Midsomer Norton Schools Partnership

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EXAMINATIONS POLICY

To be read in conjunction with the following additional policy documents:

- *Examinations Conflict of Interests Policy*
- *Non-examination Assessment (NEA) Policy*
- *Complaints Policy*
- *Child Protection/Safeguarding Policy*
- *Whistleblowing Policy*
- *Data Protection and Data Breach Policy*
- *Lockdown Policy*

MNSP Trust Policies

Centre Number Details 2
Roles and responsibilities overview 3
The Head of Centre: 3
Teacher responsibilities 9
Lead invigilator/invigilators responsibilities 9
Candidates responsibilities 10
Access Arrangements 10
Candidate Information 10
Qualifications offered 10
Entries, entry details and late entries 10
Exam fees 10
Exam timetables 10
Timetable clashes 10
Holidays during exam seasons 11
Student Identification 11
Candidate Absence 11
Controlled assessments, coursework, non-examination assessments and portfolios of evidence 13
Certificates 15
Policies 17
Malpractice 17
Conduct of an examination 24
Making a complaint 24

Introduction

It is the responsibility of all staff within the Multi Academy Trust (known from now on as the 'Trust') who have any dealings with students being entered for exams, no matter how small that involvement, to read, understand, and implement this policy. It applies to teachers, support staff, TA's involved in supporting Access Arrangements and external invigilators. Where applicable these staff should also read the policies relating to on-going controlled assessment.

The purpose of this exams policy is:

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

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Each exam centre is required to have their own set of localised procedures. The following list includes required documentation or links to wider Trust policies

Examination Contingency Plan
Escalation Process
NEA localised procedure
Emergency Evacuation localised procedure
Localised procedure for the use of Word Processors
Complaints and Appeals Procedure
Procedure to verify candidates
Procedure to check centre assessor's qualifications
**Child Protection/Safeguarding Policy (Trust Policy)*
**Data Protection Policy (Trust Policy)*
Equalities localised procedure
Exams localised processes
Candidate Absence localised procedure
Conflicts of Interest Policy localised procedure
Whistleblowing policy localised procedure
Candidate Late Arrival localised procedure
Food and Drink localised procedure
Leaving the Examination Room localised procedure
Managing Behaviour localised procedure
Overnight Supervision Arrangements localised procedure
Alternative Rooming Arrangements localised procedure
Access Arrangement localised procedure
Certificate Issue Procedure and Retention localised procedure
Exams Archiving localised procedure
Lockdown localised procedure
Malpractice localised procedure
Special Consideration localised procedure
Private candidate policy
Cyber security policy

Centre Number Details

Ansford Academy	63407
Beechen Cliff	50701
Bucklers Mead	63455
Critchill School	63414
Frome College	63415
Hayesfield Girls' School	50709
Knowle DGE	50616
Norton Hill School	50749
Midsomer Norton Sixth Form	50749
Notton House	66610
Preston School	63463
Pyrland School	63245
Somerset Studio School	50754
Somervale School	50751
Soundwell	50473
St Dunstan's School	63419
St Mark's School	50729
St Matthias	50432
Writhlington School	50757

Roles and responsibilities overview

The Head of Centre:

- is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. This is usually the Head Teacher.
- is responsible for ensuring that all staff comply with the instructions in the Instructions for conducting examinations (ICE) booklet.
- must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

The Exams Officer (EO)

- is the person appointed by the head of centre to act on behalf of and be the main point of contact for the centre in matters relating to the general administration of awarding body examinations and assessments.

Head of centre responsibilities

- understands the contents, refers and directs relevant centre staff to the following documents which are updated annually by JCQ.

    - ❖ General Regulations for Approved Centres
    - ❖ Instructions for conducting examinations (ICE)
    - ❖ Access Arrangements and Reasonable Adjustments
    - ❖ Suspected Malpractice - Policies and Procedures
    - ❖ Instructions for conducting non-examination assessments (GCE and GCSE specifications)
    - ❖ Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)
    - ❖ The instructions for conducting coursework
    - ❖ A guide to the special consideration process.
    - ❖ AI Use in Assessments: Your role in protecting the integrity of qualifications
    - ❖ Guidance for centres on cyber security
    - ❖ Notice to Centres - Informing candidates of their centre-assessed marks
    - ❖ Plagiarism in Assessments - Guidance for Teachers/Assessors

- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected Malpractice Policies and Procedures*.
- Ensures that where the centre uses a third party to deliver any part of qualification (including its assessments), the centre maintains oversight and responsibility for the delivery of the qualification in accordance with JCQ regulations and awarding body requirements. A written agreement must be in place with the third party to manage the arrangement and manage the risk of failure by the third party to deliver the expected service. A copy of the written agreement will be available if requested by the awarding body. Monitors the delivery of the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments.
- ensures that relevant staff respond promptly to the actions raised by JCQ Centre Inspection Service.
- ensures that the centre promptly reports any incidents which may compromise the integrity or delivery of an assessment, for example a cyber attack.
- ensures the centre staff involved in the receipt and dispatch of examination materials maintain the integrity and confidentiality of those exam materials.
- has a written escalation process should the head of centre, or member of the senior leadership team with oversight of examination administration be absent. Ensures that sufficient managerial and other resources are in place to resolve any issues.
- can confirm to the awarding body the external governance arrangements so that the awarding body has confidence in the integrity of the centre's activities such as the delivery of qualifications and the conducting of examinations and assessments.
- delivers qualifications as the awarding body requires in accordance with the relevant equality legislation. This includes but is not limited to ensuring that all qualifications can be accessed by those capable of undertaking them and seeking reasonable adjustments for disabled candidates.
- ensures that there is appropriate teaching accommodation for the size of the cohort including practical assessments and for those candidates entitled to access arrangements.
- that fully qualified teachers mark non-examination assessments and that internal moderation of assessments is carried out.

- that the relevant SLT members, SENCo/ALS lead and EO receive appropriate training in order to facilitate the effective delivery of examinations and assessment within the centre, and ensure compliance with the published JCQ regulations.
- ensures that the SENCo and the examinations officer undertakes regular CPD, such as attending an annual update course.
- that an appropriately qualified assessor is appointed to carry out the testing of access arrangements. That a copy of their qualification is obtained and checked against the current requirements.
- ensures that appropriate accommodation is provided for candidates requiring access arrangements in the centre for all examinations and assessments.
- ensures that the relevant centre exam policies are in place and that risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place.
- policies and procedures are detailed as an Appendix at the bottom of this document.
- ensures that venues used for conducting exams meet the requirements of JCQ and awarding bodies.
- ensures that the above written policies are in places for inspection, that must be reviewed and updated annually, be a member of the senior leadership team and communicated within the centre.

National Centre Number Register and other information requirements

- The Head of Centre will ensure that the contact details and the address to which all correspondence in connection with the administration of examinations is provided. This must be the registered address of the centre.
- Schools must ensure that the National Centre Number register is annually updated and responded to by the end of October of each year confirming they are aware of and adhering to the latest versions of the JCQ regulations.
- Takes responsibility for confirming that they have read and understood the latest version of the JCQ regulations via the National Centre Number Register (NCNR) annual update by completion of the Head of Centre declaration.

Resilience and contingency arrangements

- The centre will ensure that in accordance with the documentation detailed below that in the unlikely event that the government determines that examinations cannot go ahead, the centre will have a process for gathering evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades.
- Students will be made aware that in the unlikely situation that exams and formal assessments cannot go ahead, assessment evidence collected and retained as detailed in the guidance below will be used as evidence to determine a grade.

https://www.gov.uk/government/publications/guidance-on-collecting-evidence-of-student-performance-to-ensure-resilience-in-the-qualifications-system/guidance-on-collecting-evidence-of-student-performance-to-ensure-resilience-in-the-qualifications-system

- The centre must have a written contingency plan which must cover all aspects of examination/assessment administration and delivery. Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and their delivery and impact on students. The plan will cover the following scenarios:

    - the head of centre, senior leaders with oversight of the examination and assessment administration, SENDCo, EO or equivalent roles being absent at a critical stage of the examination cycle.
    - the potential impact of environmental events such as flooding affecting parts or all of the centre
    - issues with IT.
    - The centre must identify an alternative site if examinations cannot be conducted at the registered site.
    - The centre must nominate a senior member of staff who is available to manage emergency requests from awarding bodies that are results related during the summer holidays.
    - Where students' work is produced electronically, steps must be taken to ensure that it is backed-up.

