheets and declaration sheets.
- Accurately complete entry and all other mark sheets and adhere to deadlines as set by the Examinations Officer.
- Are involved in post-results procedures.

2.3 SENDCO

- It is the Head of Centre's responsibility to check the qualifications of the SENDCO and of other assessors upon employment and regularly ensure that correct procedures are followed. This responsibility may be delegated to the member of SLT with overall responsibility for Examinations.
- Advises the Examinations Officer of the needs of candidates' access arrangements and processes these online.
- Is responsible for the identification and testing of candidates requirements for access arrangements.
- Is responsible for the provision of additional support to help candidates achieve their course aims.

2.4 Invigilators

- Are responsible for Examination papers, candidates and rooms as directed by the Examinations Officer, school rules and the JCQ/BCS regulations. Leading invigilator completes seating plans and starts the Examinations in accordance with JCQ/BCS guidelines.
- Invigilators must attend the annual training session(s) arranged by the Examinations Officer and comply with the Centre's procedures and policies.
- They must also undergo training on and be conversant with Safeguarding issues.

2.5 Candidates

- Are responsible for understanding Examination and coursework / NEA regulations and attend Examinations on time.

3 Examination Days:

- The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, examination stationery and materials available for the invigilators.
- The premises team is responsible for setting up the allocated rooms.
- The Lead Invigilator and other invigilators will start all examinations in accordance with JCQ/BCS guidelines.
- Subject teachers may be present outside the examination room at the start of the examination to assist with identification of candidates. Under no circumstances should they enter the examination room or communicate with candidates once the latter have entered the room.
- In practical examinations, subject teachers may be on hand in case of any technical difficulties.
- examination papers must not be read by subject teachers or invigilators or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department after a period of 24 hours after the end of examination.
- A relevant subject teacher may be available to read out any subject-specific instructions and start the examination, if required.

4 Entries

4.1 Entries

- Candidates are selected for their examination entries and tier of entry by the Heads of Department.
- The Centre only accepts external entries from former candidates if special arrangement has been made through the Head.

4.2 Late Entries

- Entry deadlines are circulated to Heads of Department via email. The entries are reprinted in hard copy and the Head of Department is asked to check and sign these before they are made.
- Late entries are authorised by the Heads of Department.

4.3 Fees

- All normal Examination entry fees are part of the school fees.
- Late entry or amendment fees are billed to:
 - parents if it is their direction for a change (written permission to be obtained)
 - departments – if it is their direction.

5 **Invigilators**

5.1 **Training**

Update meetings are held early in the Spring term for established invigilators in which they are made aware of the Equality Act 2010 and trained in disability issues. A second meeting is held nearer the examination period with the Lead Invigilator to discuss updates on individual pupils and what their specific requirements are. The update meetings address the policies and procedures in place and attention is drawn to how this relates to specific candidates with a disability. Meetings are led by the Examinations Officer.

5.2 **BCS ICDL Invigilators**

The Centre (School) will observe all new Invigilators on their first invigilation of an assessment immediately following the annual BCS audit.. These observations shall be recorded using the Awarding Body supplied form and completed forms will then be retained for audit purposes.

5.3 **Seating Arrangements**

- It is the responsibility of the Lead Invigilator to produce the seating plans after consultation with the Examinations Officer, taking into account previously-established, as well as newly- developing candidate needs.
- For candidates / invigilators that require a wheelchair, sufficient space in line with JCQ regulations will be provided between desks so movement is not restricted.
- Candidates with known illness or disability will be seated near exit points in the examination room so possible disruption is minimised for others.
- Candidates who have disabilities affecting seating and posture, will be provided with appropriate comfortable seating and allowed rest breaks as advised by the SENDCo.

5.4 **Emergency Evacuation Procedures**

At invigilation training, all invigilators will be reminded of the procedure in the event of an emergency during an examination or coursework / NEA; this is detailed in Appendix 4, a copy of which is in each examination room. Invigilators are also trained to deal with candidates who have a disability in the event of an evacuation. A copy of the fire evacuation procedure will be present in every examination room, as per JCQ guidelines.

6 **Access Arrangements:**

6.1 **Special Needs**

A candidate's special needs requirements are determined by the SENDCO and specialist teacher.

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

Access Arrangements are applied for online by the SENDCO, except for BCS applications, which are applied for by the Examinations Officer. The Access Arrangements folder resides in the SENDCO's office and is passed on to the Examinations Officer for the duration of the Examination season, ready for inspection by JCQ.

- Making special arrangements for candidates to take Examinations is the responsibility of the SENDCO in consultation with the Examinations Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO.
- Rooming for access arrangement candidates will be arranged after consultation with the SENDCO.
- Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.
- Where a candidate has been granted the use of an Oral Language Modifier, a reader, or a scribe, those candidates will be introduced prior to the Examination to the person acting in this role.
- For candidates who are completing on-screen tests, the hardware and software will be adapted to those candidates with sensory or multi-sensory impairment in consultation with the SENDCO and network staff.
- For candidates who have been granted the use of a prompter, the person designated to this role will be made aware of prompting etiquette.
- Candidates who are granted supervised rest breaks, may on occasion take their rest outside the Examination room if deemed necessary by the invigilator, with supervising staff who have been trained in maintenance of Examination security. Only one member of staff per candidate will be allocated.
- BCS's policy differs from JCQ and applications for Access Arrangements for ICDL on-screen assessments must be made in accordance with their "Reasonable Adjustments and Special Considerations Guidance Document", which details a large number of possible adjustments available to learners with specific learning difficulties. It is worth noting that the background colour of the screen can be adjusted and learners must be made aware of this feature. Most adjustments must be applied for; notable exceptions include changes in the organisation of the Examination room, separate accommodation for certain learners within the same centre, using an alternative venue, using coloured overlays and wearing tinted glasses. Access Arrangements for BCS ICDL are made by the Examinations Officer via the BCS Forum. Copies of the approval e-mails are to be passed on by the Examinations Officer to the SENDCO.

6.2 **Separate invigilation policy**

- Candidates may have their own invigilation arrangements; this is typically for medical reasons and/or when the Centre feels that the candidate's needs may distract other candidates.
- Other candidates may qualify for separate invigilation in a 'common' separate room; this may be for pastoral and/or medical reasons. This decision must be evidence-based and comply with JCQ's Access Arrangements documentation. The evidence must be retained by the Centre and be made available to JCQ upon their annual inspection visit.

