



SPRINGWELL COMMUNITY COLLEGE

Examinations Policies and Procedures

2017/2018

SPRINGWELL COMMUNITY COLLEGE
Examination Policies and Procedures

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EXAMINATION ENTRIES

POLICY

All students who have completed a course of study will be entered for appropriate external assessment.

The college may withdraw students from examinations if they are judged not to have completed the course of study, for example by failing to attend lessons or complete coursework, or if their behaviour jeopardises the examinations of other candidates.

Decisions on withdrawals will be made by the appropriate Faculty Leader with the Deputy Head or Headteacher.

The college makes examination entries, not students or parents. Teaching staff will take responsibility for all entries, including re-sits and changes of tier made at the request of students or parents. All results will be included in departmental statistics. Students must not be withdrawn from examinations simply to improve such analyses for a particular department. Students on roll will not be entered as private candidates.

The college will pay for all examination entries. However, if a candidate misses an exam without good reason (e.g. accident or illness), the candidate will be charged for the missed exams.

The college will make examination entries before the deadlines set by the awarding bodies. Late entries will only be made in the most exceptional circumstances and the cost (entry fee and penalty fee) will be borne by the departments concerned, except where students are admitted to the college after the deadlines.

The college does not usually accept external candidates. Should an external candidate be entered, appropriate charges will be invoiced in advance.

PROCEDURES

Key Dates

The examinations officer will display a list of key dates in the exams office and on the exams display board in the staff room. This will identify both internal and external deadlines which must be met by department staff.

Estimated Entries

At the beginning of the Autumn term the Examinations Officer will circulate a memo to Faculty Leaders requesting them to indicate the exam specifications to be used in the forthcoming year. Faculty Leaders will also be requested to indicate the approximate number of students to be entered for each subject in the coming year, as well as the following year. Care must be taken to use the correct specification name and number (especially where this has changed from the previous year) as this information is used to make entries.

If a specification changes or a new examination subject is introduced during the college year, the Examinations Officer should be informed immediately. If a Faculty Leader is considering introducing a new specification in the following year, the Examinations Officer should be informed so that s/he can familiarise herself with the specification and administrative implications.

It is vital that the Examinations Officer is kept informed about specification changes. If this is not done, preliminary material may not be received from the awarding bodies and ultimately entries may not be made.

Final Examination Entries

Approximately eight weeks before the awarding body entry deadline, the Examinations Officer will circulate class entry lists to departments, either electronically or on paper. These should be returned by the internal deadline supplied by the Examinations Officer (approximately 2-4 weeks before the awarding body deadline).

When all entries have been collected, confirmation lists will be circulated to departments showing which students have been entered for each subject. These should be checked and signed by the relevant staff, then returned to the Examinations Officer by the internal deadline given.

Coursework

Entries must be made for modular GCSE coursework units, even though there is no examination involved.

Certification Entries

Certification for unitised awards will be made at the end of Year 11 for all students who are eligible for qualifications.

Modular Re-sit Entries

All re-sits entries for GCSE units will be subject to approval by the Senior Leadership Team line manager. They should be submitted to the exams office at the same time as first time entries, by the Faculty Leader. Requests for re-sit entries from students or parents will not be accepted.

The college will pay for all re-sit entries.

Learning Agreements

When a department makes a re-sit entry it should negotiate a Learning Agreement with the student concerned to ensure that s/he is in receipt of sufficient support and is prepared to undertake the study necessary to improve his/her mark in the examination.

Late Entries

Departments making entries after the awarding body deadline, for which penalty fees are payable, must obtain the approval of the Senior Leadership Team line manager for exams. Fees and penalty fees must be paid by the departments concerned, unless the late entry is due to clerical error within the exams department.

Late requests for re-sits will not be accepted.

“Pirate Entries”

This is a term coined by the awarding bodies to describe entries made on the day of the exam. Such entries will not be made without the approval of the Senior Leadership Team line manager for exams. The penalty fees are substantial and in most cases will be paid by the departments concerned (unless the late entry is due to clerical error within the exams department).

Late Changes

At GCSE the awarding bodies will accept tier changes in linear specifications for a limited time after the entry deadline without extra charge. Very late amendments, however, attract a penalty fee. If this is the case, the changes must be approved by the Senior Leadership Team line manager for exams and the penalty fees must be paid by the departments concerned, unless the tier change is due to a clerical error within the exams department.