Cyber Security

- The centre must ensure that there are procedures in place to maintain the security of user accounts: Please consult the MNSP Cyber Incident Response Plan. Training must be provided to authorised staff in relation to the creation of strong and unique passwords, on staff awareness of social engineering/phishing attempts and enabling additional wherever possible.
- The centre must ensure that all members of centre staff that access awarding bodies online portals undertake annual cyber security training. The content of the training must include:
    - the importance of creating strong unique passwords for all accounts
    - keeping all accounts strictly confidential

- the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access
- how to properly set up and use MFA for both centre and awarding bodies' systems
- the awareness of all types of social engineering/phishing attempts
- the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture.

- Certificates of completed staff cyber training must be downloaded and held on file for inspection.
- MFA must be used for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems.

Centre Inspections

- When subject to inspections, the school will cooperate with the JCQ Inspection Service, Awarding Body or regulatory authority during an unannounced visit or investigation. Will take all reasonable steps to respond to requests for information and documentation made by awarding bodies, regulators and awarding bodies in a timely manner. The school will provide access to and accompany inspectors to examinations and assessments venues, paperwork and the secure storage facility.

Entities Planning

- directs relevant centre staff to JCQ publications which are annually updated.
- ensures the centre's obligations as detailed in the regulations are met.

Final entries

- ensures that controls are in place which ensure that accurate data is submitted on time to the awarding bodies.

Exam Rooms

- ensures that mock examinations, revision or coaching sessions are not conducted in the room 'designated' as an exam room.
- ensures that when a room is set up as an examination room it is not used for any other purpose except for conducting external examinations.
- ensures that only approved centre staff, who have not taught the subject being examined, are present in the examination room
- ensures that students have been briefed on when and under what circumstances they can temporarily leave the examination room
- ensures that students are briefed on the policy for allowing food and drink into the examination room.

<u>Exams officer responsibilities</u>

- understands the contents, refers and directs relevant centre staff to the following documents which are updated annually by JCQ

    - ❖ General Regulations for Approved Centres
    - ❖ Instructions for conducting examinations (ICE)
    - ❖ Suspected Malpractice - Policies and Procedures
    - ❖ Post-Results Services (PRS)
    - ❖ A guide to the special consideration process.

- manages the administration of the internal and external exams at KS4 and KS5 for the main awarding bodies.
- completes and submits the National Centre Number register annual update by the October of each year.
- informs the NCN Register Team of any changes that occur after the annual update has taken place. Informs the NCN Register Team no later than 6 weeks prior to a new address or the relocation of the centres secure storage facility or of any change in circumstances that could affect the centres status.
- Is familiar with the contents of annually updated information from JCQ and awarding bodies on regulations , administrative procedures, key tasks and deadlines.
- supports the Head of Centre in ensuring that where relevant, awarding bodies are informed of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken and risk assessment in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries in each examination series.
- ensures that candidates and parents/carers are provided with the relevant JCQ documentation relating to NEA and written examinations. Ensures that students are aware of the JCQ Information for candidates - Privacy Notice at the start of the course.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables.

- oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents/carers are provided with an individual timetable of examined assessments and written examinations.
- confirms detailed data on estimated entries by the submission deadline.
- maintains systems and processes to support the timely entry of candidates for their exams.
- ensures that relevant centre staff are briefed on the requirements for the receipt and dispatch of confidential exam materials and of maintaining the integrity and confidentiality of all exam materials.
- checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- works with the SENCo to ensure that invigilators supervising access arrangement and those acting as a facilitator supporting access arrangement candidates fully understand the role and what is and is not permissible in the exam room. Assists with the administration of access arrangements following the regulations in the JCQ publications for Access Arrangement and Reasonable Adjustments 2024/25,
- works with the SENCo to organise the rooming of access arrangement candidates.
- works with SLT to process all allocations for Special Consideration in accordance with JCQ Publication, A guide to the special consideration process effective from 1 September 2024.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior/exam invigilators. Organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams. Delivers a training session on regulation changes and any changes to centre specific processes annually and ensures that a record of the content of the training provided to invigilators is kept for the relevant period.
- maintains a record of Invigilator attendance.Deploys invigilators to the required ratios to exam rooms throughout the exam season, including the provision of a 'roving invigilator' where required. Liaises with the SENCo regarding the invigilation and facilitation of access arrangements.
- coordinates the submission of internally assessed marks, and ensures that evidence requested as part of the moderation process is submitted to the awarding body in a timely manner.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for the distribution of exam results and certificates to candidates and in consultation with SLT advises candidates of post results services .
- will accompany the JCQ or awarding body Inspector throughout the visit.

Internal (Mock) Examinations

- provides a centre exam timetable of subjects being examined, the timings of the exams and the examination room.
- prepares for the conduct of internal examinations under external conditions
- provides seating plans for exam rooms
- requests internal exam papers from teaching staff
- arranges invigilation and with assistance from the SENCo arranges facilitation of access arrangements for those students awarded them.

Entries Planning

- ensures that relevant centre staff have access to the appropriate awarding body secure online sites.
- ensures that all candidates have been provided with the relevant JCQ information available to them.
- ensures that all exams related processes have been updated and are circulated to all centre staff.
- ensures that details of each qualification delivered by the centre are up to date.
- ensures that they are familiar with updated administration procedures regarding key tasks, dates and deadlines for all qualifications.
- provides an internal plan for the organisation of non examined coursework (NEA) including details of dates, internal and external deadlines.

Final entries

- sets an internal deadline for Heads of Faculty to provide final entry information ensuring that external deadlines for submission can be met.
- informs Heads of Faculty of the amendment deadline to make any changes to tiers or to final entry information.
- ensures that a process is in place to minimise any risk of entries being received late by the awarding bodies.
- observes any terms and conditions and regulatory requirements set by the awarding body for entry and withdrawal of candidates for examinations and assessments.

- will provide the candidate with a statement of entry for checking.
- will produce a master centre exam timetable for each exam series.

Exam Security

- Will have appropriate arrangements in place to ensure that on arrival confidential materials are only handled by persons authorised to do so by the Head of Centre.
- Ensures that access to the secure room is restricted to centre staff authorised by the Head of Centre and that they are accompanied by a keyholder at all times.
- Access to the secure room must be restricted to between two and six key holders, The two to six keyholders must either be part of the exams team or the SLT. the EO must be one of the key holders. Keyholders must be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures.
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exams materials.
- Ensures that a log is kept at the initial point of delivery and is signed for by those authorised by the Head of Centre to do so. All confidential materials must be immediately transferred to the secure storage room. Once in the secure room, question paper packets can be removed from external packaging and checked against the inventory, before being stored in timetable order in the secure storage facility. A log must be kept that demonstrates the secure movement of the packets and the inventory and packet condition checks that take place.
- Where it is not possible for question papers to be checked against the inventory the centre must ensure there is an authorised key holder to the secure room and secure storage facility on-site the next working day. All deliveries must be stored within the secure storage facility within the secure room.
- Ensures that question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility e.g. safe or security cabinet in accordance with JCQ regulations.
- Ensures that the secure storage facility only contains live examination materials.
- Ensures that examination stationary is stored in the secure room.
- Ensures that the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process. Printing must take place in a secure room and only persons authorised to do so can be present.
- Ensures that the secure room must be accessible throughout an examination series for the storage of question papers and to be available for inspection.
- ensures that script packages are kept in the secure room until they are taken to the agreed pick-up point. Packages may be moved to the pick-up point up to 15 minutes before the collection slot begins, provided there are sufficient facilities and they are not left unattended.
- All unused question papers must be stored in the secure room, Unused stationary must not be released to anyone until 24 hours after the awarding body's published finishing time for the examination.

Invigilation

- ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators.
- determines whether in the case of timed art exams Invigilators will be deployed in addition to the subject teacher to ensure supervision at all times.
- will have appropriate arrangements in place to ensure that on arrival confidential materials are only handled by persons authorised to do so by the Head of Centre.
- ensures that , the following individuals are not assigned as invigilators during an examination, a teacher, teaching assistant, tutor or a senior member of centre staff who teaches or has responsibility for the subject being examined or a learning support assistant who has supported one or more candidates.