6.3 **Word processing arrangements**

Candidates may be allowed to use a word processor in accordance with JCQ regulations (p. 25 of the *Instructions for Conducting Examinations* and p. 54 of the *Adjustments for Candidates with Disabilities and Learning Difficulties* documents). The PC/laptop(s) used in Examinations meet all the criteria set out in the aforementioned documents and is/are set-up by the Network Manager's team for this sole purpose. A local printer is physically connected to the computer at the end of the session and the candidate's work is printed in their presence by the invigilator. The candidate checks that all pages have been printed at the designated 'printing stations' and countersigns every single page. The computer must be powered via the nearest mains socket by means of a suitable, PAT-tested charger; its battery must not be relied upon. The candidate must save the document ('Save as...') before the very start of the Examination and she must be shown how to / reminded to save her work at regular and frequent intervals using the Ctrl+S keyboard shortcut. The candidate's work is saved to at least one external USB device, which is stored in a secure location (in the Examinations office) and kept until the EAR process is closed for that Examination season.

7 **Candidates**

- Candidates should wear school uniform and conform to JCQ/BCS Examination regulations.
- The use of mobile phones and all electronic devices is forbidden. Watches may not be brought into the examining rooms.
- A detailed list of Examination Rules for Candidates is circulated to the candidates and their parents and is also available from the Examinations Office.
- 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/BCS guidelines.
- Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.
- Candidates, both internal and external, are provided with the most up-to-date copy of the JCQ regulations 'information for candidates' and a second copy is also provided for parents / guardians. This document is explained to candidates by the Head of Year in a year group assembly under the direction of the Examinations Officer, or by the Examinations Officer in the absence of the Head of Year.

7.1 **Verifying candidates' identities**

At the start of every examination, the candidates' identities must be ascertained visually and discreetly outside the examination room(s) by a member of staff who is familiar with them, such as the Examinations Officer, Lead Invigilator, Head of Year, a member of SLT. The photo desk cards provided by the Examinations Officer must be used in all examinations.

7.2 **Clash Candidates**

- The Examinations Officer will be responsible for arranging supervision as necessary and identifying a secure venue.

- Should there be a clash between three or more written examination components and their total duration exceed that allowed by JCQ for any 24-hour period, the Centre will comply with JCQ's regulations governing overnight supervision.

7.3 Absent Candidates

- Should a candidate be absent, the Examinations Officer must ensure that every possible attempt has been made to contact the candidate and/or their parent(s) or guardian(s). If it is feasible, the Examinations Officer will ask Main Reception to attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines. Candidates who arrive late are to be allowed to complete their examinations but, should they arrive over an hour after the published start time of any examination, the Examinations Officer must complete a JCQ-VLA form.
- Once it has been ascertained that the candidate will not sit the Examination, the Examinations Officer will advise the aforementioned parties that the candidate will only be awarded a grade if they completed 25% of the overall assessment in the subject affected. The Examinations Officer will then follow JCQ procedures and inform the examination body of the candidate's absence via the attendance register and, depending on the circumstances, apply for Special Considerations on the candidate's behalf.
- In the case of a BCS ICDL Examination, the candidate will take the on-screen test at a later date.

7.3.1 Special Considerations:

- Should a candidate be ill before an Examination, suffer bereavement or other trauma, be taken ill during the Examination itself or otherwise disadvantaged or disturbed during an Examination, then it is the candidate's responsibility to alert the Centre, the Examinations Officer, or the Examination invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three working days of the Examination, for example a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body before the deadline for applications.

7.4 Late Candidates

- Candidates will be informed that they must make every effort to arrive at the Centre in due time for their Examination (8:00am for morning Examinations / 12:45pm for afternoon Examinations).
- Should they realise that they will not make it to school on time, they must contact the Centre and be informed that, from 8:30am / 1:00pm, they will be under examination conditions and must hand over their communication devices to a responsible adult. Once they arrive at the Centre, late candidates must be allowed to sit the examination and be awarded the full time for that examination; the Examination body must be contacted immediately for advice.

7.5 Food and Drink

- In compliance with JCQ regulations, food and drink are only allowed in Examination rooms at the Head of Centre's discretion.
- The only drink allowed is water, which must be in a sealable, see-through, label-less container.
- Food will only be allowed under special, usually medical, circumstances and this must be pre-arranged with the Examinations Officer.

7.6 Leaving the Examination Room

- Candidates must only be allowed to leave the Examination room once the invigilators are satisfied that ALL scripts, question papers and other materials have been filled out correctly and duly collected.
- Candidates who are entitled to word processors MUST be kept behind in order to print, check and sign their scripts in accordance with section 11.8 below.
- Candidates must leave the room in an orderly fashion and refrain from making noise until they are well away from the examination room(s).

7.7 Managing candidate behaviour

- Candidates are expected to display the highest standards of behaviour at all times, before, during and after Examinations.
- They must be reminded not to discuss the content of their Examinations on social media until at least 24 hours following the end of the Examination.
- Any candidate who does not comply with the behaviour standards expected by the school or JCQ must be reported to the Examinations Officer or a member of SLT.
- All candidates will be required to read and sign a copy of JCQ's Warning to Candidates document.

8 Coursework / NEAs

- Candidates who have to prepare coursework / NEAs should do so by the date published by the examination board.
- Heads of Department will ensure all coursework / NEAs is ready for dispatch at the correct time.
- The Office Staff will keep a record of what has been sent, when and to whom. This record is kept in the main office.
- Marks for all internally-assessed work ~~and estimated grades~~ are provided to the Examinations Office by the Heads of Department.
- Further details are contained in Appendix 2.
- Details of Appeals Against Internal Assessments are contained in Appendix 9

9 Maladministration and malpractice

- Whenever actual malpractice occurs – whether intentional or accidental - or is suspected, the invigilator is to inform the Examinations Officer, who is to contact the relevant Examination body/provider (or BCS) in writing and gather all the information, evidence and details of outcomes that may be required.

- In the case of a written examination, the candidate must be allowed to continue with the examination but the incident log must be filled in with sufficient detail. Should a member of staff be involved in or be responsible for the incident, the Deputy Head, Academic must be informed immediately.
- If the malpractice incident involves a pupil (cheating, communicating, etc.), the candidate may complete the Examination but must be informed of the potential consequences of their actions before they leave the examination room (i.e. disqualification). The integrity of regulated qualifications and the validity of results must be protected.
- In cases of maladministration relating to the conduct of examinations, the Examinations Officer is to inform the Examination body (or BCS) immediately of the nature of the incident using the incident/interruption log forms provided and to ascertain whether any pupils were unfairly (dis)advantaged by the incident, in which case Special Considerations may have to be applied for. The Examination may continue if the incident is identified before papers are collected.
- To avoid cases of maladministration relating to paperwork, coursework / NEAs, registrations, certifications, etc., the Examinations Officer must ensure that all JCQ and BCS procedures are adhered to.
- Invigilators are to be suitably trained and kept informed of new developments and changes to the aforementioned procedures.