Changes to GCSE modular entries always involve a withdrawal and a new entry and as such will generate penalty fees. Such changes must be approved by the Leadership Team line manager for exams.

Withdrawals

All withdrawals should be made, after discussion with the student and parents, and with the approval of the Senior Leadership Team line manager of that department.

Departments making a late withdrawal for which no refund of the examination fee is available must also obtain the approval of the Senior Leadership Team line manager for exams. The examination fee must be paid by the department.

“Private Entries”

It is not possible for a student who is still on roll to be entered for exams as a private candidate. Staff should not suggest to students that they may be entered for an examination if they pay for the entry themselves.

Statements of Entry

For modular exams, the Examinations Officer will issue statements of entry to students as soon as they are received from the awarding bodies. These will show the dates of examinations but not the times, as these may change during the rooming process.

For the summer season, the Examinations Officer will issue comprehensive statements of entry, created on the colleges MIS, which encompasses all Boards. A letter is sent home to parents, which asks them to check these entries with their son/daughter, and explains that any exams which are missed without a valid reason (e.g. accident or illness), will be charged to the candidate/parent. Parents are asked to return a reply slip to indicate they understand this.

RESPONSIBILITIES

Teaching staff are responsible for making and checking examination entries (including re-sit entries and certification entries).

The Examinations Officer is responsible for collecting examination entries and other submissions from departments and passing them to the awarding bodies accurately and in line with the appropriate deadlines.

The Examinations Officer is responsible for keeping departments and students informed about deadlines and about the entries which have been made on their behalf. A list of Key Dates will be on display in the staff room and exams officer at all times.

Students are responsible for checking their own entries and personal details and alerting the Examinations Officer to any errors or changes.

PROCEDURES ON THE DAY OF EXAMINATION

In order to ensure a consistent approach, colleagues are asked to follow the procedures laid out below.

The main part of the document refers to external examinations, but internal exams should normally follow similar guidelines.

GENERAL

Exams/Lessons

- When students are not in exams they should go to their timetabled lesson in the designated classroom. No students should be wandering around the site.
- Students are expected to remain silent throughout the time they spend in the exam room, whether or not an exam is actually in progress.

Exam Signs

These will be put up inside and outside exam rooms by exams office staff.

Publication of Seating Arrangements

- Every student will be given a personal timetable
- Seating plans will be posted daily in the dining area.
- A seating plan will be available in each exam room. Invigilators will all have access to a seating plan to assist candidates in finding their seats.
- A timetable for the whole season will be issued to all staff.

Invigilation

Teaching staff are not expected to invigilate in examinations, except in some practical subjects where specialist knowledge is required. A team of external invigilators has been recruited to supervise examination rooms. Occasionally teachers may be asked to assist in invigilating large groups, where we do not have enough invigilators.

Invigilators will supervise students after they enter examination rooms, directing them to their seats, answering exam-related questions and issuing instructions about bags and equipment. Where required, they will make any announcements that are required, including administrative announcements requested by the Student Progress Leaders or Faculty Leaders. They will not be responsible for student discipline before and after examinations outside large venues such as the Hall or the Sports Hall.

SETTING UP EXAMS

Invigilators will be given advance timetables allocating them to particular exam rooms. They should gather in the main exam venue 15 minutes before the start of each session.

- Morning exams all start at 9 am, or as soon after 9 am as possible.
- Afternoon exams generally start at 1:00 pm, depending on the length of the exam.

Papers and answer booklets for external exams are stored in the secure exams cupboard. The Examinations Officer will check the date and time of the exam papers along with another member of staff (generally the lead invigilator) to make sure the correct exam papers are used for each exam. These will be split, signed off and secured in envelopes/packaging in the secure room before being distributed to the separate invigilation rooms where they will be checked once again before the exam begins.

For internal examinations, Departments will provide the exam papers. If required, the Examinations Officer will keep the exam papers in the secure storage area.