Alternative site arrangements

- the JCQ inspection service will be informed by the submission deadline of any alternative sites that will be used to conduct timetabled examination components of the qualification. Arrangements will be processed using CAP to notify the awarding body or directly to the awarding body should the qualification sit outside the scope of CAP.
- ensures that should the criteria for an alternative site arrangement be met, exam papers will be taken to that site in accordance with the regulations set out in JCQ ICE

Transferred Candidates

- where applicable the EO will liaise with the host or entering centre.
- will process a request for Transferred Candidates arrangements using CAP to notify the awarding body or directly to the awarding body should the qualification sit outside the scope of CAP.
- inform the candidate of the arrangements made to sit their examinations.

Exams

- ensures that exams are conducted according to JCQ and awarding body instructions.
- ensures that exam rooms are set up with appropriate resources to effectively conduct exams.
- supplies invigilators with appropriate resources to effectively conduct exams.
- attaches any erratum notices received to the relevant sealed question paper packets.
- collates attendance registers and examiner details in date order.
- keeps a regular check on emails for updates from awarding bodies.
- uses an 'exam day' checklist to ensure that the exam session is fully prepared for.
- Has a contingency plan in place to ensure the smooth running of exams in the event of an unplanned absence at key points during the academic year. (See Exams Contingency Plan)
- ensures that a second pair of eyes check is recorded for the opening of exam packets and that this check is recorded. If a question paper packet needs to be split for any reason (e.g for a smaller room), the second pair of eyes check must take place in the secure room immediately before the packet is opened. For all remaining sealed packets, the second pair of eyes check may take place either in the secure room, or in the designated examination room immediately before the packet is opened. All members of centre staff involved in the second pair of eyes check must understand their responsibilities to maintain question paper security.
- must ensure that two members of staff have both checked that the day, date, time, subject, unit or component and tier of entry (if applicable) is correct before opening each question paper packet. The second pair of eyes check must be recorded.
- will have a procedure in place to identify all students and ensure that invigilators understand this.
- provide seating plans for examination rooms which meet the requirements of JCQ ICE prior to the start of the examination.
- Ensure that invigilators are made aware of students awarded access arrangements and that these students are clearly identified on the seating plans.
- ensures that where a candidate wears hearing aids or cochlear implant processors these are unpaired from any Bluetooth connection and that they have their device and set their hearing aids to 'flight mode'. Students should not be asked to remove their hearing aids or cochlear implant speech processors during an examination.
- provides cover sheets to invigilators for candidates who are awarded access arrangements where these are required for a particular arrangement.
- ensures that where equipment is provided, invigilators provide students with the required equipment.
- has a process to deal with emergency or temporary access arrangements as they arise at the time of exams. Where these are awarded, approval will be sought through AAO where required or through the awarding body where qualifications sit outside the scope of AAO
- ensures that where a sole invigilator is used they have means of summoning assistance, where a mobile phone is used by the invigilator solely for this purpose, then the phone must be kept on silent.
- remind invigilators that they must remain vigilant to those candidates who may become distressed, to emerging situations and of incidences of potential malpractice. All incidents must be recorded on the incident log.
- ensures that invigilators are aware of the emergency evacuation procedures.
- dispatches scripts as instructed by JCQ and awarding bodies,
- maintains records to track the dispatch of examination papers.
- unused exam scripts may, where permitted by the awarding body be released to centre staff 24 hours after the published finishing time for an exam. Unused scripts and examination materials must be stored in the secure room.
- Liaises with the site team to make sure that any site maintenance or fire alarm testing is planned outside the exam season.
- deploys a roving invigilator.

SENCo responsibilities

- will keep accurate records of a student's usual way of working throughout their placement which demonstrates a picture of need.
- will identify and arrange the testing of candidate's requirements for access arrangements
- ensures that students are involved in any decisions regarding arrangements, adjustments or adaptations that are put in place for them.
- ensures that all teaching staff are aware of the needs of all students who are entitled to special access arrangements
- will work with the examinations officer to ensure appropriate support is given to those candidates in receipt of access arrangements.
- will gather evidence to support the need for access arrangements or adjustments that are centre delegated.
- liaises with teaching staff to provide evidence of a students 'usual way of working' within the centre.

- determines a candidate's eligibility for centre-delegated access arrangements.
- ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- ensures that candidates who are eligible for access arrangements have signed the Personal Data Consent forms and ensures that Data Protection Confirmation by the EO or SENCo are completed.
- applies for or oversees the approval of access arrangements through Access Arrangements Online via the Centre Admin Portal (CAP) or via the Awarding Body where qualifications are outside the scope of AAO.
- maintains a file for inspection by JCQ for each candidate containing the relevant documentation for inspection.
- works with the EO to ensure that invigilators and those acting as facilitators for an access arrangement are suitably trained, that records of training are kept for inspection by JCQ and that they fully understand their role and what is and what is not permissible in the examination room.
- writes the centre's policy for the use of word processors in examinations.
- liaises with the EO with regards to the arrangements made for students awarded access arrangements.
- ensures that the written criteria for granting alternative rooming arrangements is clear, meets JCQ regulations and meets the needs of the candidates, while considering the cohort in the main examination room.
- ensures that exam information e.g. timetables or JCQ information for candidates documents is adapted so that the candidate can access it.
- Will meet with the inspector when requested to provide documentary evidence regarding access arrangements.
- ensures that the access arrangement file is ready for inspection.

Senior Leader responsibly for examinations

- understands the contents, refers and directs relevant centre staff to the following documents which are updated annually by JCQ.

    - ❖ General Regulations for Approved Centres
    - ❖ Instructions for conducting examinations (ICE)
    - ❖ Access arrangements and Reasonable Adjustments
    - ❖ Suspected Malpractice - Policies and Procedures
    - ❖ Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
    - ❖ A guide to the special consideration process.

- ensures teaching staff undertake key tasks as detailed in this policy during the exams cycle and ensures that key tasks and internal deadlines are met by the EO and SENCo,
- ensures that teaching staff keep themselves updated with changes to subject specification and subject/teacher specific information provided by the awarding bodies, which is necessary to ensure the effective delivery of qualifications.
- ensures that teaching staff attend relevant awarding body standardisation courses and any awarding body training or update events.
- If there is to be a change of specification for the next year, the exams office must be informed.
- Informing the exams office of changes to a specification is the responsibility of the Assistant Head Teacher responsible for curriculum.

Entries Planning

- ensures that teaching staff responds to relevant requests for information from the EO.
- ensures that teaching staff respond to entries information by the internal deadline set.
- ensures that the EO is informed of any tier changes prior to the awarding bodies deadline.
- informs the EO immediately of any subsequent changes to the entry information.

Final entries

- provides information requested by the exams officer by the internal deadline.
- advises the exams officer of any changes to candidate personal details, of any amendments or withdrawals of entries.

Exam Time

- ensures that there is a documented emergency evacuation policy in place for all examination rooms and that these arrangements consider students with a disability who may need assistance with an evacuation.

Head of Faculty responsibilities

- ensures accurate completion of entry sheets/mark sheets and adherence to deadlines set by the exams officer.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the Head of Faculty to authorise. Where there is a cost associated with the change, this will be cross charged to the department.
- ensures accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- leads on decisions regarding post-results procedures.
- is aware of subject specific access arrangements for those students to whom it applies
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with awarding body deadlines.
- ensures that teaching staff keep themselves updated with changes to subject specifications and subject/teacher specific information provided by the awarding bodies which is necessary to ensure the effective delivery of qualifications.
- ensures that teaching staff attend relevant awarding body standardisation courses and any awarding body training or update events.

Teacher responsibilities

- supplies information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- ensure that those students who are entitled to access arrangements know about what they are and have had opportunities to practise them.
- seeks guidance for candidates who are unsure about exams entries or amendments to entries.
- keeps themselves updated with changes to subject specifications and subject/teacher specific information provided by the awarding bodies which is necessary to ensure the effective delivery of qualifications.
- attend all relevant awarding body standardisation courses and any awarding body training or update events.
- ensures that candidates check statements of entry and any discrepancies are forwarded to the EO.
- provides examination papers and materials to the EO.
- ensures that they adhere to the process to record the secure movement of confidential materials taken from or returned to the secure storage throughout the time that the assessment material is confidential.