10 Conflicts of Interest

- The Examinations Officer will collect information annually regarding potential Conflicts of Interest from all school staff via a Microsoft Form, in accordance with JCQ's current General Regulations for Approved Centres document (section 5.3 i). Any Conflict of Interest identified will first be added to the risk mitigation document and steps will be taken to minimise or suppress those conflicts. Secondly, the Centre will inform the relevant Examination bodies of instances where:
 - any members of centre staff who are taking qualifications at their own centre which include internally-assessed components/units;
 - any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally-assessed components/units.
- The Examinations Officer will also maintain a record of all instances where:
 - Examinations office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
 - centre staff are taking qualifications at their centre which do not include internally-assessed components/units;
 - centre staff are taking qualifications at other centres.
- The Examinations Officer or the Head of Centre will liaise with the members of staff concerned and the various Examination bodies to ensure that the Centre fully complies with their requests, e.g. drafting and forwarding letters from staff concerned.

- The Examinations Officer will maintain a record of the steps taken to mitigate potential Conflicts of Interest in the form of a risk assessment.

11 Results

- Candidates will receive individual results slips on results days in person at the Centre. If pupils are unable to attend they may request, in writing to Examinations Officer for results to be emailed on the day.
- Arrangements for the school to be open on results days are made by SLT.
- The provision of staff on results days is the responsibility of SLT.

11.1 Enquiries About Results (EAR):

- EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking but candidate permission must be gained.
- If a result is queried, the Examinations Officer / Head of Department / Deputy Head, Academic will investigate the feasibility of asking for a re-mark at the candidate's expense
- The school has the right to refuse an application for an EAR based on the evidence collected about a candidate. If a candidate does not agree with this decision, then they have the right to appeal. See Appendix 7: Internal Appeals
- When the board does not uphold an EAR, the Centre (1) or the candidate (2) may apply to have an enquiry carried out – this will be at either the Centre's (1) or the candidate's (2) expense.

11.2 Access To Scripts (ATS):

- After the release of results, candidates may ask Heads of Department to request the return of papers which should be within three days' scrutiny of the results. This will be at the candidate's expense. Heads of Department must obtain permission in writing from candidates before the scripts are downloaded by the Examinations Officer.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. This will be at the department's expense.
- GCSE re-marks cannot be applied for once an original script has been returned.

12 Certificate Issue Procedure and Retention Policy

- All certificates will be checked by the Examinations Officer upon receipt and kept in the secure storage area.
- Candidates are traditionally issued to candidates at GCSE Presentation Evening, which takes place in mid-November of the candidates' examination year. All certificates, including BCS certificates, must be signed for. The Examinations Officer must keep the signed sheets.
- For those unable to attend the GCSE Presentation Evening certificated can be collected in person and must be signed for; when this is not possible, certificates may be posted but the package must be signed for, insured and trackable.

- All efforts will be made to ensure that uncollected certificates are reunited with their rightful owners but, should they remain uncollected after a period of three years, the Examinations Officer will destroy the certificates and, in accordance with JCQ guidance, keep a record of all certificates deleted. After this time, candidates must contact the awarding bodies directly for replacement certificates.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and they sign the relevant documentation provided by the Examinations Officer.

12.1 **Examinations Archiving**

- The Examinations Officer will only keep written evidence of candidates' results and other documentation until the candidates have turned 25 years of age. Electronic data will be kept in accordance with the school's GDPR policy.

APPENDIX 2: Non-Examination Assessments

- 1.** It is the responsibility of each Head of Department (HOD) to obtain the non-Examination assessment task details from the examination boards. Secure papers are obtained through the Examinations Officer (EO) who will download these papers from the secure part of the website, and ask the relevant curriculum leader to sign for receipt of these materials. In the Autumn Term, the EO will forward JCQ Regulations to HODs who will then have to sign to say these have been read and understood. This information must be passed on to subject teachers. All teachers delivering non-examination assessments and candidates taking the assessments are expected to comply with the regulations governing such assessments as outlined by the Examination bodies and JCQ.
- 2.** The HOD must choose the most appropriate time for the non-Examination assessment to take place. This is done at the beginning of the academic year in liaison with the Deputy Head, Academic and Assistant Head, Academic Progress.
- 3.** The non-examination assessment may take place during timetabled class time.
- 4.** Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Examinations Officer should be notified when high level non-examination assessment is taking place.
- 5.** Relevant display materials must be removed or covered up.
- 6.** All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that pupils are under examination conditions.
- 7.** All assessment materials must be locked in a suitable secure cabinet at the end of each session.
- 8.** Whenever assessments are completed on computers, separate user accounts for examination use must be used for high control level work. These must have no access to internet or e-mail (unless this is permitted) and must only be accessible during the controlled/preparation sessions or non-examination assessment. The must not be accessed at home.
- 9.** If a pupil is absent, the teacher must allow that pupil the chance to make up the time if necessary.
- 10.** For long absences, special considerations should be applied for, although in some cases they may not be eligible (see p. 23 of the JCQ Instructions for Conducting Non-Examination Assessments)
- 11.** Attendance records from assessment sessions should be kept by the class teacher.

12. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
13. Where the specification permits pupils to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
14. Where work is assessed by the teacher and externally moderated by the examination board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
15. If suspected malpractice occurs, the Examinations Officer must be informed.
16. If a pupil's work is lost within the school, this must be reported to the eboard by the Examinations Officer.
17. Authentication forms must be signed by the teachers and candidates.
18. Access arrangements apply to non-examination assessments.
19. The assessment marks must be submitted to the examination board by the appropriate date.
20. Candidates' work must be securely stored as in 7 & 8 above until all EAR services have been exhausted.
21. Results of non-examination assessments may be allowed in the next examination session where applicable.
22. Should a teacher be involved in the marking and/or moderation of their own child's work, a declaration of conflict of interest must be made and that candidate's work must be added to the moderation sample.
23. After the results are published, it may be possible to request a re-moderation of the work if permission from the whole cohort is given. This is part of the Enquiries About Results (EAR) process and applications must be made by the Examinations Officer.
24. In the case of internally-marked assessments, candidates must be made aware of the mark awarded and their attention must be drawn to the internal appeals policy, which allows them to have their work re-moderated (see p.16 of the aforementioned JCQ document). In the case of externally-marked assessments, teachers may - but are not obliged to - communicate their estimated marks for the candidates' work. Departments must allow sufficient time for potential reviews to take place and be completed before marks are submitted to the awarding bodies.
25. Candidates have the right to appeal against the internal assessment process in accordance with JCQ regulations; they may not, however, appeal against the mark to be submitted to the awarding body:

- a. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
- b. Appeals **must** be made in writing.
- c. The Head of Centre will appoint a senior member of staff, e.g. an Assistant Head or a Deputy Head, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
- d. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- e. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- f. The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

APPENDIX 3: Staff Involved with Public Examinations

Guidance to Abbot's Hill School teachers who carry out work for Awarding Organisations

1. Introduction

- 1.1 Abbot's Hill School supports staff who work for Awarding Organisations (examination boards). Such work is professionally fulfilling, provides opportunities for career development, and helps ensure the high quality operation of the public examinations system on which thousands of candidates and schools depend for fair and accurate results. An in-depth understanding of the marking process and nuances of mark schemes are of direct teaching and learning benefit to both teachers and students.
- 1.2 Abbot's Hill School has a duty, as a registered Examination Centre for one or more of the UK awarding organisations (examination boards), to uphold the integrity of public examinations. As with other instances of examination malpractice, the sharing of confidential material relating to any current or future ("live") public examination series by a member of staff is likely to constitute gross misconduct and may, therefore, result in dismissal.

2. Categories of Examination duty

- 2.1 There are broadly four categories of examination duties.
 - a. Teachers involved in the preparation of examination papers (question setting, reviewing, vetting) – i.e. teachers who see question papers before an examination is sat.
 - b. Teachers who mark public examinations but who only see question papers and scripts after the examination has been sat (e.g. assistant examiners).
 - c. Staff involved in checking examination material prior to the examination (e.g. examinations officers, , MFL teachers in respect of oral examinations, etc.).
 - d. Teachers involved in the marking and moderation of internally assessed coursework.
- 2.2 Teachers involved in category A and B work are required to register this work with the Deputy Head, Academic using the attached pro forma. Teachers who carry out category A work must obtain the express approval of the Head. The Head will meet with such teachers to discuss the starred items in section 4, below.
- 2.3 All staff involved in category A, B, C, and D public examination work must follow all centre, examination board, JCQ and Ofqual regulations in full. The integrity of the examination process is critical and no actions should be taken that either undermine, or appear to undermine, the fairness and integrity of public examination assessment. Abbot's Hill School and its staff must maintain the highest professional standards at all times.

3. Whistle blowing

- 3.1 Anyone concerned about the integrity of any aspect of the public examinations process should raise these concerns with the relevant authority in the examination board, JCQ or Ofqual. Concerns about the conduct of examinations at Abbot's Hill School should be raised

with the Head of Centre (i.e. the Head) and the Examinations Officer. If a concern relates to the Head of Centre then the Chair of Governors should be contacted. Concerns should be addressed in a reasonable and timely fashion; if they are not, the concern should be escalated in accordance with the School's Whistleblowing Policy.

4. Category A work

4.1 Teachers who are involved in the production, review and checking of examination material prior to assessment undertake work that is essential to the smooth and accurate running of the public examinations system. However, if the examination material pertains to specifications followed by their Department, they also face conflicts of interest that require very careful management to preserve the integrity of the examinations system and safeguard the professional standards and reputation of the School and its staff. All category A work must be done in accordance with examination board, JCQ and Ofqual regulations. Where examination boards provide training for how to manage conflicts of interest, staff must complete this training to protect themselves and the integrity of the public examination system.

4.2 Above and beyond the requirements of the examination board, JCQ and Ofqual, **category A teachers must follow the relevant starred practical measures below** whenever the examination material for which they are involved in the production, review and checking pertains to specifications followed by their school department. These measures are based on many years of Abbot's Hill School teachers' examiner experience.

- a*. Do not inform pupils and parents of category A work. Keeping examination setting / checking work confidential (with the exception of having gained the Head's consent to undertake such work) safeguards against the risk of intrusion and questioning from students and / or parents.
- b*. Set past examination questions, or questions that are on publicly available sample papers. Where this is not possible, for example in the case of the early years of teaching of a new specification, ask departmental colleagues to set questions.
- c*. Always cover the whole specification for the options chosen, never question-spot.
- d*. Never discuss future examinations with students, parents, or colleagues.
- e*. All internal assessment papers should be set by a member of the department not involved in setting public examination papers.
- f*. Never give any indication of what is in a future paper, by suggesting what, or what not, to revise.
- g*. Where students write essays, ensure there is an explicit and transparent mechanism for the choice of essay, e.g. essays chosen by pupils or other department staff.
- h*. Do not use school IT resources for any category A work, including school-issued laptops.
- i*. Never complete category A work in school.
- j*. Examination advice given to students should be based only on material which is available to all centres (e.g. examiners' reports, mark schemes, etc.).
- k*. Category A staff should withdraw from any discussion that could lead to a conflict of interest – for example the contents of a revision schedule.

I*. Staff with any concerns about the integrity of their category A work, or conflicts of interest arising, should protect themselves and the examinations system by raising such concerns with the examination board. If in doubt, proactively report.

4.3 The starred practical guidance can limit a teacher's ability to discharge his / her teaching and departmental duties. This is especially so if the category A worker is a Head of Department, or works in a smaller department where there may not be sufficient other colleagues to fill workload gaps created by a 'conflicted' member of staff. In such circumstances it may not be possible for a teacher to carry out category A work; they may instead carry out category B roles. This will be discussed with the Head as part of the approval process.

5. Attending Examiner Meetings / Completing Examination Work

5.1 Whilst Abbot's Hill School actively encourages and supports teachers who undertake public examination work, it is important that this additional 'private' work does not compromise teaching, pastoral, administrative and co-curricular duties.

5.2 Teachers must endeavour to minimise the time out of school for Examiners' meetings (Exceptional Leave for which must always be sought from the Head) and ensure there is minimal disruption to their work for the school.