Invigilators should take papers and materials directly to the exam rooms assigned to them. **Under no circumstances should exam papers in invigilators' care be left unsupervised.**

- When large venues (the Hall, Sports Hall) are used to full capacity, packs of exam papers may be opened and question papers and answer booklets laid out on desks before students are admitted to the exam room. For smaller groups answer booklets and other material may be laid out on desks, but packets of exam papers should not be opened until after students have been seated.

- In the Hall spare equipment, stationery and papers will be kept at the back of the hall, to minimise disruption to students.
- In normal classrooms answer booklets and other materials may be laid out on desks, but packets of exam papers should not be opened until after students have been seated.
- Students should line up outside exam rooms 10 minutes early and wait until given permission to enter by the invigilator.
- If in the Hall students will line up outside the fire exit to the rear of the stage. If it is wet they will line up down the Administration Corridor (two abreast), as quietly as possible.
- If in classrooms will line up in the corridors outside the classrooms as quietly as possible.

CONDUCT OF EXAMINATIONS

The Start of the Exam

An invigilator should be at the door of the exam room in order to ensure correct entry. An exam is deemed to be in progress from the time the candidates enter until the scripts have been collected and the students have left the room.

Invigilators Must...

- Ensure that bags and coats are left at the side of classrooms.
- In the Hall bags should be left in the dining area or at the back of the hall if the venue is not fully in use. Students must sit down in their designated seats as quickly as possible. If a student cannot find their designated seat, they must look to an invigilator for assistance – **students must not assist each other in finding their seats.**
- Ensure that students are sitting in the correct seats. There will be a seating plan with every set of papers. Students will be identified by the photographs and listings provided in each exam room. The Student Progress Leader and/or a member of SLT will also be on hand to ensure identification of candidates.

The Examination Officer should...

- Write the Centre Number **23176** on the board.
- Check that a clock is visible to all candidates, showing the correct time.

- Place name cards on each candidate's desk, displaying their name and exam number.

Announcements by Teachers

"Members of centre staff may be approved by the Headteacher to be present at the start of the exam.

Where specifically approved by the head of centre and agreed with the exams officer, members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper, (particularly where optional or tiered papers are involved);
- to check that candidates have the appropriate equipment and materials for the examination;
- using information provided by the exams officer or subject teacher, identify whether the candidates have been prepared for the set texts highlighted on the question paper.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the exam room;
- enter the exam room, uninvited, with the sole intention of accessing the examination question paper;
- have access to the examination question paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before escalating the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, except in Art timed tests and Science Practical examinations, or where maintaining discipline in the examination room. This constraint extends to the reading of the question paper rubric to candidates;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;"

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2014-2015 - Section 10>

Member of Staff Starting Examination

- Read appropriate parts of the suggested wording for the Invigilator's announcement given in Appendix 1 of the **Instructions for the Conduct of Examinations**.
- Draw students' attention to the instructions on the front of the question paper, and to any other notices issued by the examiners.
- Instruct students to write their names on the front of the answer papers.
- Tell students that they can start writing.

During the Exam

Invigilators should give students their full attention throughout the exam. They should not take work or reading matter into the exam room.

Invigilators are not permitted to give candidates any advice whatsoever about exam questions, even if they ask for it. If an invigilator or a teacher believes there is an error in a question paper this should be reported to the Examinations Officer immediately. Under no circumstances should any announcement be made to candidates sitting the exam, unless the awarding body has issued an erratum notice.

- Invigilators should sign the invigilator sheet, giving their times of arrival and departure.
- Invigilators should check attendance under the direction of the Examinations Officer, marking absentees and late arrivals clearly on the seating plan. Bear in mind that it may be necessary to refer to the seating plan months after the exam – any markings should be clear and unambiguous. Using the seating plan, complete the attendance registers but do not mark students as absent if they do not appear on the seating plan – they may be in another room. Where an exam is spread over several rooms, the attendance list will normally be in the largest room.
- Invigilators should “work the room” keeping an eye on students and ensuring appropriate conduct.

At the End of the Exam

- Five minutes before the end of the exam the Examinations Officer or an invigilator appointed by the Examinations Officer should inform students of the time remaining.
- At the end of the exam candidates should be told to stop writing.

- The Examinations Officer or an invigilator appointed by the Examinations Officer should remind students to write their names and exam numbers on the front of the answer paper.