Lead invigilator/invigilators responsibilities

- attends and undertakes training on the current regulations and completes any required online training.
- provides their availability as requested.
- assists the exams officer in the efficient running of exams according to JCQ regulations.
- collects exam papers and other material from the exams office before the start of the exam.
- collects exam papers in candidate order at the end of the exam and ensures their return to the exams office.
- The starting and running of exams.
- ensures that all incidents are recorded using an incident log which must be available in each examination room.
- Informing the SLT and exams officer of any malpractice.
- ensure that they have seen the ID of any student or adult entering an examination room.
- ensures that they have checked for all items described as being unauthorised e.g. mobile phones.
- ensuring that members of staff do not read the exam papers or take a copy of the paper out of the examination room.
- ensures that they are familiar with those candidates awarded access arrangements.
- ensures that they are familiar with the process for dealing with absent candidates through centre training.
- ensures that where a candidate is absent they are marked as such on the attendance register and on the seating plan.
- signing a confidentiality and security agreement and confirming whether they have any current maladministration/malpractice sanctions applied to them.

Candidates responsibilities

- confirmation of entries and raising issues with the subject teachers in the first instance.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

Conflict of Interest

- All schools in the MAT follow the guidance as outlined in the MNSP Examinations Conflict of Interest policy.

Access Arrangements

- Please refer to the Access Arrangement Policy detailed below.

On-Screen examinations

- **All schools in the MAT follow the guidance detailed in the following publication Instructions for conducting examinations September 2026**

Candidate Information

Qualifications offered

- The qualifications offered at this centre are decided by the Head Teacher.
- The subjects offered in any academic year may be found in the centre's published prospectus or similar documents for that year.
- All students are entered for the exams that they are studying. Decisions about withdrawal are only taken by the deputy Head teacher.

Entries, entry details and late entries

- Candidates or parents/carers wishing to request a subject entry, change of level or withdrawal must discuss their requirements with the member of SLT responsible for examinations.
- The centre may accept entries from private candidates for exam only applications, where there is no requirement for any coursework and provided the school is already running the qualification. Acceptance will be confirmed following receipt of exam and admin fees from the candidate. Acceptance is at the discretion of the Head Teacher.
- Where it is a prerequisite for entry into the sixth form the decision to resist an exam will be made by the Director of 6th Form. This will usually only apply to English or Mathematics at GCSE.

Exam fees

- All first time entries are paid for by the school.
- Any changes to tiers that incur a cost, will be cross charged to departments.
- Late entries submitted by departments that incur a charge from the awarding body will be cross charged to the department.
- Students who resit GCSE as a prerequisite to 6th form entry will have their first entry paid by the school. Subsequent resits of the same exam will be charged to the student, unless the HOD has agreed to fund the charge.

Exam timetables

- Exam timetables for internal exams are drawn up by the Exams Officer in conjunction with a member of SLT.
- Exam timetables for public exams are provided to SLT in draft format in September, final exam timetables will be issued after the exam deadline date, usually the middle of March.
- Students will be issued with draft timetables in mid to late February, with final timetables issued in April, at which point an overview timetable will be published on the school website.
- Students will be provided with all the relevant JCQ information for candidates documents prior to the start of the exam season.

Timetable clashes

- A timetable clash is where two or more exams are scheduled at the same time on the same day. The EO will discuss the arrangements for taking these exams with candidates. The arrangements depend on the total combined time of the exams. Overnight supervision arrangements are at the school's discretion and are only used as a last resort when all other options to accommodate the exams on the timetabled day have been exhausted.

Exam time

- Students must follow the instructions given to them by those authorised to do so and by the invigilation team.
- Students are responsible for ensuring devices are handed to centre staff and are turned off or turned to silent mode.
- Students must remain in the examination room for the full duration of the exam.
- At KS4 all students are expected to wear FULL school uniform.
- At KS5 students are expected to wear sensible clothes.
- All students will show their ID on entry to the exam room.
- External candidates will need to bring original photographic proof of identity with them.

- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Candidates are not allowed to bring coats, hats or bags into any examination room.
- Candidates are not permitted to bring into the examination room any electronic devices, including mobile phones, watches, smart glasses or any other storage or web enabled devices. Watches of any kind are not permitted.
- For Photography and Art exams, if permitted by the schools mobile phone policy, mobile phones will not be handed back at break, but will be retained until the lunch period
- In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject.
- Disruptive candidates are dealt with in accordance with the schools Managing Behaviour (Exams) Policy and the Trust's Managing Behaviour Policy.
- Candidates who leave an examination room temporarily must be accompanied by an Invigilator at all times.
- Unless otherwise advised by the school, all candidates must bring their own equipment. Water bottles are permitted in the examination room (except where the use of the room prevents them e.g.computer room) Water bottles must be disposable, with a sports cap and contain water only. Labels must be removed.
- Food is not permitted in an examination unless for a medical reason and must be authorised by the SENCo prior to the examination. If this is permitted food must be free of packaging and within a clear plastic container.
- Calculators must be cleared of anything stored in the memory and be in 'exam mode'

Student Materials

Candidates retain copyright of all assessment materials they create. By submitting work for assessment, candidates acknowledge and agree to the following terms regarding its use:

- Essential Uses (Mandatory): The awarding body uses submitted materials - including via automated or AI-enabled tools to deliver, mark, moderate, standardise, grade and assure the quality of qualification, as well as to detect malpractice. Candidates cannot opt out of these essential assessment activities.
- Additional Permitted Uses (Optional): The awarding body may also use anonymised student work for teacher/examiner training, examiner reports and publications, or related educational research.
- Opt-Out Rights: Candidates may opt out of additional permitted uses at any time by submitting a written notice through their exam centre. Opting out does not affect the use of materials for mandatory assessment purposes.

Privacy policies for awarding bodies can be found on the awarding bodies website.

Holidays during exam seasons

- The school will not support any student applying to take a family holiday during published internal or external exams.
- The school will not issue individual exam timetables to students so that holidays can be booked before the dates detailed above. The school will only issue the planned or published start and finish dates.
- Awarding bodies set aside 'contingency days' which are used in the event of examinations being seriously disrupted. These dates are added to the examination series and are put in place to be used in the event of widespread, sustained national or local disruption to the examination series. Candidates must be available on these days to sit examinations, should the awarding body postpone an examination.
- Candidates and their parents/carers will be notified in writing by the EO of any contingency dates that have been added to the examination season.

For further information regarding the exam system contingency plan please see; Contingency Planning

Student Identification

- Any student attending any examination will be expected to present their ID as they enter the examination room.
- Failure to present their ID could lead to the student being refused entry or being admitted late as a member of staff has had to be found to verify the ID of the student
- All external candidates must present original valid current photo ID upon entry to any exam room. For the purposes of identification the school will only accept a current original photo driving licence or a current original passport. The school will not accept any other forms of photo ID.

Candidates who arrive late

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and to sit the examination. This is entirely at the discretion of the Exams Officer and Head of Centre
- A candidate who arrives late and is permitted by the centre to sit the examination must be given all pre-examination information and warnings before they start the examination.

- A candidate who arrives after the start of the examination should be allowed the full working time for the examination.
- A candidate will be considered very late if they arrive more than one hour after the awarding body's published starting time for an examination which lasts one hour or more.
- For examinations that last less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination.

Where a candidate arrives very late for an examination the Examinations Officer will:

- Send the script to the examiner/awarding body in the normal way;
- Send a full written report to the awarding body on Form JCQ/VLAReport on Candidate Admitted Very Late to
- Examination Room, using CAP, as soon as possible and in any event within 7 days from the date of the relevant examination.
- Warn the candidate that the awarding body is unlikely to accept the work.

The report must contain the following information:

- The reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
- the actual starting and finishing times of the examination;
- the time the candidate started the examination;
- the time the candidate finished the examination;
- a statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination.

Candidate Absence

Should a candidate be identified as being absent from an examination then the school will take the following action:

- The candidate will be contacted immediately as to their whereabouts and as far as possible arrangements should be made to ensure their immediate arrival.
- Should the candidate be absent from a timetabled written examination for an acceptable reason, the candidate may be eligible for special consideration. This is where an adjustment can be made to a candidates' overall grade by the awarding body.
- If a candidate fails to attend an examination without a good valid reason, the school will invoice for the cost of the examinations missed.
- The candidate and their parents may be requested to complete Form 14 Self Certification form or provide other suitable evidence. Form 14 Self Certification is available from reception.