SELF DECLARATION FORM for members of teaching staff involved in work for Awarding Organisations (examination boards)

Please complete a separate form for each role undertaken on behalf of an examination board and return to the Deputy Head, Academic

Name:

Awarding Organisation (e.g. OCR):

Specification (e.g. A Level English):

_____ Code: _____

Component (if applicable):

_____ Code: _____

Role / Position:

Is the specification taught at Abbot's Hill School? Yes / No *(delete as appropriate)*

If the role leads to a potential conflict of interest (category A work), has the consent to carry out the role been granted by the Head? Yes / No *(delete as appropriate)*

If Yes, Head's signature

Applicant: I have read the Abbot's Hill School Guidance to teachers who carry out work for Awarding Organisations. I shall follow this guidance.

Signature Date.....

APPENDIX 4: Emergency Evacuation Procedure during Public Examinations

The invigilators MUST take the following actions in an emergency requiring evacuation such as a fire alarm or bomb alert.

1. Stop all candidates from writing and make a note of the exact time.
2. Collect the attendance register in order to ensure that all candidates are accounted for.
3. Evacuate the room in complete silence. One invigilator must lead the candidates out and the other must follow after the last candidate has left the room. If possible, lock the room.
4. All candidates must gather and line up at the Dickinson end of the Front Lawn, away from other students. Enlist the help of other members of staff if necessary. Explain to the candidates that they will not be penalised and that they will be allowed to resume the examination as soon as possible.
5. All candidates must be supervised at all times and must be kept in silence. Breaches to this rule must be reported.
6. Upon their return to the room, give candidates a few minutes to calm themselves down.
7. Resume the examination and make a note of the time. Ensure that the whole allocated time for the examination is given to the candidates, including extra time where applicable.
8. Make a written report to the Examinations Officer, who will then make a blanket application for Special Considerations.

APPENDIX 5: Lockdown During Public Examinations

This appendix details the measures taken at Abbot's Hill School in the event of a centre lockdown during the conduct of public examinations.

A lockdown may be required in the following situations:

- An incident or civil disturbance in the local community which poses a risk
- An intruder on the site with the potential to pose a risk
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity
- Any other external or internal incident which has the potential to pose a threat to the safety of Examinations staff and candidates

With regard to conducting examinations, the focus before, during and after an examination will be:

- The welfare and safety of examination candidates and centre staff engaged in the conducting of examinations
- Maintaining the integrity and security of the examination / assessment process
- How to achieve an effective lockdown
- How to let people know what is happening
- Training staff engaged / involved in the conduct of examinations
- STAY SAFE principles (Run, Hide, Tell)

Roles and Responsibilities

Head of Centre

- to ensure that a dedicated lockdown alarm is in place and recognised by all staff and candidates
- to ensure all staff involved in the conduct of examinations are trained in how to raise the alarm for a lockdown, act effectively and are made aware of their responsibilities.
- to arrange appropriate training for all examinations-related staff in lockdown procedures
- to ensure the candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the examination room due to it being locked down
- to ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe
- to provide written lockdown procedures for examination room/invigilator use
- to inform the relevant Emergency Services immediately in the case of any potential threat to safety of examinations staff and candidates

Senior Leadership team

- To have accountability for all examinations staff and candidates taking examinations during a lockdown
- To inform parents / carers about the centre's Lockdown Policy in relation to the conduct of examinations

- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown
- To use the examination room attendance register to compile a list of all candidates not accounted for

Examination officer

- to train all staff involved in the examination process in the school's lockdown procedure, in how to raise the alarm for a lockdown, act effectively and are made aware of their responsibilities
- where safe / possible, to liaise with SLT / invigilators in all rooms during a lockdown
- to assist with lockdown training for staff and pupils where applicable to the conducting of examinations

Invigilators

- to be aware to the centre's lockdown procedure
- to complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- where safe / possible, to communicate with the Examinations Officer during a lockdown to confirm the situation in a particular examination room

Lockdown Procedure

Invigilators must follow the school's lockdown procedures (attached as an appendix to this document), a summary of which is available in the invigilator training PowerPoint presentation. They must also pay due attention to the examination-specific procedures outlined below.

Before an Examination

If a lockdown is required as candidates are entering / waiting to enter the examination room, the following procedures will be employed:

- A senior teacher or member of SLT will be present
- Candidates will be instructed to enter the examination room immediately
- Candidates will be instructed to remain silent, hide under examination desks or sit against a wall / around a corner but not near the door
- Where safe / possible, SLT will communicate (via mobile phone) the situation to the Examinations Officer (ensuring that all mobiles phones are on 'silent' mode)
- The Examinations Officer will collate the information from all examination rooms and forward this to the Head of Centre immediately

Invigilators will:

- Lock all windows and close any curtains and blinds
- Switch off all lights
- Lock all doors and / or use tables, or any other furniture, to barricade the entrance to the examination room
- Take an attendance register / head count if possible

- If the threat is a chemical or toxic release, instruct candidates to cover their nose and mouth - their own clothing can be used - and attempt to use anything to hand to seal up the cracks around doors and any vents into the room

During the Examination

If a lockdown is required during the examination / when candidates are in the examination room, the following procedures will be employed:

Invigilators will

- Tell candidates to stop writing immediately and close or turn their papers over
- Collect the attendance register
- Make a note of the time when the examination was suspended
- Instruct candidates to remain silent, leave all examination materials on their desks and hide under the examination desk
- Where safe / possible, communicate (via mobile phone) the situation to the Examinations Officer (ensuring that all mobile phones are on 'silent' mode)
- Lock all windows and close all curtains and blinds
- Switch off all lights
- Lock all doors and / or use tables, or any other furniture, to barricade the entrance to the examination room
- (if the threat is a chemical or toxic release) instruct the candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up any cracks around doors and any vents into the room
- Where safe / possible, the Examinations Officer will collate the information from all examination rooms and forward this to the Head of Centre immediately
- The Head of Centre will make informed decisions on alerting parents / carers, awarding bodies and emergency services
- If appropriate, where safe / possible, and following centre policy, the Examinations Officer (or invigilators in the absence of Examinations Officer) will initiate the emergency evacuation procedure
- The Examinations Officer will collect all examination papers and materials for safe / secure storage following advice from the appropriate awarding bodies

After an Examination

If a lockdown is required after the examination/as candidates are leaving the room, the following procedure will be employed:

Invigilators will:

- Stop dismissing candidates from the examination room
- Instruct candidates who have left the room to re-enter the examination room
- Instruct candidates to remain silent and hide under examination desks
- Where safe / possible, communicate (via mobile phone) the situation to the Examinations Officer (ensuring that all mobile phones are on 'silent' mode)
- Lock all windows and close curtains / blinds
- Switch off all lights

- Lock all doors and / or use tables, or any other furniture, to barricade the entrance to the examination room
- (if the threat is chemical or toxic release) instruct the candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around the doors and any vents into the room
- Where safe / possible, the Examinations Officer will collate the information from all examination rooms and forward to the Head of Centre immediately.