Collection of Scripts

- Answer papers must be collected before students leave the exam room.
- Answer papers should be collected in exam number order, or sorted after collection if this is not practical. In external exams students are usually seated “snake-wise” - that is, from front to back of row A, from back to front of row B, from front to back of row C etc.
- “Scripts are confidential between the candidates and the awarding body. No-one may read them or photocopy them before they are sent to the examiner/awarding body, unless the awarding body has stated otherwise.” – *JCQ Instructions for conducting examinations*
- *For internal exams students may be seated in class order so that papers can easily be distributed to teachers for marking. They will usually still be seated “snake-wise” as above and papers should still be collected from front to back, back to front etc.*

The End of the Exam

- Students should sit in silence and wait for dismissal.
- In large venues students should leave row by row, in silence, when told to by the Examinations Officer or an invigilator appointed by the Examinations Officer.
- Where examinations continue after 3.30 pm candidates who normally travel by college bus are responsible for making their own travel arrangements.

Return and Despatch of Scripts

- Scripts should be returned to the Examinations Officer. If the Examinations Officer is unavailable, the scripts should be locked away in the secure cupboard.
- The college will despatch exam papers to examiners using a traceable Parcel Force service funded by the NAA.

EVENTUALITIES

Late Arrivals

- If a student arrives after the start of the examination they should be admitted to the exam room without disturbing other candidates. They should be allowed the full time for the examination. Late arrivals to exams involving audio or video playback will be admitted at the discretion of the examinations officer/senior invigilator.
- If a student arrives more than one hour after the published starting time (or 30 minutes after if the examination is less than one hour), a JCQ/VLA – Reports on Candidate Admitted Very Late to Examination Room form should be completed and submitted to the Awarding body as soon as possible. The students should be sent for marking in the normal way.

Equipment

- Students are primarily responsible for providing their own pens, pencils, drawing equipment, calculators etc. The college does hold a stock of spares, but will not be held responsible if there are not enough spares to go round and a candidate's performance is impaired.
- Under no circumstances should students be allowed to share equipment.

Leaving the Exam Room Temporarily

- Students who leave the exam room to go to the toilet or the medical room must be accompanied by an invigilator and must not speak to anyone, either in person or on the phone, while they are outside the exam room. They may be allowed extra time to make up for their absence.

Leaving the Exam Room Early

- No candidate may leave the exam room until one hour after the official start time of the exam (or until the end of the exam if this is earlier), except for supervised toilet breaks. If a candidate has finished early they must sit in silence until the one hour is complete.
- No candidate may be readmitted to the exam room once he/she has left.
- Unless a candidate is taken ill, students may only leave the exam room before the end of the exam session, with the specific approval of the Senior Leadership Team and the Exams Officer before the start of the exam. If students are taking an exam in a smaller venue, they may leave the exam after one hour, at the discretion of the Examinations

Officer and invigilators. Students who leave the exam early must not congregate outside any of the exam venues.

- Where there are two or more exams of different lengths in the same room, Y10/11 students may leave at the end of each exam session *at the discretion of the Examinations Officer and invigilators*.
- Candidates will be informed whether they will be permitted to leave at the end of their exam at the beginning of the session.

Mobile Phones

- Students are not permitted to bring mobile phones, MP3 players or other electronic devices into an exam room.
- If a mobile phone rings in a student's bag during an exam, the bag should be removed from the room and its owner identified at the end of the exam. The owner of the phone should then be taken to the Examinations Officer.
- If a mobile phone rings in a student's pocket, it should be switched off and handed to an invigilator immediately. At the end of the exam the student should be taken to the Examinations Officer.
- All incidents involving mobile phones will be reported to the awarding body. The candidate concerned will normally have his/her marks for the paper reduced to zero.

Cheating

Any student who is observed to be cheating should be warned immediately by the invigilator and any offending material confiscated. At the end of the exam he/she should be taken to the Examinations Officer.

Disturbances

Any student who created a disturbance should be warned not to do so **once**. If he/she persists the invigilator should contact Reception and ask for a senior staff callout. The member of senior staff responding may warn the student again, or remove him/her from the examination.

Fire Alarm

- If the fire alarm sounds during an exam the Examinations Officer or invigilator appointed by the Examinations Officer should instruct students

to stop writing and wait for further instructions. If the alarm is genuine they should leave the room silently, row by row. Question papers, answer papers and bags, coats etc. should be left in the exam room.

