

# Examinations Policy

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**HoD** = Head of Department

**HoY** = Head of Year

**SENCo** = Special Educational Needs Coordinator

**SLT** = Senior Leadership Team

**JCQ** = Joint Council for Qualifications

<sup>1</sup> JCQ Instructions for conducting examinations 2022-23; JCQ Instructions for conducting non-examination assessments 2023-24

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### SECTION A: Introduction

#### **1. Purpose of the policy**

- 1.1. This policy applies to Mulberry Schools Trust (MST) and Mulberry Academy Woodside (MAW) and references to 'the Trust' and 'the academy' shall be taken to mean MST and MAW.
- 1.2. Mulberry Academy Woodside plans and manages all assessed aspects of qualifications so that they are conducted consistently, efficiently and securely, in line with Joint Council for Qualifications<sup>2</sup> (JCQ) and awarding body requirements and in the best interest of candidates.
- 1.3. This policy includes and meets JCQ and awarding body requirements and sets out academy expectations and procedures, so that staff, students, parents and awarding bodies can have confidence in academy practice and all staff understand and can enact their responsibilities.

#### **2. Scope of the policy**

- 2.1. The policy applies to all assessed aspects of qualifications taken by students at the academy, including examinations and all non-examined assessments. Currently, these qualifications are GCSE, GCE and BTEC.
- 2.2. The policy does not cover internal exams and assessments, although many of the same procedures are used to help build students' experience and confidence.

#### **3. Principles underpinning the policy**

- 3.1. The policy adheres to all JCQ requirements.
- 3.2. The policy upholds academy values and supports students in achieving their potential and gaining the qualifications they need for successful and challenging next steps.
- 3.3. The policy has impact when implemented: all staff must read, understand and fulfil their responsibilities. Staff will receive appropriate support, updates and training.

#### **4. Policy review**

- 4.1. This policy is reviewed annually by the Mulberry Academy Woodside Local Governing Body. The review takes account of the annual JCQ inspection reports, the Pearson Centre Quality Review report (for BTECs) and available awarding body feedback. Copies of these reports are held centrally with the policy.

#### **5. Qualifications offered**

- 5.1. Mulberry Academy Woodside currently offers GCSE and BTEC qualifications at KS4. The curriculum, including the range of subjects and qualifications, is developed by the Deputy Head Teacher responsible for Quality of Education, Assistant Head Teachers for Quality of Education and the Associate Assistant Head Teacher for Raising Standards. It is agreed annually by the Trust Board and published in the academy's prospectus.
- 5.2. Decisions about specifications and awarding bodies are made by the HoD's in consultation their SLT link and broader SLT.
- 5.3. The types of qualifications offered are GCSEs, BTECs, OCR Cambridge Nationals, Tech Awards, ASDAN and Entry Level.
- 5.4. If there is to be a change of specification for the next academic year, the Exams

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and Assessment Manager must be informed by July prior to the new academic year commencing. This will ensure any pre-release materials are received by the centre.

- 5.5. Informing the Exams and Assessment Manager of changes to a specification is the responsibility of the Head of Department.
- 5.6. Decisions on whether a candidate should be entered for a particular subject will be taken by SLT in consultation with the Head of Department.

<sup>2</sup> The Joint Council for Qualifications (JCQ) consists of AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC, the seven largest providers of qualifications in the UK, offering GCSE, GCE, Scottish Higher, Entry Level, vocational and vocationally related qualifications.

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- 5.7. These qualifications include different modes of assessment, including written examinations, on-line examinations and non-examination assessments including practical assessments. All include an examined component.

## SECTION B: Procedures

### 6. Exam Series

- 6.1. Internal exams (termly assessments) are scheduled as per the school's assessment calendar.
- 6.2. External exams and assessments are usually scheduled in May/June, with allowance for changes in the exam window as announced by Ofqual.
- 6.3. Year 10 and Year 11 mock exams are held under external exam conditions with invigilators. The centre does offer some assessments on an on-demand basis for BTEC. If offered, on-demand assessments can be scheduled only in windows agreed, where applicable by the awarding body or between SLT and HoD.

### 7. Equalities Act 2010

- 7.1. All exam centre staff must ensure that they meet the requirements and be aware of the Equalities Act (2010).
- 7.2. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of all staff.

### 8. Procedures for entry/withdrawal of candidates to qualifications, examinations and other assessed components

#### 8.1. Entries

- 01 The academy expects all students to be entered for examinations and assessments for which they have been prepared.
- 02 The Examinations and Assessment Manager informs SLT and HoD's by email, staff bulletin and briefing of the deadlines associated with exam entry and withdrawal and informs them of the information needed.
- 03 If there has been a change of specification from the previous year, subject leaders must inform the Examinations and Assessment Manager as soon as the decision is made.
- 04 The Examinations and Assessment Manager enters the entries from HoD's lists and HoD's check them. BTEC lead verifiers sign a copy of the registration list. Changes may be made without charge up to the date when awarding bodies charge fees.
- 05 Further details of procedures relating to BTEC registrations are included in the academy Non-Examined Assessment Policy
- 06 All registration and exam entry fees for internal candidates are met by the

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academy. Reimbursement will not be sought from candidates who fail to sit an exam or meet the necessary non-examination assessment requirements.

- 07 The Exams and Assessment Manager will publish the deadline for actions well in advance for each exam series.
- 08 Late entries are actioned only if authorised by the SLT link. Late entries fees are usually charged to department budgets.
- 09 Departments are not charged for changes of tier, withdrawals made following the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

### 8.2. *Withdrawals*

- 01 Heads of Year inform the Examinations and Assessment Manager if students are taken off roll.
- 02 In exceptional circumstances, following discussion with student, parent/carer, subject teacher, HoD's, SENCo, HoY and the Deputy Head Teacher responsible for exams, students may be withdrawn from a qualification. The Deputy Head Teacher responsible for exams makes decisions in consultation with the Head Teacher and informs the Examinations and Assessment Manager.