Ending a lockdown

The lockdown will be ended by the sound of the bell, the identification / authorisation of Emergency Service officers / SLT / Head of Centre entering each examination room or a specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine.

Invigilators will:

- Undertake a head count / register and confirm attendance with the Examinations Officer / SLT
- Where applicable and if advised to do so by SLT / Head of Centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination

Invigilators will then:

Ask candidates to return to their desks, remind them they are under examination conditions and allow a settling down period

- Recalculate the revised finish time(s) to allow for the full duration of the examination
- Tell the candidates to turn their papers over and re-start their examination
- Amend the revised finish time(s) on display to candidates
- Note how long the lockdown lasted on the examination room incident log sheet (later to inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form / log)

The Examinations Officer will:

- Provide a full report of the incident for awarding bodies (via the Special Consideration process or as advised by awarding bodies)
- Safely / securely store all collected examination papers and materials pending awarding body advice/guidance.
- Negotiate any alternative examination sittings with the awarding bodies

The Head of Centre will:

- Offer, arrange and provide support services to staff and candidates
- Prepare a communication to parents / carers advising them of events (including relevant actions and outcomes)
- Arrange for examination staff and candidates to attend an assembly to discuss the lockdown and offer ongoing support as appropriate.

APPENDIX 6: Lockdown in Examinations Policy & Procedures

AIMS

Purpose of the policy

This policy details the measures taken at Abbot's Hill School in the event of a centre lockdown during the conduct of public examinations.

A lockdown may be required in the following situations:

- An incident or civil disturbance in the local community which poses a risk
- An intruder on the site with the potential to pose a risk
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity
- Any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

With regard to conducting examinations, the focus before, during and after an exam will be:

The welfare and safety of exam candidates and centre staff engaged in the conducting of examinations

Maintaining the integrity and security of the examination / assessment process

How to achieve an effective lockdown

How to let people know what is happening

Training staff engaged / involved in the conduct of examinations

STAY SAFE principles (Run, Hide, Tell)

Roles and Responsibilities

Head of Centre

- To ensure that a dedicated lockdown alarm is in place and recognised by all staff and candidates
- To ensure all staff involved in the conduct of examinations are trained in how to raise the alarm for a lockdown, act effectively and are made aware of their responsibilities.
- To arrange appropriate training for all exams-related staff in lockdown procedures
- To ensure the candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due to it being locked down
- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe
- To provide written lockdown procedures for exam room/invigilator use
- To inform the relevant Emergency Services immediately in the case of any potential threat to safety of exams staff and candidates

Senior Leadership team

- To have accountability for all exams staff and candidates taking examinations during a lockdown
- To inform parents / carers about the centre's Lockdown Policy in relation to the conduct of examinations

- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown
- To use the exam room attendance register to compile a list of all candidates not accounted for

Exam officer

- To train all staff involved in the examination process in the school's lockdown procedure, in how to raise the alarm for a lockdown, act effectively and are made aware of their responsibilities
- Where safe / possible, to liaise with SLT / invigilators in all rooms during a lockdown
- To assist with lockdown training for staff and pupils where applicable to the conducting of examinations

Invigilators

- To be aware to the centre's lockdown procedure
- To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- Where safe / possible, to communicate with the Examinations Officer during a lockdown to confirm the situation in a particular exam room

Lockdown Procedure

Invigilators must follow the school's lockdown procedures (attached as an appendix to this document), a summary of which is available in the invigilator training PowerPoint presentation. They must also pay due attention to the examination-specific procedures outlined below.

Before an examination

If a lockdown is required as candidates are entering / waiting to enter the exam room, the following procedures will be employed:

1. A senior teacher or member of SLT will be present
2. Candidates will be instructed to enter the exam room immediately
3. Candidates will be instructed to remain silent, hide under exam desks or sit against a wall / around a corner but not near the door
4. Where safe / possible, SLT will communicate (via mobile phone) the situation to the Examinations Officer (ensuring that all mobiles phones are on 'silent' mode)
5. The Examinations Officer will collate the information from all exam rooms and forward this to the Head of Centre immediately

Invigilators will:

1. Lock all windows and close any curtains and blinds
2. Switch off all lights
3. Lock all doors and / or use tables, or any other furniture, to barricade the entrance to the examination room
4. Take an attendance register / head count if possible

5. If the threat is a chemical or toxic release, instruct candidates to cover their nose and mouth - their own clothing can be used - and attempt to use anything to hand to seal up the cracks around doors and any vents into the room

During the examination

If a lockdown is required during the exam / when candidates are in the exam room, the following procedures will be employed:

Invigilators will

1. Tell candidates to stop writing immediately and close or turn their papers over
2. Collect the attendance register
3. Make a note of the time when the examination was suspended
4. Instruct candidates to remain silent, leave all examination materials on their desks and hide under the exam desk
5. Where safe / possible, communicate (via mobile phone) the situation to the Examinations Officer (ensuring that all mobile phones are on 'silent' mode)
6. Lock all windows and close all curtains and blinds
7. Switch off all lights
8. Lock all doors and / or use tables, or any other furniture, to barricade the entrance to the examination room
9. (if the threat is a chemical or toxic release) instruct the candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up any cracks around doors and any vents into the room
10. Where safe / possible, the Examinations Officer will collate the information from all exam rooms and forward this to the Head of Centre immediately
11. The Head of Centre will make informed decisions on alerting parents / carers, awarding bodies and emergency services
12. If appropriate, where safe / possible, and following centre policy, the Examinations Officer (or invigilators in the absence of Examinations Officer) will initiate the emergency evacuation procedure
13. The Examinations Officer will collect all examination papers and materials for safe / secure storage following advice from the appropriate awarding bodies

After an examination

If a lockdown is required after the examination/as candidates are leaving the room, the following procedure will be employed:

Invigilators will:

1. Stop dismissing candidates from the exam room
2. Instruct candidates who have left the room to re-enter the exam room
3. Instruct candidates to remain silent and hide under examination desks
4. Where safe / possible, communicate (via mobile phone) the situation to the Examinations Officer (ensuring that all mobile phones are on 'silent' mode)
5. Lock all windows and close curtains / blinds
6. Switch off all lights

7. Lock all doors and / or use tables, or any other furniture, to barricade the entrance to the exam room
8. (if the threat is chemical or toxic release) instruct the candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around the doors and any vents into the room
9. Where safe / possible, the Examinations Officer will collate the information from all exam rooms and forward to the Head of Centre immediately.