Special Consideration (reference JCQ A guide to the special consideration process)

- Candidates will be eligible for special if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control (SC 2,1)
- Special consideration must be applied for at the time of the assessment (SC 2)
- Candidates will not be eligible for special consideration if preparation for, or performance in the examination is affected by the reasons detailed in the JCQ publication Special Consideration
- The Head of Centre is responsible for ensuring that relevant staff are directed to the annually updated JCQ publication 'A guide to the special consideration process'. The Head of Centre also ensures that should a candidate meet the published criteria, an application for special consideration will be submitted to the awarding body by the EO.
- Senior leaders must sign appropriate evidence to support all applications.
- The EO will refer to the guidance to establish whether a candidate is or is not eligible for special consideration. Where a candidate is eligible then the EO will submit the application to the awarding body by the published deadline for applications.
- For the **Internal Appeals Procedure (Access Arrangements and Special Considerations and other Administrative issues**, please see below.

Fire Alarm Activation and Emergency Activation Procedure [please also see Lockdown Policy (Exams)]

In the event of the fire alarm sounding:

- Invigilators will advise candidates to stop writing and take a note of the time the exam was stopped
- All papers and scripts to be left in the exam room with the Lead Invigilator bringing the attendance list only.
- Invigilators will escort students to the nearest fire exit and to the designated meeting point and keep the candidates under close supervision in silence and prevent communication between candidates.

- When instructed, candidates will return to the exam room under supervision and are settled prior to the exam restarting

A note will be taken of when the exam restarted and a report for special consideration sent to the awarding body. Candidates will be permitted the full working time set for the examination.

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

What is controlled assessment?
Controlled assessments are assessments that usually take place during a normal timetabled lesson in the student's normal classroom. For some subjects the students are allowed to prepare for the assessment by writing notes and draft versions. The subject teacher will advise the student what is and is not permitted to be brought into the assessment. These assessments are usually conducted under examination conditions and the students will work in silence for the duration of the task, which can be over a series of lessons. In practical subjects the controlled assessment may be over a period of weeks and total 20 to 30 hours depending on the subject.

The results of these assessments count towards the final examination for the subject and so it is very important that the students take these assessments seriously and undertake preparation as they would for the final examinations.

Changes in the rules around controlled assessments mean that students may not be able to retake or improve their assessments. If they fail, they will need to sit another assessment that will have a different title.

Preparing for Controlled Assessment:
The requirements for each subject are different, but generally teachers will need to:

- Teach an overview of the chosen topic/task before students set to work
- Give students the context they need to understand the topic
- Teach students any skills they will need for their tasks, such as research skills
- Support and guide students throughout the research, drafting and write-up stages
- Remind the students that they can **only** write in **BLACK** ink. Drawings can be done in pencil.
- Outline to the students what can and cannot be brought into a controlled assessment.
- Ensure that students are aware of the time for each assessment
- ensures that appropriate instructions for conducting internal assessments are followed.
- ensures that candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessment taking place.
- Ensure that any student who is entitled to special arrangements e.g. access to a word processor, reader, or extra time is aware of these arrangements and that the students know **HOW** to benefit from these arrangements as they have used them as part of their normal way of working. The SENCO will advise which students are entitled to access arrangements.
- ensures that candidates are informed of their centre assessed marks in line with the internal appeals procedure.

Responsibilities

Head of Centre

- ensures that awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications.
- ensures that in cases where the awarding body provides material, only current assessment materials or tasks are used to assess candidates' knowledge and skills.
- ensures that appropriate controls are put in place which allow accurate data e.g. internally assessed marks to be submitted to the awarding bodies.
- ensures that arrangements are in place to standardise all internally marked assessments within the Trust and that work can be authenticated, marked and quality assured in accordance with the awarding bodies guidance.
- ensures that teaching staff return all subject specific forms by the external deadline.
- ensures that prior to submission candidates are informed of their centre assessed marks and allows a candidate to request a review of the centre's marking.
- ensures that there is a robust internal appeals procedure in place for candidates to appeal against internal assessment decisions.
- ensures that all associated administrative tasks are completed in an accurate and timely manner, that marks are calculated correctly, recorded and submitted by the published date. ensures that there is a robust

non-examination assessment policy in place for GCE and GCSE qualifications (please refer to the non-examination assessment policy).
- ensures that any irregularities which relate to the production of work by candidates are investigated and dealt with internally (should the incident have occurred prior to the candidate signing the authentication statement) or reported to the awarding body should this have been signed.

SENCo
- liaises with teaching staff to implement appropriate access arrangements for students taking internal assessments and practical endorsements.

Exams officer
- ensures that subject staff have the relevant key dates for submission of internally assessed marks.
- ensure that subject staff are familiar with the most current versions of JCQ Information for candidates documents.

Senior Leaders
- ensures that teaching staff have the necessary training and appropriate knowledge, skills and understanding to set, conduct, assess and mark set tasks.
- ensure that teaching staff are able to authenticate a candidate's work.
- ensures that teachers review all the work in its entirety and determine the mark it warrants using their own professional judgement regardless of the outcomes of an AI tool.
- ensure that internal standardisation is in place.
- Ensure that for AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificates or Project qualifications and CCEA GSE unitised AS and A-Level qualifications, JCQ Instructions for conducting non-examination assessments and the subject specification is followed or for any other qualifications, the instructions from the awarding body are followed.
- ensures that candidates are informed of their centre assessed marks in line with the internal appeals procedure.
- ensures that teaching staff are aware of the rules of retention and disposal of work and that teaching staff keep candidates work, whether this is part of the moderation sample or not. Work must be stored securely and for the required period of time as started by JCQ and awarding bodies.

Teaching staff
- supports the SENCo in implementing the agreed access arrangements for students undertaking internal assessments and practical endorsements.
- authenticates and marks the students work or the endorsement.
- ensures that candidates are informed of their centre assessed marks prior to marks being submitted to the awarding body.

Candidates :
- Understanding the tasks that have been set.
- Undertake all preparatory work in readiness for the assessment.
- Arrives at the lesson with the required resources including black pen and other materials that may be specific to the subject
- all work must be a student's own, if the same wording is used as a published source, quotation marks must be placed around the passage and stated where it came from (from a printed source, this should show the name of the author, the year of publication and the page number. For material taken from the internet, the reference should show the date when the material was downloaded and must show the precise web page.
- Where AI is permitted and has been used, a student must reference the name of the AI tool used and this should show the date the content was generated. They must acknowledge the sources used by the AI tool in generating the content. A copy of the questions/prompts used to generate the AI content and the AI-generated content itself must be retained in a non-editable format, which must be submitted with the work.
- Authenticate their work as requested by the awarding body.
- Should candidates wish to appeal their centre assessed marks, please refer to the **Internal Appeals Procedure (Reviews of Results and Appeals)** detailed below.

Irregularities (see Malpractice Policy)

Responsibilities

Head of Centre

- ensures that any cases of alleged, suspected or actual incidents of malpractice or maladministration, prior to, during or following the assessment or examination are investigated and reported to the awarding body immediately. These cases may involve students, centre staff or Invigilators.
- ensures that a Managing Behaviour Policy (Exams) is available so that all staff are aware of the process to be followed and candidates are made aware of the possible consequences of any disruptive behaviour.

Senior Leaders
- assists with the dealing of disruptive candidates.
- ensures that where this is appropriate internal procedures are also followed as detailed in the Trusts Managing Behaviour policy.

Exams Officer
- ensures that invigilators are trained to complete the incident log to record irregularities or incidents.
- ensures that any reports of malpractice or maladministration are forwarded to the awarding body as soon as possible after the incident has taken place and that any follow up action is completed in a timely manner.

Final Results

Candidates will be notified in writing of their options for collecting examination results, the letter will also detail options for post results services.