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- 03 All Key Stage 4 students are entitled, and enabled to achieve, at least one qualification from an external awarding body.

### 9. Procedures relating to external examinations<sup>3</sup>

#### 9.1. *Delivery of examination materials*

- 01 Examination materials are always addressed 'For the attention of the Examinations and Assessment Manager' and are quickly recognised.
- 02 Arrangements for handling secure electronic materials, this will be downloaded securely by the exams and assessment manager in liaison with the network manager
- 03 When parcels are delivered to Reception, Reception staff sign for the parcel, logs its receipt, and immediately call Premises to inform them an exam delivery has been made, and to ask them to take the parcel directly to the Examinations and Assessment Manager.
- 04 During office hours, if the Examinations and Assessment Manager is unable to take delivery from the Premises Team, the Examinations Officer will unlock the Exam Office and the exam safe so that the parcel can be left inside and lock the doors again. The Examinations and Assessment Manager is informed by the Examinations Officer that a delivery has been made.
- 05 Outside office hours (or during holidays), if neither the Examinations and Assessment Manager nor the Examinations Officer is able to take delivery, the parcel is locked in a cupboard in the Admin Office.

#### 9.2. *Storage and management of examination materials*

- 01 Materials are received in sealed boxes and plastic sealed envelopes and are stored in the academy's exam safe. The exam safe is accessible only by the Head of Centre and Examinations and Assessment Manager.
- 02 Immediately on receipt, the Examinations and Assessment Manager in their absence, locks the papers in the exams safe.
- 03 Using the windows in the packaging, the Examinations and Assessment Manager checks the paper received and cross-references all exam materials received against those ordered and logs those received.
- 04 Materials are kept in the safe until the period immediately preceding the examination, as per JCQ procedures. On the day before any examination, exam materials are rechecked by the Examinations and Assessment Manager so that the correct question paper packets will be opened.
- 05 Exam papers and awarding body stationery are taken out of secure storage within one hour of the stated examination time for exam room preparation. For access arrangements, a designated invigilator collects student papers from the Examinations and Assessment Manager in the main exam hall.

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- 06 Spare papers for exams that have been taken are not left in or returned to the exams safe.
- 07 The Examinations and Assessment Manager will inform the awarding body immediately if the security of the question papers or confidential supporting instructions is put at risk.
- 08 After the examination, exam scripts are taken by the Lead Invigilator and/or the Exams Manager to the Exams Office. They are checked by the Examinations and Assessment

<sup>3</sup> See JCQ Instructions for conducting examinations Sept 2023-Aug 2024



Manager and prepared for dispatch. Spare awarding body stationery is also returned to the exam's office.

### 9.3. *Dispatch of examination materials*

- 01 Prior to the start of each exam season, the Examinations and Assessment Manager contacts Parcel Force to arrange exam parcel collection and informs reception staff. Parcel Force collect parcels every weekday until the end of the exam season.
- 02 Exam scripts are dispatched either on the same day as the exam or the following day
- 03 The Examinations and Assessment Manager takes packaged exam scripts that are ready for dispatch to Reception and leaves them securely for collection. Reception staff inform the Examinations and Assessment Manager when Parcel Force are on site. If parcels are not ready for dispatch by the time Parcel Force arrives, they are left in the Exams Office secure room until the next day
- 04 If Parcel Force fails to collect for any reason, the parcels will be left overnight locked in the secure storage for despatch the following day. Reception will notify the Examinations and Assessment Manager again once the parcels have been collected.
- 05 All collections are logged both by Parcel Force and the Examinations and Assessment Manager. The Examinations and Assessment Manager keeps a record of all dispatches identified by their unique reference number.

### 9.4. *Information to students, parents and staff*

- 01 All students sitting exams are given information about exam expectations, routines and malpractice<sup>4</sup>, through assemblies prior to their mocks and prior to the external exams. Mock exams reflect all procedures required in external exams.
- 02 Examination timetables and arrangements are distributed as follows.
  - Individual timetable, with copy of JCQ Candidate privacy notice, given to each candidate and posted to each candidate's parent/carer.
  - Full timetables (Y11) emailed to all staff and published on the academy website.
  - Daily summary of exams and exam arrangements and a full list of student names emailed to all staff the day before each exam.
  - Week-ahead examination arrangements and a full list of students emailed to SLT each week.
- 03 Candidates are informed that whatever the date of their last exam, they must remain available until Wednesday 26 June 2024 in case an awarding body needs to invoke its contingency plan and make use of this date.
- 04 All JCQ guidance for candidates is available on the academy's website.
- 05 Students can look at their seat numbers for each exam via their exam

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timetable outside/ inside the exam hall before the exam.

<sup>4</sup> See Appendix 4 for examples of candidate malpractice.

- 06 As soon as entries are submitted, the Examinations and Assessment Manager will make arrangements to resolve any clashes. Candidates will be informed of these arrangements within 2 weeks of entries being submitted.

#### 9.5. *Exam venues and environments*

- 01 The academy uses the following internal spaces for exams:
- the sports hall and the annex
  - main hall
  - other rooms will be booked depending on requirements and availability.
- 02 On-screen exams take place in IT rooms.
- 03 The Examinations and Assessment Manager books all exam rooms, after liaison with other users, and arranges for them to be set up by the Premises Team.
- 04 The Examinations and Assessment Manager ensures all materials and equipment required are in the correct rooms. The Network Manager supports with on-screen exam access.