Ending a lockdown

The lockdown will be ended by the sound of the bell, the identification / authorisation of Emergency Service officers / SLT / Head of Centre entering each exam room or a specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine.

Invigilators will:

1. Undertake a head count / register and confirm attendance with the Examinations Officer / SLT
2. Where applicable and if advised to do so by SLT / Head of Centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination

Invigilators will then:

1. Ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
2. Recalculate the revised finish time(s) to allow for the full duration of the exam
3. Tell the candidates to turn their papers over and re-start their exam
4. Amend the revised finish time(s) on display to candidates
5. Note how long the lockdown lasted on the exam room incident log sheet (later to inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form / log)

The Examinations Officer will:

1. Provide a full report of the incident for awarding bodies (via the Special Consideration process or as advised by awarding bodies)
2. Safely / securely store all collected exam papers and materials pending awarding body advice/guidance.
3. Negotiate any alternative exam sittings with the awarding bodies

The Head of Centre will:

1. Offer, arrange and provide support services to staff and candidates
2. Prepare a communication to parents / carers advising them of events (including relevant actions and outcomes)
3. Arrange for exam staff and candidates to attend an assembly to discuss the lockdown and offer ongoing support as appropriate.

APPENDIX 7: Internal Appeals of GCSE Coursework/NEAs

For complaints concerning the procedures used in internal assessment of GCSE coursework.

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Abbot's Hill School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

1. Written Appeals Procedure

- 1.1 Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise students and parents of these procedures.
- 1.2 Appeals may be made to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the Awarding Body.
- 1.3 A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School at least two weeks before the date of the last external examination in the subject.
- 1.4 On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, the Head of Department and the Leadership Team line manager for the Department. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.
- 1.5 The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

2. School Policy On Enquiries About Results

- 2.1 The school will support all enquiries about results provided:
 - the candidate gives written consent
 - the candidate incurs all costs associated with the enquiry

Statement for Students:

- 2.2 “If at any stage during your Examination courses you have concerns about the procedures used in assessing your internally marked work for public examinations (e.g. coursework / portfolio / projects) you should see the Examinations Officer as soon as possible.”

3. Internal Assessment Procedure – Appeals

- The procedure at Abbot’s Hill School will be supervised by the Examinations Officer.
- Any appeal will be considered by at least three members of Abbot’s Hill School staff, including the Examinations Officer and a member of the school’s Leadership Team.
- Student can be supported in the presentation of the case by a parent, guardian, or friend.
- A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to candidates.
- All Appeals will include a review of the procedure used at Abbot’s Hill School to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- The complaint must be submitted in writing at least two weeks before the date of the final written examination paper in the subject that examination session. An internal Appeal will be resolved by the date of the final written examination paper of the session.
- Abbot’s Hill School will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of Examinations of the issue of results at Abbot’s Hill School and full details of any Appeal will be made available to the Awarding Body on request.

4. Making an Appeal

- Students should seek advice from their tutor or relevant subject teacher.
- If students wish to make an appeal, they should contact the Examinations Officer.

5. Enquiries about Results (public examinations)

5.1

- An appeal may be made against a public Examination result by a candidate or by their parents/guardians on their behalf. It is recommended that all candidates seek the advice of the relevant Head of Department prior to applying for an EAR. As a rule of thumb, candidates should not be advised to proceed with an EAR unless there are good reasons for doing so, e.g. if the candidate’s overall result is very close to the next superior grade boundary or when the result is evidently out of line with the candidate’s previous performance, in which case a Clerical Check (EAR Service 1) may be more appropriate.
- Candidates and their parents must be informed of the EAR processes and fees in writing prior to the start of the Examinations season, as per JCQ’s new regulation.

They must also be advised that results may go down as well as up following an EAR, which could in turn affect the overall grade awarded.

- Candidates and parents must be made aware that, as of June 2017, should the Examination Body find that the mark originally awarded was 'reasonable' (within a certain, unpublished tolerance margin), the result may – and probably will - be upheld.

5.2

- EAR forms will be available on Results Day and we aim to process them within five working days.
- Applications may be made directly with the Examinations Officer by e-mail if the candidate is unable to attend Results Day.
- No EARs will be processed without payment by BACS made to Abbot's Hill School.
- The Examinations Officer will print and file a copy of the acknowledgement e-mail. Upon receipt of the results (this may take several days or weeks depending on the Examination Body or nature of the enquiry), candidates will be informed of the outcome, typically by e-mail using one or more of the parental addresses registered on the school database; an copy of the outcome pdf from the Examination Body (or a printout from the relevant web page) will be e-mailed to them.
- The relevant Head of Department will be copied on all communications. Should the EAR result in a grade change, the fee or part thereof will be waived in accordance with the relevant Examination Body's policy and the cheque returned to parents by mail or destroyed upon request.

5.3 No EARs must be processed without the candidate's and their parents' consent under any circumstances, even at a Head of Department's request. The request form must be duly signed by the candidate and the Examinations Officer will keep a copy on file.

5.4 Some Heads of Department may wish to order copies of some candidates' scripts for teaching or training purposes. This can only happen with the written consent of the candidate. The candidate may well agree to their script being ordered and used in class but, unless they have clearly stated that they are happy for their name to remain on the script, it must be removed from all copies thereof.

6. **BCS Appeals policy (ICDL qualification)**

- Candidates who are unhappy with any aspect of the assessment and award process should first discuss the problem with their Examinations Officer. The reasons for dissatisfaction must be made clear by the learner at this time.
- The Centre will keep a record of such discussion together with date and outcome.
- If a candidate is not able to resolve an appeal at the approved centre then they have the right to appeal to BCS. This may be done via the Examinations Officer or directly to the BCS Quality Assurance Team in writing. Candidate appeals must be made to BCS as per the BCS Learner Appeals Policy within 20 days of the assessment.
- During any stage of the Appeals Procedure, the candidate is entitled to be represented or accompanied, should they wish.