Students should go to the normal assembly area, but should be kept separate from other students and supervised to ensure that there is no collusion.

When the all clear is given students should return to the exam room and complete the paper, being allowed the full working time. A report will be made to the awarding body.

Calling for Assistance

Invigilators will have a mobile phone on silent mode where they can call Reception or the Exams Officer if they need assistance. Where there is only one invigilator in a room, it is the invigilators responsibility to ensure they have the relevant contact numbers programmed into their phone and a phone charger before the exam.

Recording Incidents

The senior invigilator should record all incidents in the space at the bottom of the invigilators' signing in sheet. In cases where disciplinary action is to be taken a written statement may be required after the examination from the invigilator(s) involved.

RESPONSIBILITIES

As Head of Centre the Headteacher has ultimate responsibility for all assessment conducted at Springwell Community College.

The Examinations Officer is responsible for the day to day management of examinations, including

- Timetabling, rooming and seating
- publication of arrangements
- the safekeeping and distribution of question papers
- the activity of invigilators
- the collection and dispatch of scripts
- the observation of awarding body regulations

The Examinations Officer reports to the Senior Leadership Team line manager for exams.

Students are responsible for attending examinations on time and in the correct rooms, as detailed in their timetables.

COURSEWORK

On completion of a piece of coursework all students must sign an appropriate statement of authentication. Teaching staff should take the steps necessary to confirm that no plagiarism has taken place, from the Internet or from other sources.

RESPONSIBILITIES

Teaching staff are responsible for managing the production, marking and internal moderation of coursework.

The Examinations Officer is responsible for collecting coursework marks and submitting them to the awarding bodies, for forwarding requests for samples to the appropriate departments and for packaging and despatching coursework to moderators.

All documentation of coursework is the responsibility of the teachers concerned. The Examinations Officer will not check coursework or documentation before despatch.

RESULTS AND CERTIFICATES

Students will be invited to collect examination results when these are released by the awarding bodies. Results will be posted to students who provide stamped addressed envelopes. Results for other students will be held by the Examinations Officer for collection.

Certificates for the main summer exam season will be received in college towards the end of October. A Certificate Presentation Evening will be held in early November. Any students who do not attend the Presentation Evening will be able to collect their certificates from the Examinations Officer after this date. Alternatively, they can provide a stamped addressed envelope covering the cost of recorded post (charges will be advised at the time of invitation to the presentation evening). Certificates will be retained until one year after the date of the presentation evening, after which they will be returned to the awarding bodies for shredding.

OLD CERTIFICATES

The Exam Boards will no longer provide copies of certificates which have been lost, or which were never claimed. However, students can apply for a Certified Statement of Results which can be used in the same way as a certificate. All Boards charge a fee for this service. Many of the old Exam Boards have amalgamated in the past few years, so if students cannot remember which one issued the original certificate for a particular subject, there are only three or four to contact.

The college changes specifications regularly. We will not always be able to tell students which Board may have been used for a particular subject in the past.

Students will have to fill in a form for each Board. These can be found on their websites:

AQA <http://store.aqa.org.uk/admin/library/AQA-EXAMRECORDS.PDF>
Edexcel http://www.edexcel.com/iwantto/I%20want%20to%20%20Tasks/Replacement_Certificate.pdf
OCR http://www.ocr.org.uk/download/admin/ocr_19796_admin_cert_statement_app.pdf
WJEC <https://www.wjec.co.uk/uploads/publications/1500.pdf>

Certified Statements of Results are not issued automatically on request. The Boards will ask for details of the circumstances in which the original certificates were lost and may refuse to provide a statement if it seems likely to endanger the system of issuing exam results.

RESPONSIBILITIES

The Examinations Officer is responsible for receiving, checking, storing and recording distribution of certificates.

Once certificates have been returned to the awarding bodies it is the responsibility of the students concerned to order replacements for any that were unclaimed or subsequently lost.

POST-RESULTS SERVICES

Students will be issued with information about Post-Result Services along with their examination results. These include:

- obtaining photocopies of scripts
- obtaining original scripts
- claiming grades
- declining grades
- re-mark services

Students wishing to have a script re-marked must obtain a photocopy of it first and discuss whether a re-mark is advisable with the appropriate teacher.