#### 9.6. *Invigilation*

- A core team of invigilators is appointed by the school, and is line managed by the Exams and Assessment Manager for internal exams. In addition, external invigilators will be used to invigilate public examinations.
  - Recruitment of directly employed school invigilators is the responsibility of the Exams and Assessment Manager.
  - Invigilators are recruited, timetabled, trained, and briefed by the Exams and Assessment Manager.
  - All invigilators and Lead Invigilators are trained by the Examinations and Assessment Manager each year.
  - Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators and organising induction (including relevant safeguarding training) is the responsibility of the HR administrator.
  - Invigilators are required to sign the conflict-of-interest declaration in Appendix 1.
  - For further information on our safer recruitment policy please see the Mulberry Academy Woodside Child Protection and Safeguarding policy.
  - DBS fees for securing such clearance are paid by the centre.
  - Invigilators' rates of pay are set by the Head Teacher and School Business Manager.
  - Invigilators are recruited, timetabled, trained, and briefed by the Exams and Assessment Manager.
  - All invigilators and Lead Invigilators are trained by the Examinations and Assessment Manager each year.
- 01 The invigilation team for each external exam includes at least:
- a lead invigilator
  - one invigilator for each group of 30 candidates (or fewer) sitting timetabled written exams; or
  - one invigilator for each group of 20 candidates taking on-screen tests, or timed Art examinations unless the awarding body has given permission to do otherwise.

- an additional invigilator to provide cover if needed.
- 02 This is, however, dependent on the nature of the test and the layout of the room. Further invigilators are used at the Examinations and Assessment Manager's discretion to ensure that all candidates are always in view.
- 03 Invigilators are timetabled by the Examinations and Assessment Manager and deployed in each exam by the Examinations and Assessment Manager or Lead Invigilator.
- 04 External invigilators also provide the practical support as part of one-to-one access arrangement, and additional invigilation is allocated to oversee several nearby spaces (a "roving invigilator" as defined by JCQ).
- 05 External invigilators are used for all external written/on-line exams.
- 06 External invigilators are also used for mock exams; access arrangements for mock exams are met by teaching assistants and other trained support staff.

*Exam day routines.*

- 07:45 – 08:25 revision and breakfast in Ash Canteen
- 08:40 (morning examinations) students to go to usual tutor group line-up where registers are taken; 13.30 (afternoon examinations) students go to line up. For non-core examination the HoY will form separate lines for each examination.
- A register is taken by HoY/AHoY depending on teaching commitment.
- A register taken by attendance officer.
- SLT/HoY leads lines to exam hall.
- First register is finalised by HoY/AHoY/SLT as students are going into the exam hall. This is cross checked with the attendance officer's register.
- Attendance officer and attendance team immediately follow up absentees.
- Second register taken by Lead Invigilator and Exams and Assessment Manager to check for late arrivals.
- Register cross check with first and taken to attendance team and the Exams and Assessment Manager.
- Invigilator instructs rows of students to move into hall; invigilators take over supervision at the hall door.
- In the event of rain, students will line up under the covered areas in the playground.

07 The Examinations and Assessment Manager notifies kitchen if early lunch required for afternoon exam; HoY/AHoY/SLT and/or 2 members of staff support with early lunch.

08 The Examinations and Assessment Manager and ensures necessary supervision for any candidates with exam clashes. Where candidates are taking two or more examinations in a session and the total time is three hours or less, candidates are given a supervised rest break in the exam hall under exam conditions.

9.7. *In the exam hall (including on-screen exams)*

01 Senior and middle leaders supervise students into the hall only. The Examination Manager, and the invigilation team are responsible for students once they enter the hall. Senior members of staff approved the head of centre, who have not taught the subject will remain until the exam has started.

- 02 JCQ regulations concerning the people present in the examinations room is included as Appendix 2.
- 03 An examination report sheet is completed by the lead invigilator after each exam. This records all members of staff present at any point in the exam room (with the reason), any late students and any other pertinent information.
- 04 The academy's published expectations for dress and behaviour apply in and around the exam hall.
- 05 Disruptive candidates will be dealt with in accordance with JCQ guidelines. JCQ regulations concerning candidates' use of mobile phones and all electronic devices always apply. Mobile phones are collected from students by the Examinations Officer and stored in individually numbered bags.
- 06 Candidates' mobile phones/electronic equipment are collected in individual labelled bags as candidates enter the hall. The boxes of phones are locked in the exam's office.
- 07 Candidates' personal belongings, including their bags and coats, are stored in the cages between the main sports hall and the support area. Candidates are encouraged to bring as little as possible into the hall with them.
- 08 The lead invigilator checks the day, date, time, subject, unit/component and tier of entry (if appropriate) immediately before the paper packet is opened.
- 09 The lead invigilator or Exams and Assessment Manager reads instructions about exam expectations to candidates at the start of each exam, including asking them to check the above information. Candidates are told when to complete the details on their answer booklets. The exam is formally started when the lead invigilator announces that candidates may begin to write their answers.
- 10 The date, subject, paper number and centre number are displayed on a screen/flipchart/whiteboard in all exam venues, together with the start and finish time and the finish time for any students with Extra Time.
- 11 Invigilators are made aware of students with Extra Time, supervised rest breaks or any medical needs. All candidates continue their exam for the full duration, including any Extra Time.
- 12 Examination papers may not be read by teachers or removed from the exam room before the end of a session. Papers are made available to HoD's the next day.
- 13 Candidates may only leave the exam hall for a genuine purpose with an immediate return. An invigilator must always accompany them.
- 14 The Examinations and Assessment Manager advises on the order of papers for students with a clash and on the length of any rest break between the papers. This rest break is taken in the exam hall under exam conditions. Where successive exams would exceed 3 hours, an earlier or later session may be used and the candidates are kept under supervision by an invigilator,

without access to electronic devices/internet.