- Assessments are undertaken using automated testing software which has been approved by the ICDL Foundation. In the event of a candidate raising a complaint, the assessment report that will have been produced by the system will be fully discussed with the candidate.
- An action plan will be agreed and a further assessment date scheduled. In some circumstances, the candidate may be offered a free re-rest (e.g. if there has been hardware or software problems).
- Candidates can make the complaint directly to BCS in exceptional circumstances where they feel there was a significant breach by the training provider of their policy or BCS policies. In such cases, they must do so in writing and provide BCS with their full name, contact details including an email address (where applicable) and a daytime telephone number along with a full description of their complaint (including the subject matter and dates and times if known), the date and location of the course / Examination if applicable, any names of the people they have dealt with so far, copies of any supporting documentation to do with the complaint and any previous correspondence with their training provider if applicable. BCS will acknowledge receipt of the complaint within 2 working days, letting the learner know who will be investigating the complaint. The complaint will be investigated by someone who has no personal interest or involvement in the matter of the complaint. If the complaint is complex it is possible that timescales may exceed 20 working days, but BCS will contact the appellant to advise them if this is the case. At the end of the investigation, BCS will contact the learner to inform them of their decision. If the appellant disagrees with the decision, she can appeal the decision by writing to the Channel Partner Quality Manager. If she is still unhappy with the decision taken by BCS in reviewing the complaint, she can, where relevant, take the matter through BCS's appeal arrangements which are outlined in their Learner Appeals Policy or Training Provider Appeals Policy, which can be found on their website.

Appeals Against BCS Assessments (ICDL):

- BCS has its own Appeals Policy. Should the Centre want to appeal against any aspect of the Examination or certification processes, against sanctions imposed as a result of malpractice, against decisions made by BCS regarding complaints made about the Centre or against the Centre audit, the Examinations Officer will meet with the Head and decide whether an appeal is suitable. The appeal is to be made within 20 days of BCS's decision. The current charge for appeals is £100 + VAT. To escalate an appeal so that it is assessed by an independent reviewer, an additional payment of £400 + VAT will be required.
- If candidates wish to appeal against any aspect of their Examination or certification, they must contact the Examinations Officer, who will guide them through the Centre Appeals process before BCS is contacted (as per their own guidelines). The current charge for appeals is £10 + VAT. To escalate an appeal so that it is assessed by an independent reviewer, an additional payment of £100 + VAT will be required. Learner appeals must be made within 20 days of the assessment.

Fees still valid as of 23 Jan 2023.

APPENDIX 8: Internal Appeals against CAGs/TAGs

Centre/Teacher-assessed marks: reviews of marking for GCSE controlled assessments and non-Examination assessments

1. *Please note that this policy applies only to work which has been **completed** and submitted for marking by Centre staff in accordance with the Awarding Body's criteria.*
2. Abbot's Hill School is committed to ensuring that, whenever its staff mark candidates' work, this is done fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents.
3. After final submission, no further changes can be made by the candidate to the completed work and internal marking will take place. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Abbot's Hill School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking within the Centre.
4. Abbot's Hill School will ensure that candidates are informed of their centre-assessed marks so that they may request a review of the Centre's marking before marks are submitted to the awarding body. Marks will be conveyed to the candidate in person or in writing by the relevant subject teacher or Head of Department, which allow for internal standardisation to take place following the submission of candidates' work. Please note that only marks will be given and it cannot be assumed that certain marks will equate to certain grades as grade boundaries may change from year to year.
5. Abbot's Hill School will inform candidates that they may request copies of materials (such as mark schemes) to assist them in considering whether to request a review of the Centre's marking of the assessment. Please note that these materials will *not* include copies of other candidates' work. Abbot's Hill School will, having received a request for copies of materials, promptly make them available to the candidate.
6. Any request for copies of materials should be made in writing by either the candidate or her parent to the Head, who will transmit the request to the relevant subject Head of Department. The Head of Department will give the candidate the relevant material via the Head of Centre, either in hard copy or virtual format as appropriate.
7. Following the candidate's review of any copies of materials provided, the candidate or her parents must decide whether or not to request a review of marking. This request must be made by the deadline overleaf, in order to ensure that there is sufficient time for a review to take place. Requests for reviews of marking **must** be made in writing and given to the Head, as Head of Centre, via her PA. The Head or her PA will acknowledge receipt of such a request within 24 hours on a working day. If no such acknowledgement is received, the

candidate or her parents should speak to the Head's PA to be sure that the initial request has been received.

8. Abbot's Hill School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
9. Abbot's Hill School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. That assessor may be an external assessor if all subject staff have been involved in the marking of the work. Candidates and parents must recognise that a mark may be raised or lowered following a review of marking. Reviews of marking incur a fee.
10. Abbot's Hill School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
11. The candidate will be informed in writing of the outcome of the review of the Centre's marking by the Head, as Head of Centre. The outcome of this review is final in so far as any internal assessment is concerned, including if the outcome of the review is to *reduce* the final mark.
12. The outcome of the review of the Centre's marking will be made known to the Examinations Officer, who will keep a written record of such outcomes, to be made available to the awarding body upon request.
13. **After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between Centres. The moderation process may lead to mark changes, either up or down.** This process is outside the control of Abbot's Hill School and is not covered by this procedure.
14. Should the Head of Centre decide not to support a candidate's request for a review of results, the latter is entitled to appeal against the decision by writing to the Chair of Governors, whose details are available from Reception upon request.

APPENDIX 9: Statement for Word Processor Use in Exams

JCQ Guidelines (From 1 September 2022)

A word processor **cannot** simply be granted to a candidate because he/ she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor **must** reflect the candidate's normal way of working within the centre. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates.

The centre may wish to set out the types of candidates which it considers would benefit from the use of a word processor. For example, a candidate with:

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

This list **is not** exhaustive.

Response to JCQ Guidelines Specific to the Centre:

Abbots Hill School adheres to all of the above JCQ guidelines in relation to the use of a word processor in exams.

The candidates that are using word processors for exams fall in to one of the categories above.

Candidates who use a word processor for exams will have done so throughout their school career; it will be their normal way of working in class, internal assessments and exams. This may be the candidate's normal way of working due to a historical specialist report that recommended this way of working or it may have been put in place internally as a reasonable adjustment based on the pupil's needs.

Parents and teachers are made aware of Abbots Hill School criteria for use of a word processor through whole staff training sessions and specific conversations with parents/ guardians where relevant.

The SENDCo will ensure that through the use of a word processor there is no advantage being provided in comparison to those not using a word processor. For example, the spelling, grammar check facility/ predictive text will be disabled.

Mrs S Schanschieff
Deputy Head, Academic
February 2023