The Head of Centre will ensure that results are kept confidential and restricted to key members of staff until the official dates and times of release of results to candidates and understands that under no circumstances is the centre permitted to withhold provisional results from candidates.
Candidates can receive individual result slips on results days as follows:
- in person at the centre
- by post to their home address, candidates must provide a stamped self-addressed envelope
- collected by a nominated representative. Results can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable photographic identification with them that confirms who they are. The nominated person must be over the age of 18.
- The school will **NOT** issue results over the phone to anyone, even the candidate themselves.
- The school will **NOT** issue results via email.

The results slip will be in the form of a centre produced document from the MIS system.

Post Results Services

Head of Centre
- ensures that an internal appeals procedure is made available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking or a review of moderation or an appeal .
- understands that should centre staff have concerns relating to a component which affects all the students within that cohort then reviews of marking must be submitted for all candidates believed to be affected.
- ensures that there is a process in place to ensure that candidate consent is obtained prior to accessing scripts, clerical re-checks and reviews of marking. Candidates must be informed that in these instances marks are not protected and can go up, go down or stay the same.

Exams Officer
- provides information to candidates to staff on the services provided to the awarding bodies and the fees that are charged for each service.
- ensures that a process is in place for dealing with review requests, obtaining consent and where relevant recording the fee.
- ensures that internal deadlines are clearly communicated to staff and students.
- ensures that requests are submitted to the awarding body by their deadline for that service.
- tracks the request outcomes, informs candidates and updates the MIS accordingly.

Candidates must ensure that they meet the internal deadline for post results services and that they provide the necessary written consent and fee prior to the request being submitted.

Certificates

Candidates will receive their certificates:

- in person at the centre
- by post to their home address - candidates must provide a self-addressed envelope
- Collected by a nominated representative - Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable photographic identification with them that confirms who they are. The nominated person must be over the age of 18.

Retention

- The centre retains certificates for one year, after which time they are securely destroyed.
- records will be kept by the EO as required by JCQ and the awarding bodies.
- records will be kept in line with the Trusts Record Retention Policy.
- the centre will provide an exams archiving policy specifically for the retention of information held, the retention period and the method of disposal.

Policies

Malpractice

Reference to **GR** and **SMPP** relate to relevant sections of the current JCQ documents **General regulations for approved centres and Malpractice -Joint Council for Qualifications**

The centre will take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place. The centre will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or a member of staff, by completing the appropriate documentation. Will at the instruction of the awarding body, ensure that evidence of any alleged or suspected malpractice or maladministration is gathered in accordance with the current KCQ document Suspected Malpractice - Policies and Procedures.

Malpractice covers both ‘‘malpractice’ and ‘maladministration’ and means any act, default or practice which is:

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

which:

- gives rise to prejudice to candidates, and/or
- compromises public confidence in qualifications, and/or
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate, and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre (SMPP)

The Head of Centre in consultation with the link SLT is responsible for investigating suspected malpractice and maladministration.

Candidate malpractice

‘Candidate malpractice’ normally involves malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the completion of any examination. (SMPP)

Centre staff malpractice

'Centre staff malpractice’ means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre, or
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe. (SMPP 2)

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place.
- inform the awarding body **immediately** of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.
- as required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the current JCQ document **Suspected Malpractice - Policies and Procedures** and provide such information and advice as the awarding body may reasonably require.
- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ document **Suspected Malpractice: Policies and Procedures**

This includes ensuring that staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:

- General Regulations for Approved Centres
- Instructions for conducting examinations (ICE)
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Access Arrangements and Reasonable Adjustments
- A guide to the special consideration process
- Suspected Malpractice: Policies and Procedures (this document)
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- Post Results Services June 2026 and November 2026
- A guide to the awarding bodies' appeals processes

Students are advised how to avoid committing malpractice in examinations/assessments by attending assemblies during KS4 and via an examinations booklet which contains all the relevant JCQ notices for students taking NEA (non examination assessments) and written examinations.

Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils may not use AI tools:

- During assessments, including internal and external assessments, and coursework.
- To write their assignments, where AI-generated text is presented as their own work.

Staff should:

- Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biassed content;
- Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments.

For more information on AI misuse, see guidance from JCQ on AI use in assessments AI Use in Assessments: Protecting the Integrity of Qualifications). Any misuse of AI tools may be treated as malpractice.

Escalating suspected malpractice issues

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels. (SMPP) If necessary the member of staff must remove any unauthorised material from the candidate or detail the nature of the malpractice on the incident log supplied at the time of the assessment. The candidate must be warned that the member of staff has witnessed malpractice and be allowed to continue with the assessment. A statement must be made by the person reporting the malpractice and any other members of staff who may have witnessed the suspected malpractice. These statements must be submitted to the Exams Officer as soon as possible.

Reporting suspected malpractice to the awarding body

The Head of Centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ document Suspected Malpractice: Policies and Procedures (SMPP 4.1.3)

The head of centre will ensure that, where a candidate is a child or an adult at risk and is the subject of a malpractice investigation, the candidate's parent/carer/ appropriate adult is kept informed of the progress of the investigation (SMPP 4.1.3)

Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration (SMPP 4.4, 4.6)

Malpractice by a candidate discovered in a controlled assessment, coursework or non- examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately (SMPP 4.5)

If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (the candidate or the member of staff) will be informed of the rights of accused individuals (SMPP)

Once the information gathering has concluded, the head of centre (or other appointed information-gatherer) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries (5.35)

Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP).

The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The Head of Centre will be informed accordingly (SMPP 5.40)

Communicating malpractice decisions

Once the awarding body has made a decision then this will be communicated directly to the Head of Centre. The Head of Centre will then arrange for the student/parents to be informed of the decision and the nature of any sanctions imposed. If there is a right to appeal then this will also be communicated to the individuals involved. For further information regarding the submission of appeal, please refer to the **JCQ document A guide to the awarding bodies' appeals processes.**

Exam Contingency Plan

Each centre has its own Exam Contingency Plan specific to their site. All Trust schools will follow the procedure below.

Severe Weather / School closure

In the event the school is closed due to adverse weather or other emergency and provided it is safe to do so the school will be open for **public examinations only** with a skeleton staff to oversee the examinations. Provided it is safe to do so, pupils living locally should make every effort to attend their examination.

Information relating to public examinations in such circumstances will be on the website and a message left on the school's answering service.

- In the event of an emergency at the school, the Head of Centre along with SLT will liaise with the relevant awarding body and follow their Contingency Plan. Should there be a change to the venue, students will be notified via the school website. If due to bad weather the school remains open but candidates are unable to make it into school and it is not possible to relocate the venue of the examination, then an application for Special consideration will be made by the Exams Officer.
- In the event of any disruption to any public examination, the awarding bodies will be informed as soon as it is practically possible.

Lockdown Policy (Exams)

Please also refer to the MNSP **Lockdown Policy**

The purpose of the policy is to respond to an external or internal incident which has the potential to pose a threat to the safety of staff and students in the school.. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- an intruder on the school site (with the potential to pose a risk to staff and students).
- a warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc).
- a major fire in the vicinity of the school.
- the close proximity of a dangerous dog roaming loose.

When a **partial** lockdown is required *prior to an examination*, the following procedures will be followed by all Trust schools Invigilators will:

- Instruct waiting students to enter the examination room or remain in the room they have registered.
- Instruct students to sit in silence in examination conditions.

When a **partial** lockdown is required *during* an examination, the following procedures will be employed by all Trust schools.
Invigilators will:

- tell candidates to stop writing immediately and close their answer booklets.
- collect the attendance register.
- make a note of the time when the examination was suspended
- instruct candidates to remain silent.
- Communicate (via mobile phone/walkie talkie) the situation to the Exams Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)

When a **full** lockdown is required *prior* to an examination, the following procedures will be followed by allTrust schools
Invigilators will:

- instruct waiting students to enter the examination room or remain in the room they have registered.
- instruct students to sit in silence in examination conditions away from any doors or windows
- all internal and external doors and windows must be locked.
- draw any blinds.
- take the register and contact the exams officer to notify them of any absences.
- invigilators and students stay in lockdown until it has been listed by a member of the SLT or the emergency services.

When a **full** lockdown is required *during* an examination, the following procedures will be followed by all Trust schools
Invigilators will:

- advise the students to stop writing and close their papers.
- return any students that are outside the exam room with an Invigilator to the examination room as soon as possible.
- instruct students to sit in silence in examination conditions away from any doors or windows.
- all internal and external doors and windows must be locked.
- draw any blinds.
- take the register and contact the Exams Officer to notify them of any absences.
- Invigilators and students stay in lockdown until it has been listed by a member of the SLT or the emergency services.