- 15 The Lead Invigilator or Exams and Assessment Manager stops the exam at the finish time and exam conditions are maintained as students' papers, question papers and any other materials are collected in. Students are dismissed by the lead Invigilator or Exams and Assessment Manager and exam conditions are maintained until they are outside the room.

16 Emergency evacuation procedures are displayed in each exam venue (see Appendix 3). In the case of an emergency advice is sought from the relevant awarding body as soon as it is safe to do so.

#### 9.8. *Verifying candidates' identity*

01 Students' identity documentation is checked on admission to the academy, and full name and date of birth are recorded on the Information Management system.

02 Candidates are well known to academy staff supervising students assembling for the exams and to the Exams and Assessment Manager and the member of SLT present at the start of the exam. They are both present as students take their seats. A register is taken by senior staff and the attendance officer just before students enter the exam hall. This register is cross checked with the Exams and Assessment Managers register.

#### 9.9. *Candidates who arrive late*

01 A candidate who arrives after the start of the examination may be allowed to enter the examination room and to sit the examination at the discretion of the Head of Centre.

02 A candidate who arrives after the start of the examination will be allowed the full time for the examination, if the academy's organisational and supervision arrangements permit.

03 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, or, for examinations that last less than one hour, if they arrive after the awarding body's published finishing time or 30 minutes after the awarding body's published starting time, whichever is later.

04 Where a candidate arrives very late for an examination, the Examinations and Assessment Manager dispatches the script in the normal way and submits a written report to the awarding body in line with JCQ requirements.

05 The candidate is warned that the awarding body is unlikely to accept the work.

#### 9.10. *Applications for special consideration*<sup>5</sup>

01 Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment.

02 Special consideration is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

03 Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination or NEA, is materially affected by adverse circumstances beyond their control.

04 Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it



is the candidate's responsibility to alert the Exams and Assessment Manager to that effect.

- 05** The candidate must support any special consideration claim with appropriate evidence, for example a letter from their doctor within 5 days of the exam.
- 06** The Exams and Assessment Manager will make a special consideration application to the relevant awarding body.

<sup>5</sup> See JCQ's *A guide to the special consideration process (2022-2023)*

- 01 The Examinations and Assessment Manager submits the applications to the Awarding Body, within 7 days of the last exam in the subject.

9.11. *Private candidates*

- 01 The academy does not accept private candidates.

**10. Procedures relating to non-examination assessments and BTEC assignments<sup>6</sup>**

10.1. Ofqual refers to any GCSE/GCE assessment which is not an examination taken on the same day, at the same time, by all students as 'non-examination assessment' (NEA). In the academy this includes assessments such as: English language GCSE spoken language endorsement; modern foreign languages GCSE and A level speaking assessments; science A level practical skills assessments; art GCSE and A level externally set assignment; music GCSE performing and composing assessments; drama GCSE and A level performance assessments.

10.2. Assignments BTEC Qualifications adhere to the same procedures.

10.3. *Managing NEAs*

- 01 Each subject with an NEA has a published guidance document that includes internal guidance, awarding body guidance and JCQ guidance. All staff involved in the assessment sign the document to confirm they have read and understood it. This includes arrangements for securing the correct level of control.
- 02 The Examinations Officer confirms to subject leaders the deadlines relating to their NEAs. When requested by the awarding bodies, the Examinations Officer will communicate to the subject leader/HOD the names of students whose work is required in any sample.
- 03 HoD's plan and arrange the assessments and ensure appropriate training for all staff involved<sup>7</sup>. They monitor the assessment processes and ensure all work is authenticated.
- 04 In practical assessments, subject teachers and/or subject technicians are available for technical support.
- 05 Students MUST be reminded that submitting work that is not their own, ie through the use of AI or plagiarism, constitutes malpractice and that once they sign the declaration form to declare it is their own work instances of this will be reported to the awarding body.
- 06 Students' work for an NEA is stored securely in a locked cupboard/cabinet unless students are working on it, or teachers are marking/moderating it. Assessments completed electronically are saved into a dedicated secure area on the school network.
- 07 Where marking is internal, moderation processes involving all teachers who mark work are managed by the HoD and outcomes are recorded. HoD's provide final marks to the Examinations Officer for submission (submission subject to changes as/when required by awarding bodies).

08 Students' work for externally marked NEAs and/or assessment record sheets and samples for internally marked NEAs are collated and dispatched by the

- The Exams and Assessment Manager will inform staff of the date when appeals against internal assessments must be made by.
- Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP).

<sup>6</sup> See JCQ Instructions for conducting non-examination assessments 1 Sept 2022- 31Aug 2023.

<sup>7</sup> See JCQ Information for candidates – non-examination assessments Sept 2022- 31Aug 2023.

HoD, who also records what has been sent, when and to whom.