RESPONSIBILITIES

It is the responsibility of the Departments to request post-result services from the Examinations Officer.

It is the responsibility of the Examinations Officer to

- inform Departments and students about deadlines for post-result services
- submit requests for post-result services to the awarding bodies in accordance with any deadlines they may set

Because of the short timescale the Examinations Officer will accept requests for photocopies of scripts directly from students.

DOCUMENTS

JCQ: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2014-2015>

JCQ: <http://www.jcq.org.uk/Download/exams-office/post-results-services/post-results-services-june-2014-and-november-2014>

MALPRACTICE

DEFINITIONS

"**Malpractice**" means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

JCQ: Suspected Malpractice in Examinations – Policies and Procedures 2012/13

POLICY

The college will ensure that students are informed about regulations relating to examinations and coursework.

The college will investigate all alleged infringements of regulations, by staff or by students.

Any student or member of staff accused of malpractice will be

- informed of the allegation made against him or her
- given access to the evidence supporting the allegation
- told the possible consequences should malpractice be proven
- given the opportunity to prepare a response
- given the opportunity to seek independent help
- informed of appeals procedures (if any)

All proven allegations of malpractice will be reported to the appropriate awarding body.

PROCEDURES

Where malpractice appears to have taken place it should be reported to the Examinations Officer in the first instance.

An investigation will be carried out by the Deputy Head responsible for examinations on behalf of the Head of Centre and the Head of Centre will submit a report to the awarding body.

Where allegations of malpractice are made against a student, he or she should be

- given an opportunity to write a personal statement

- given an opportunity to seek advice from his/her parents.

Whether or not a student's parents are involved in the investigation, they will be provided with a copy of the report submitted to the awarding body.

Where a student's parents are connected with the college (for example, as members of staff or governors) they will not be permitted to take part in the investigation.

Where the alleged malpractice involves coursework and the student has not yet signed a statement of authentication the issue should be dealt with internally.

Where coursework submitted for internal assessment is rejected on the grounds of malpractice, candidates have the right to appeal against this decision.

Once a statement of authentication has been signed the case must be referred to the appropriate awarding body.

All decisions about penalties to be applied for malpractice lie with the awarding body concerned. When it receives a response to a malpractice report the college should inform the parties involved as soon as possible.

Students do not have a right of appeal against decisions. The college may appeal on behalf of a student. Students and parents should not attempt to contact awarding bodies directly.

RESPONSIBILITIES

It is the responsibility of teaching staff to ensure that students understand

- exam room regulations
- regulations relating to coursework
- college expectations during the exam period.

It is the responsibility of the Examinations Officer to ensure that

- students are issued with copies of regulatory notices
- regulatory notices are displayed in all exam rooms
- invigilators remind students of regulations at the beginning of each exam session
- copies of regulatory notices are published on the college's website.

DOCUMENTS

JCQ: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2014-2015>

JCQ: <http://www.jcq.org.uk/Download/exams-office/malpractice/plagiarism-in-examinations>

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

See Separate Policy

POLICY

The college will ensure that whenever its staff assesses students' work for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

Students' work will be produced and authenticated according to the requirements of the examination boards. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

Printed copies of this procedure are available from the Examinations Officer.

ACCESS ARRANGEMENTS AND SPECIAL CONSIDERATION

DEFINITIONS

Access Arrangements “are approved before an examination or assessment and are intended to allow attainment to be demonstrated [by candidates who have particular requirements]. An example of an Access Arrangement would be the provision of a modified paper for a candidate with a visual impairment.” *JCQ Access Arrangements FAQ*

See Separate Policy

Special Consideration “may be given following an examination or assessment to ensure that a candidate with a temporary illness, injury or indisposition at the time it is conducted is given some recognition of the difficulty they have faced. Any Special Consideration granted cannot take away the difficulty the candidate has faced and can only be a relatively minor adjustment to ensure that the integrity of the standard is not compromised.” *JCQ Access Arrangements FAQ*

See Separate Policy

DOCUMENTS

JCQ: <http://www.icq.org.uk/Download/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-2014-2015>

SIGNED: Head of Centre

Exams Officer