Should the **full** lockdown alarm sound immediately following an examination, invigilators will stop dismissing students from the examination and instruct candidates who have left to re-enter the examination room. The instructions above will then be followed.

Once the lockdown has been lifted and if advised to by a member of SLT, if there is sufficient time, candidates may be allowed to restart their examination (following JCQ regulations). Candidates will be allowed the full working time for the examination, the finish time will be recalculated and a note of how long the lockdown lasted recorded on the incident log. The incident log will be forwarded to the Exams Officer. The Exams Officer will notify the awarding body and apply for special consideration should candidates have been disadvantaged.

Internal Appeals Procedure (Internal Assessment Decisions)

This school is committed to ensuring that the assessment process is fair, consistent and in accordance with the specification for the qualification concerned..

Some qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed or marked by teaching staff and then internally reviewed or moderated by other Trust schools. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation. External moderation is carried out by the awarding body and can result in marks going up or down or staying the same, they are therefore provisional. Before submitting marks to the awarding body, centres inform students of their marks and at this point a student can request a review of the centres marking.

If the appeal is for a candidate under the age of 18, then the parent can start the process. If an appeal is lodged for a candidate 18 years or over, then the appeal must be made by the candidate and no correspondence can be entered into with the parent.

The Head of Centre will

- ensure that whenever teaching staff mark candidates work that this is done fairly, consistently and in line with the awarding bodies specification and subject-specific associated documents.
- ensure that all relevant staff follow the *Non-Examination Assessment Policy*. This details the procedures related to centre delivered qualifications which includes the quality insurance and internal standardisation processes which teaching staff are required to follow.
- ensure that candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity and do not have any potential conflicts of interest
- commit to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body (where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking)
- notify candidates of their marks prior to submission to the awarding body so that they can request a review of the centre's marking. The appeal must be made in writing to the School's Exams Officer within 2 weeks of the notification of the grade for the assessment. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
- on request, promptly supply copies of material and the mark scheme or assessment criteria, plus any additional materials specific to the course to assist them in considering a request for review. Should the original copies be requested these will be viewed under supervised conditions.
- following a request, nominate a senior member of staff, usually the Exams Officer (EO), or a member of SLT, to lead the enquiry provided that they have played no part in the original assessment process.
- The review will be carried out by an assessor who has appropriate competence and where appropriate by another Trust school. The assessor will have had no previous involvement in the assessment of that candidate for that component and no personal interest in the outcome of the review. The investigation will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed within 5 days of receipt of the appeal. Should the investigation take longer, then the lead investigator will notify the parent in writing of the need to extend the time period for the investigation.
- ensure that the reviewer marks the component consistently and in line with the standard set by the centre.
- will have the final decision should there be a disagreement on the mark to be submitted to the awarding body.
- ensure that the student/parent/carer is informed in writing of the outcome of the review and that a written record of the review is kept and made available to the awarding body upon request.
- ensures that the awarding body is kept informed if the centre does not accept the outcome of the review

Appeals against decisions to reject a candidate's work on the grounds of malpractice

- If there are any doubts about the authenticity of a candidate's work or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication and malpractice, the school will notify the candidate in writing of their decision not to mark the work. The student, parent or guardian of a candidate has the right to appeal against the decision. The appeal must be put in writing to the Exams Officer within 3 working days of the notification letter.

Internal Appeals Procedure (Reviews of Results and Appeals)

Post results services are available following the issue of provisional results. Should a candidate or centre staff be concerned that a result may not be accurate, there are three post results services that can be applied for.

Candidates will be written prior to the issuing of results to advise them of the arrangements for post-results services. Candidates will be advised of the arrangements for collection of results and that senior members of centre staff will be available immediately after the publication of results so that results can be discussed and options for appeal can be discussed. Candidates will also be made aware of internal deadlines for requesting a service and any fee that is charged by the school for each service.

If the appeal is for a candidate under the age of 18, then the parent can start the process. If an appeal is lodged for a candidate 18 years or over, then the appeal must be made by the candidate and no correspondence can be entered into with the parent.

For written examinations, the services available are:

- Clerical re-check - This is the only service that can be requested for multiple choice tests.
- Review of Marking
- Priority Service 2 (Review of Marking) - This service is available for externally assessed components of both unitised and linear GCE A -Level specifications, it is also available for Level 3 Vocational and Technical qualifications.
- Service 3 (Review of moderation). This service is only available if external moderation has resulted in a change to the internally assessed submitted marks. This service is also not available to individual candidates.

Access to Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of written exam papers within the published deadline.
- An administration fee may be charged by the school should the Head of Department not support the return of the scripts.
- Centre staff may also request scripts for investigation or for teaching purposes. In either case the consent of candidates must be obtained.

Where a concern is raised regarding the accuracy of a particular result the school will:

- look at the marks awarded for each component alongside any mark schemes, relevant result reports and grade boundary information, to determine whether the concern is justified.
- where a university place is at risk, consider whether a Priority Service review of marking is justified (this will be dependent on the qualification).
- advise the candidate to inform the university or college that a review of marking has been submitted to the awarding body.
- obtain the written consent of the candidate (completion of the relevant JCQ form) prior to submitting a review of marking or clerical check. This consent can only be obtained following the publication of provisional results. Candidates are to be advised that on appeal their overall grade may be lower, higher or stay the same. Any request for a review of marking must be made before the internal deadline set by the centre.
- A request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.
- The cost of EARs (enquiries about results) will be met by the candidate.
- All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

Following a Review of Results outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ documents Post Results Services and A guide to the awarding organisations' appeals processes will be consulted to determine the acceptable grounds for a preliminary appeal.

Actions in the event of a disagreement

Should the candidate disagree with a decision not to support a clerical re-check, review of marking or a review of moderation the student may submit the required written consent and the required fee by the deadline set by the centre. The centre will then submit a review on the students behalf.

A review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation. A review of moderation cannot be requested if the internally assessed marks have been accepted without change by the awarding body.

Internal Appeals Procedure (Access arrangements, special consideration and other administrative issues

The school will:

- Comply with the principles and regulations governing access arrangements and reasonable adjustments as set out in the **JCQ publication Access Arrangements and Reasonable Adjustments 2024-2025**
- ensure that all staff who manage and implement access arrangements and reasonable adjustments are aware of the requirements and are appropriately supported and resourced.
- provide access to suitable courses. Through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to students with a disability.

  Access Arrangements, Reasonable Adjustments and Special Considerations

Special consideration

Special consideration is given to a candidate who is affected by adverse circumstances which are beyond their control **at the time of assessment.** Special consideration is applied for when the issue or event has had or is likely to have had an adverse effect on the candidates ability to take an assessment or demonstrate their normal level of attainment in an assessment.

It is the students responsibility to:

- alert the schools Exams Officer or any illness, bereavement, trauma, or event that has otherwise disadvantaged or disturbed them during an exam.
- support any special consideration claim with appropriate evidence within seven days of the exam.

All evidence must be supported by appropriate evidence signed by a member of SLT. The Exams Officer will make a special consideration application to the relevant awarding body within 2 days of receipt of the application. Centres will follow JCQ guidance relating to special consideration.
A guide to the Access Arrangements. Reasonable Adjustments and Special Consideration

Actions in the event of a disagreement

Should the school not support a specific access arrangement/reasonable adjustment or to apply for special consideration (in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration) then the candidate has a right to challenge this.

If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted. This should be submitted to the Head of Centre in the first instance and within 10 days of being notified.

The Head of Centre will consult the relevant JCQ documentation to decide whether the school has compiled with the guidance and regulations governing access arrangements and special consideration. The student will be informed of the decision within 5 working days of the appeal being received.

If the appeal is for a candidate under the age of 18, then the parent can start the process. If an appeal is lodged for a candidate 18 years or over, then the appeal must be made by the candidate and no correspondence can be entered into with the parent.

Equalities Policy (Exams)

- All exam centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates, in accordance with requirements defined by the legislation, awarding bodies, and JCQ. Please refer to the localised centre policy Equalities Policy (Exams) 2026/2027
- Reference can be made to the School Equality Act Statement available on the website for policy on Disability.
- Please refer to the localised centre policy for the criteria the school uses to award and allocate word processors for examinations and assessments.