- 09 Subject leaders also liaise with visiting moderators where relevant and are responsible for making the required work and assessment records available.
- 10 The risk management schedule for NEAs is included in

#### 10.4. *BTEC assignments*

- 01 BTEC assignment briefs and students' assignments are managed in accordance with Pearson's requirements.<sup>8</sup> They are quality assured through Pearson's internal and external verification procedures, overseen by the academy's Quality Nominee. Pearson's annual Centre Quality Review verifies these processes are in place.
- 02 Students are responsible for their own work until it is submitted. They store it on their home drive and submit it either on paper or through a secure Dropbox on the shared drive. It is then kept in secure storage unless a teacher is marking or moderating it.
- 03 Moderation processes are managed by the subject lead and recorded.
- 04 The Quality Nominee confirms to Lead Internal Verifiers the samples required, and timeline, for External Verification. Samples are collated by the Lead Verifier and checked and dispatched by the Examinations and Assessment Manager. The postal dispatch log records what has been sent, when and to whom.
- 05 Further details of BTEC procedures are included in the academy BTEC Assessment, Internal Verification and Malpractice Policy, available from the Quality Nominee or the Examinations and Assessment Manager.

#### *Communication to students and parents*

- 06 HoD's/Subject Leaders explain all procedures and expectations relating to non-exam assessments to students. This includes talking through the JCQ guidance to candidates which is also available on the academy's website.
- 07 Parents are informed of the assessments within each course through options booklets and course information. They are pointed to relevant JCQ guidance on the academy's website through information at parents' events.

#### 10.5. *Appeals against internal assessments.*

- 01 The academy is committed to ensuring that staff mark candidates' non-examination assessments and assignments fairly, consistently and in accordance with the awarding body's specification and subject-specific requirements.
- 02 Candidates' work is marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Where a number of teachers are involved in marking candidates' work, internal moderation and standardisation ensures consistency of marking.

<sup>8</sup>See BTEC Centre Guide to Managing Quality 2023-24

- 03 If a candidate believes that this may not have happened in relation to his/her work, they may make use of the appeals procedure
- 04 The main points are:
- appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
  - candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
  - appeals should be made in writing to the Head of Centre (Executive Principal, Mulberry Academy Woodside) who will decide whether the assessment process met requirements.
  - appeals should be made as early as possible and no later than two weeks before the last timetabled examination in the series.
  - the Head of Centre's findings will be notified in writing to the candidate, copied to the Examinations and Assessment Manager and recorded for awarding body inspection.
- 05 The full procedure is also available from the Examinations and Assessment Manager.

## **11. Procedures relating to access arrangements<sup>9</sup>**

### *11.1. Assessment*

- 01 Access arrangements are one of the ways the school ensures that every student achieves the best possible outcome at all stages of their education.
- 02 Ensuring the effective working of these arrangements are a part of our Inclusive Education philosophy and is the responsibility of all staff.
- 03 The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment.
- 04 They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment.
- 05 Access arrangements are the main way in which awarding bodies comply with the duty under the Equalities Act 2010\* to make 'reasonable adjustments'.
- 06 The arrangement(s) put in place will reflect the support given to the candidate in school, for example:
- in the classroom (where appropriate);
  - working in small groups for reading and/or writing.
  - literacy support lessons.
  - literacy intervention strategies.

- in internal school tests/examinations.
  - mock examinations.
- 07 This is commonly referred to as 'normal way of working'. For candidates with learning difficulties this is typically the background information recorded within Part 1 of Form 8 by the SENCo.
  - 08 The "Normal Way of Working" associated with access arrangements are evident every day in the classroom through the differentiation that is planned and carried out every day.
  - 09 Access arrangements are agreed before assessments.
  - 10 Candidates may not require the same access arrangements in each specification.
  - 11 Subjects and their methods of assessments may vary, leading to different demands of the candidate. The SENCo will consider the need for access arrangements on a subject-by-subject basis.
  - 12 As subjects vary, leading to different demands of the candidate, support may be needed in just one or two subjects; another candidate may need support in all their subjects.
  - 13 The key principle is that the SENCo can show a history of support and provision. The arrangement is not suddenly being granted to the candidate at the time of his/her examinations.
  - 14 Access arrangements are processed at the start of or during the first year of a two-year course having firmly established a picture of need and normal way of working during Years 7 to 9.
  - 15 In the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course, access arrangements will be applied for as soon as is practicable.
  - 16 A candidate's access arrangements requirement is determined from a process of consultation between the SENCo, inclusion team, Head of Department and specialist teacher.
  - 17 Class teachers must build a picture of the student's need, retain this evidence securely and pass it to the SENDCo when it is required. This could include examples of student assessments that demonstrate a student's need.
  - 18 The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.
  - 19 Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo.
  - 20 The candidate must have had appropriate opportunities to practice using

the access arrangement(s) before his/her first examination.

- 21 If a candidate has never made use of the arrangement granted to him/her, e.g., 25% extra time or supervised rest breaks, then it is not their normal way of working.
- 22 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams and Assessment Manager, under the supervision of the SENCo.
- 23 The SENCo will work with the TA supporting exams, the Exams and Assessment Manager, the inclusion support manager, teaching staff, support staff and other exams office personnel to ensure that approved access arrangements are put in place for internal school tests, mock examinations and examinations.
- 24 The SENCo will consider withdrawing the arrangement, provided the candidate will not be placed at a substantial disadvantage. The SENCo will work with teachers and departments to monitor the use of the arrangement in internal school tests and mock examinations.
  - The SENDCo compiles a list of students, their needs and supporting evidence for the external assessor.
  - Following assessment, the external assessor confirms the students who should have access arrangements and the Examinations Officer submits the applications to the Awarding Body via the JCQ website and confirms the response.
  - A copy of application, evidence of need, awarding body approval and signed data protection notice is held securely in individual files in the SENDCo's office. These files are transferred to the Examination Manager's office during the exam season.

### ***Implementing access arrangements.***

- 01 Where an NEA is marked by teachers, credit must only be given for skills demonstrated by the candidate working independently. Access arrangements must not compromise assessment requirements.
- 02 The SENDCo informs the Examinations and Assessment Manager of students entitled to access arrangements. Together they plan the provision and staffing needed in each exam. The arrangements for exams will always reflect students' subject specific "normal way of working".
- 03 The SENDCo informs subject leaders of students entitled to access arrangements so that they can be applied to non-examination assessments and on-line exams.
- 04 Subject leaders inform the SENDCo of the dates for their non-examination assessments and on-line exams. The SENDCo supports, as necessary, with implementation of the arrangements.



- 05 The Examinations and Assessment Manager provides an examination timetable which is shared with all staff prior to the examination season. The Examinations and Assessment Manager and the SENDCo schedule, as necessary, equipment (including laptops), rooms, staff and invigilators to meet the access arrangements. As far as possible, these will reflect students' normal working practice.
- 06 Where a person is appointed to facilitate an access arrangement (e.g., a communication professional; a language modifier; a practical assistant; a prompter; a reader; or a scribe) they are responsible to the head of centre. The person appointed must not normally be the candidate's own subject teacher and must not be a relative, friend, peer or private tutor of the candidate.
- 07 The person appointed will be a responsible adult, is appropriately trained and fully understands the rules of the access arrangement(s), as detailed in this document.
- 08 The SENDCo deploys the staff providing practical support such as readers/scribes and provides training to all staff who contribute to access arrangements.
- 09 The Exams Manager and inclusion team ensured that rooming/seating plans are such that students awarded readers, scribes or word processors are not able to overhear or distract one another.
- 10 Candidates with access arrangements are identified on seating plans.
- 11 Staff taking the role of scribe and/or reader at Mulberry Academy Woodside must read and sign a form showing they understand the rules, as set out by JCQ.
- 12 Completed forms will be collected and stored by the SENCo. A new form will be completed ahead of each exam series. Copies of the form can be found in Appendix 9.
- 13 Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organized by the Lead TA in consultation with the Exams and Assessment Manager
- 14 The JCQ and the awarding bodies can only enter discussions over access arrangements with Mulberry Academy Woodside and not with parents/carers.
- 15 When an access arrangement has been processed on-line and approved, the evidence of need (where required) will be made available by the SENCo to a JCQ Centre Inspector upon request.

<sup>9</sup> See JCQ Access arrangements and reasonable adjustments Sept 2023-Aug 2024

- For Mulberry Academy Woodside's policy on the use of Word Processors, please refer to appendix 8.

### Procedures relating to results and post-results services.

#### 11.2. *Results download*

01 The Examinations and Assessment Manager accesses the downloadable files from the awarding bodies, resolve any anomalies and produce statements of results for individual candidates.

#### 11.3. *Results day*

- 01 The academy is open and staffed in the morning of results days for students to collect their results.
- Candidates will receive a results slip on results days on school headed paper.
  - Results are to be collected in person by the candidate at the centre and signed for. If a candidate is unable to collect his/her results, written permission is required before results can be released to a family member.
  - Candidates may arrange with the Examinations and Assessment Manager to collect them at a later time.
  - Arrangements for the centre to be open on results days are made by the site staff.
  - The provision of the necessary staff on results days is the responsibility of the Exams and Assessment Manager and SLT.
  - Appropriate staff are available to support students with decisions about their next steps.

#### *Post results services*

- 02 Candidates are informed of these services in the letter detailing results day arrangements.
- Reviews of Results (RORs) may be requested by centre staff or the candidate following the release of results. A request for a review or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.
  - Decisions on whether to make an application for an RORs will be made by the Head of Department and SLT.
  - The cost of RORs will be paid by the centre if instigated by the centre, or candidate if instigated by the candidate.
  - All processing of RORs will be the responsibility of the Exams and Assessment Manager, following the JCQ guidance.
  - The outcome of a review of the result can in some circumstances lower the original grade.

#### *Access to Scripts (ATS)*

- Centre staff may request scripts for investigation or for teaching purposes. Consent of candidates must be obtained.
- An EAR (Enquiry about Results) cannot be applied for once an original

script has been returned to the centre.

- Some awarding bodies provide a free ATS service where scripts can be downloaded directly from the website by teaching staff. Processing of requests for **original** ATS will be the responsibility of the Exams and Assessment Manager.

#### 11.4. *Certificates*

- 01 Candidates are informed on results day of the arrangements for collecting certificates from school.
  - 02 Certificates are presented or collected in person and signed for.
  - 03 Certificates may be collected on behalf of a candidate by a third party, provided the academy has been notified by the Candidate that they have been authorised to do so and can provide suitable identification.
  - 04 The Centre retains certificates for two years, after which time they are returned to the awarding body.
- A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

#### **Procedures relating to malpractice.**

- 11.5. The head of centre in consultation with the Exams and Assessment Manager are responsible for investigating suspected malpractice. This may be delegated to another member of SLT.
- 11.6. Teaching staff, support staff and invigilators have a duty to report any incidents of malpractice within exam or assessment procedures, by colleagues or students, to senior members of staff. Senior staff should report it to the Head of Centre.
- 11.7. In accordance with JCQ regulations, the academy will report any incident of malpractice immediately to the relevant awarding body.
- 11.8. Incidents of malpractice by candidates may result in disqualification of the candidate from the paper or assessment or possibly the whole qualification. Appendix 7 lists examples of candidate malpractice. Further details of malpractice in the context of BTEC qualifications are included in the BTEC Assessment, internal verification and malpractice policy.
- 11.9. The academy will investigate any incident of suspected malpractice in accordance with JCQ regulations<sup>10</sup>.