Grounds for complaint

Teaching and Learning

- Utilising on a long term basis the use of a non-subject specialist without adequate subject matter expertise.
- Incorrect or inadequate core content taught of lacking knowledge of a new specification.
- the taking of an assessment not conducted in accordance with JCQ regulations or awarding body specification.
- Students not informed of their centre assessed marks in sufficient time to request a review of marking prior to the marks being submitted to the awarding body or not having sufficient time to review materials to make a decision whether to request a review of marking of the internally assessed centre mark.
- Centre fails to adhere to its internal appeals procedure.

Access arrangements and special consideration

- Students were not assessed for access arrangements or involved in the decisions made regarding their access arrangements.
- Students not informed of arrangements or arrangements were not put in place at the time of the assessment or written examination.
- Students were not informed of which subjects or specific components of subjects where the agreed access arrangements would not be in place.
- Information relating to examinations was not suitably adapted for a disabled student to access it.
- Failure of adapted equipment e.g. Reading Pen/Word processor put in place failed during the assessment or written examination.
- Access arrangements not put in place following a temporary injury or impairment.
- Failure of the centre to adhere to the internal appeals procedure.

Entries

- Students incorrectly entered for the wrong tier or the wrong examination.

Conduct of an examination

- Failure to supply an examination timetable prior to the assessment or written examination
- Conditions of the room used to conduct the examination.
- Inadequate invigilation.
- Failure to conduct the examination according to the regulations.
- Disruption during the examination.
- Malpractice either alleged, suspected or actual was not investigated or reported.
- Failure to inform the candidate on the outcome of a special consideration or review of marking outcome.

Results and Post Results

- Prior to the publication of results students are not made aware of the post results services available or senior staff are not available to offer guidance and make a decision with regards to the submission of a review of marking.
- Following moderation and after any window of appeal, work is not available or disposed of or has been disposed of prior to the deadline for any review of moderation.
- Centre applied for the wrong post results service or for the wrong component to be reviewed.
- Centre missed the deadline for a post results service.
- Centre applied for a post results service without gaining the approval of the candidate.

Making a complaint

Should a student parent or carer raise a concern with regards to the centre's delivery of the administration of a qualification, the school will attempt to resolve these informally in the first instance. Concerns can be raised by speaking to the Exams Officer or Head of Centre at the school. If the complainant is dissatisfied with the complaint, they can formally raise a complaint by following the trust Complaints Policy 2026-27.

Staff working within Trust school are made aware of their duty to report concerns relating to the conduct of examinations. Whistleblowing is encouraged in schools and the head of centre and governing body aim to create a culture where staff and students are encouraged to report any practices which could compromise the integrity and security of examinations and assessments.

The school will:

- take all reasonable steps to prevent the occurrence of malpractice and maladministration during and after assessments have taken place.
- immediately inform the awarding bodies of any alleged, suspected or actual incidents of both malpractice and maladministration involving a candidate or a member of staff by completing JCQ Form M1.
- for suspected candidate malpractice and JCQ Form M2 for notification of suspected malpractice/maladministration involving centre staff.
- on the request of the awarding body and in accordance with the JCQ publication Suspected Malpractice: Policies and Procedures.
- gather evidence of any instances of alleged or suspected malpractice or maladministration and submit this in a timely manner.

The whistleblower is defined as a person who reports an actual or potential wrongdoing and is protected by the Public Interest Disclosure Act 1998, providing they are acting in the public interest.

How to raise a concern
Concerns should be raised with the member of SLT responsible for examinations, should this not be appropriate the allegation must be made directly to the deputy CEO of MNSP Trust.

Examples of malpractice (this list is not exhaustive)

- Failure to comply with exam regulations as set out by JCQ and its awarding bodies
- security branches involving examination material.
- Conduct of centre staff which undermines the integrity of the examination or assessment.
- Disadvantaging a student by not providing access to appropriate access arrangements or creating an advantage for a student by providing an access arrangement where the required evidence does not support it.
- Accessing an exam paper prior to the exam date and time to aid teaching and learning.
- Abuse of authority

Access Arrangement Policy

The intention of an access arrangement is to meet the specific needs of a student without affecting the integrity of the assessment. Access arrangements are agreed in advance prior to an assessment and allow a student with specific needs, such as a disability, special educational needs or an injury to access the assessment and show what they know without changing the demands of the assessments.

The head of centre will ensure:

- they appoint a SENCo or an equivalent member of staff to coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language and those with a temporary illness of injury.
- that learners have the correct information and advice on their selected qualifications in an accessible format and that the qualification meets their needs.
- that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate a normal way of working. The centre must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor.
- that there is a written process in place to check the qualifications of their assessor and that the correct procedures are followed as detailed in Chapter 7 of the JCQ Arrangements and Reasonable Adjustments.

Adjustments that can be considered are detailed in
https://www.jcq.org.uk/exams-office/access-arrangements-and-reasonable-adjustments/
These will be dependent on the needs of the student and must reflect their usual way of working at the school. Adjustments will be considered if they are reasonable, effective and the likely impact of the adjustment on the student and other students sitting examinations. Adjustments will not be approved if there are unreasonable costs or timeframes and affect the integrity of security of the assessment.

Purpose of the policy
The purpose of this policy is to confirm that the school has a written record which clearly shows the centre is leading on the access arrangements process and:

- is complying with its obligation to identify the need for, request and implement access arrangements (GR 5.4)
- has a written process in place to not only check the qualification(s) of its assessor(s) but that the correct procedures are followed as in Chapter 7 of the **JCQ document Access Arrangements and Reasonable Adjustments (GR 5.4)**
- Schools will make all decisions on appropriate access arrangements for their candidates. Where professionals from other organisations have given advice, they cannot make the decision for the school. This is because they will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations. (AA 4.2)
- The principles for schools to consider include:

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage due to persistent and significant difficulties.

- The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate (AA 4.2)
- Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment object
- Students may not require the same access arrangements or adjustments for every subject. Access arrangements must be considered on a subject by subject basis.
- Access arrangements should be processed at the start of the course and must always be approved prior to an assessment or examination.
- Access arrangements must support the usual way of working within the centre.
- Students must have prior access to the arrangement prior to their first examination.

The Assessment Process

- The SENCO will keep an ongoing record of special educational needs and access arrangements that are used by the students as part of their usual way of working. Students identified as requiring assessment through this process will be listed and tested by an appropriately qualified assessor appointment by the Head of Centre in accordance with the JCQ requirements. Specific arrangements can be trialled during years 7-9. However students can only be formally tested from Year 9 term 6 onwards.
- Form 8 Part 1 or Form 9 will be completed by the SENCo.
- A candidate's access arrangements requirement is determined by the SENCo.
- Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of the SENCo
- Submitting completed access arrangement applications by the awarding bodies deadline is the responsibility of the SENCo in conjunction with the Exams Officer.
- Rooming for access arrangement candidates will be arranged by the Exams Officer.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer with the support of the SEN support staff.
- Evidence will be retained to show the assessors qualification is obtained and checked against the current requirements.
- Evidence that the assessor is suitably qualified will be drawn from the appropriate sources, for example, a copy of a current practising certificate, a copy of a Level 7 assessment qualification certificate, screenshot of relevant registration or listing showing the unique registration number/code (where applicable) and/or certificate number. All assessments will be carried out by the assessor and assessors will not sign off assessments carried out by anyone else.
- Privately commissioned reports cannot be used to award access arrangements or used to process an access arrangement online.
- Guidelines for the assessment of the candidates learning difficulties by an assessor will be followed and Form 8 (JCQ/AA/LD - Profile of Learning Difficulties) will be completed.
- Students with a diagnosis will have arrangements put in place from the date of diagnosis

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Reviews of marking – centre assessed marks
(GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)

[**Centre Name**] 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. [**Centre Name**] is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. [**Centre Name**] 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.

2. [**Centre Name**] will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.

3. [**Centre Name**] will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.

4. [**Centre Name**] will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.

5. [**Centre Name**] will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.

6. [**Centre Name**] 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 for the submission of marks.

7. [**Centre Name**] will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

8. [**Centre Name**] will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. [**Centre Name**] will inform the candidate in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.