<sup>10</sup> See JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures

**SECTION C: ROLES, RESPONSIBILITIES AND TRAINING****12.** The Head of Centre is responsible for:

- 01 the academy as an Examination Centre and its compliance with all JCQ/awarding body requirements relevant to the qualifications offered at the academy;
- 02 the implementation of this policy by all staff;
- 03 keeping this policy up to date and ensuring annual review;
- 04 reporting all suspicions or actual incidents of malpractice;
- 05 Ensuring that all teachers, teaching assistants and relevant support staff are provided with training on examination policy including access arrangements as a part of their induction and this is regularly updated.

**13.** The Senior Leader responsible for exams is responsible for:

- 01 ensuring that the Senior Leadership Team is fully informed of the implications of this policy for the day-to-day operation of the academy.
- 02 keeping abreast of updates and changes to JCQ requirements and ensuring that all staff are informed of these.
- 03 ensuring all staff are appropriately informed and trained for their roles within this policy.
- 04 line managing the Examinations and Assessment Manager.
- 05 quality assuring subject teams' approaches to planning, managing and moderating non-exam assessments, in line with JCQ requirements and awarding bodies' subject-specific instructions.
- 06 monitoring the procedures in this policy and ensuring exams and non-exam assessments are run efficiently and in the best interest of students.
- 07 making decisions about withdrawing students from a qualification, exam or non-exam assessment and communicating this to the Examinations and Assessment Manager.
- 08 mapping overall resource management requirements for non-exam assessments over the year and resolving:
  - clashes/problems over the timing or operation of non-exam assessments.
  - issues arising from the need for facilities (rooms, IT networks, time out of school etc.).
- 09 ensuring that all staff have a calendar of assessment events.
- 10 managing any internal appeals.
- 11 advising on Enquiries About Results.

**14.** The Quality Nominee is responsible for:

- 01 fulfilling the role as set out in Pearson's quality assurance handbook.
- 02 ensuring the implementation of the academy BTEC Assessment, Internal Verification and Malpractice Policy and the academy BTEC Registration and Certification Policy;
- 03 facilitating the Centre Quality Review and acting on any action points in the report.
- 04 keeping abreast of updates and changes to awarding body requirements and ensuring that all BTEC staff are informed of these.
- 05 quality assuring subject teams' approaches to planning, managing, assessing and verifying assignments and students' work.
- 06 managing any internal appeals for BTEC.

**15.** The Examinations and Assessment Manager is responsible for:

- 01 Manages the administration of internal exams and non-exam assessment administration and public exams.

- 02 Advises the senior leadership team, subject teachers and class tutors, and other relevant staff on annual exam timetables and procedures as set by the various awarding bodies and JCQ.
- 03 Ensure that relevant communications from Ofqual, JCQ, exam boards and other relevant bodies are passed on to SLT and/or HoD's as appropriate.
- 04 Obtains approval to run qualifications with awarding bodies where required and registers candidates for vocational programmes at the start of the academic year.
- 05 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.
- 06 Ensures that candidates and their parents are informed of, and understand those aspects of, the exams timetable that will affect them.
- 07 Maintains systems and processes to support the timely entry of candidates for their exams.
- 08 Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per JCQ and awarding body guidelines.
- 09 Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication "*A guide to the special consideration process*".
- 10 Identifies and manages exam timetable clashes.
- 11 Accounts for income and expenditures relating to all exam and registration fees.
- 12 Line manages and ensures annual training is provided for the invigilation team.
- 13 Liaises with recruitment agencies, booking in additional invigilators (where necessary) for public exams.
- 14 Tracks, dispatches, and stores returned controlled assessments (NEAs).
- 15 Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with SLT, any post results service requests.
- 16 Ensures all exam related policies are in place and adheres to the requirements of the JCQ and its member awarding bodies.
- 17 Act as point of contact for the JCQ annual inspection service and ensures Mulberry Academy Woodside is compliant with current regulations.
  - communicating with awarding bodies and JCQ, in connection with registrations, entries, deadlines, submission of marks, claiming results, claiming certificate

- scheduling exams around available spaces and liaising with the Premises Team about set-up requirements (including for the rare occasion when a non-examination assessment cannot take place in a classroom).
- sending examination arrangements and a full list of student names and seating numbers to staff the day before each exam and SLT a week in advance.
- displaying candidate exam arrangements, including seating plans, on the morning of an exam.
- receiving, checking and securely storing all exam papers, other confidential material relating to assessments and completed scripts.
- with the SENDCO, administering and implementing Access Arrangements<sup>11</sup> and applying for special consideration<sup>12</sup> in accordance with JCQ requirements;
- identifying and managing exam timetable clashes.
- Source a team of external invigilators and lead invigilators responsible for the conduct of exams.
- training, deploying and monitoring the invigilation team.
- ensuring the lead invigilator completes of the examination report sheet after each exam, to record all members of staff present at any point in the exam room (with the reason), any late students and any other pertinent information.
- ensuring secure timely and recorded dispatch of examination scripts and non-exam assessment samples to awarding bodies.
- maintaining systems and processes to support the timely entry of candidates for exams and non-exam assessments.
- entering/registering candidates for qualifications and units, whether assessed by external exam, on-screen exam, non-exam assessment or assignment, before the deadline for final entries.
- assisting subject staff to submit candidate.' non-examination assessment and assignment marks, and any other information required by the awarding bodies, correctly and on time; in particular, downloading and distributing mark sheets for teaching staff to use, and collecting and sending mark sheets to awarding bodies before deadlines.
- tracking return of non-examination and assessment and assignment samples.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- with the Senior Leader responsible for exams, accounting for income and expenditures relating to all exam costs/charges.
- keeping the Senior Line Manager informed of developments in qualifications, assessments and JCQ requirements.
- developing and publishing seating plans for each exam.
- organising the setup of the exam rooms to meet JCQ requirements and displaying regulatory and candidate information.
- collecting exam papers and other material from the Examination Office before the start of the exam and taking them to the appropriate exam hall.
- organising the returning Examination Office equipment.

#### 16. Lead Invigilator

- Assisting the Exams and Assessment Manager in directing the invigilation team and delegating roles on exam days.
- Collection of exam materials from the exam's office
- Supporting the Exams and Assessment Manager with the dispatch of exam scripts and any other exam related administration tasks required during exams.

#### 17. Invigilators

- Assisting the Exams and Assessment Manager in the efficient running of exams according to JCQ regulations.
- Setting up exam rooms prior to the start of an exam and clearing the exam room once exams have ended.
- Collection of exam papers and other material from the Exams and Assessment Manager before the start of the exam.
- Collection of prohibited items prior to candidates entering an exam.
- Settling candidates in the exam hall prior to the start of the exam, answering any queries candidates may have.
- Collection of all exam papers/exam materials at the end of the exam and ensuring their safe return to the Exams and Assessment Manager.
- Return of prohibited items as candidates leave the exam.

**18.** Senior leaders line managing faculties are responsible for:

<sup>11</sup> See JCQ Access arrangements and reasonable adjustments Sept 2022-Aug 2023

<sup>12</sup> See JCQ's A guide to the special consideration process (2022 -2023)

- Supporting the HoD's in making entry decisions where alternatives are available.
- Understand the requirements of the awarding body's specification and are familiar with relevant teachers' notes and any other subject-specific instructions.
- The safe and secure conduct of non-exam assessments within their faculty areas and for ensuring all non-exam assessments comply with JCQ requirements and awarding bodies' subject-specific instructions.

**19.** The SENDCo is responsible for:

- With input from subject and pastoral teams, identifying candidates who may be eligible for Access Arrangements and arranging their assessment by an external assessor<sup>13</sup>.
- Identification and testing of candidates' requirements for access arrangements, notifying the Exams and Assessment Manager in good time so awarding body applications can be submitted before each applicable deadline for summer exams (31st January for modified question papers and 31st March for all other applications).
- Preparing and storing the evidence that supports the applications.
- Overseeing any necessary applications to gain approval (if required), working in collaboration with the Exams and Assessment Manager.
- Working with the Exams and Assessment Manager to provide the access arrangements required by candidates in exams rooms.
- Ensuring candidates have completed the data protection notice issued by JCQ enabling the school to share personal data between the school and awarding bodies, before applications for access arrangements can be made.
  - Informing HoD's of students' agreed Access Arrangements and supporting them in implementing them in non-exam assessments.
  - Training academy staff for their roles in Access Arrangements.
  - With the Examinations and Assessment Manager, planning, implementing and monitoring individuals' Access Arrangements in accordance with JCQ requirements, to help candidates achieve their course aims.

**20.** HoD's, working with subject leaders, are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to exam entries.
- Decisions about entries where alternatives are available.
- Accurate completion of entries and all other mark sheets and adherence to deadlines as set by the Exams and Assessment Manager.
- Accurate completion of NEAs mark and centre declaration sheets where applicable.
- checks with teaching staff that the necessary controlled assessments / non examined assessments are completed on time and in accordance with JCQ guidelines.
- Supporting the RoR and post-results procedures.
- Informing the Exams and Assessment Manager of changes to specifications.
- **Ensuring that teachers in their departments are trained and understand their responsibilities in providing agreed access arrangements as the 'normal way of working' for the students that they teach.**
- Deciding on the awarding body, the specifications and the units for the qualifications offered in their faculty area and informing the Examinations and Assessment Manager of any changes.
- Ensuring that individual teachers understand the requirements of the awarding body's specification and are familiar with relevant teachers' notes and any other subject- specific instructions.



- Accurate completion of entry and all other mark sheets and adhering to internal and external deadlines as set by the Examinations and Assessment Manager and awarding bodies.
- Where appropriate, ensure new assessment tasks are developed, or sample awarding body assessment tasks are contextualised to meet local circumstances, in line with awarding body specifications and control requirements.
- Ensuring that they, and their team, are aware of and understand all procedures relating to examinations and non-examination assessments applicable to the qualifications/specifications in their faculty area.
- Communicating with students and parents about expectations, routines and requirements relating to other non-exam assessments.
- Thorough and timely standardisation/moderation/internal verification of all internally assessed components.
- Submitting marks through the Examinations and Assessment Manager to the awarding body and keeping a record of the marks awarded.

**21.** Teachers are responsible for:

<sup>13</sup> See JCQ Access arrangements and reasonable adjustments Sept 2022-Aug 2023

- Supplying information on exam entries, NEAs as required by the HoD and/or Exams and Assessment Manager.
- Assisting with entry of students to the exam hall and organisation of students before the exam.
- Are aware of students in their class with additional needs and ensure they have the required access arrangements in all in-class assessments so that this becomes the student's "Normal Way of Working".
- Forwarding qualification, exam and assessment entry information to their HoD.
- Understanding and complying with the JCQ and awarding body requirements for their non-exam assessments.
- Where relevant, obtaining confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensuring that such materials are always stored securely.
- Asking the SENDCO for any assistance required for the management of Access Arrangements.
- Supervising assessments, at the specified level of control, in accordance with JCQ/awarding body requirements, only aiding students as the specification allows.
- Ensuring that students and supervising teachers sign authentication forms on completion of an assessment.
- Marking internally assessed components using the mark schemes provided by the awarding body and participating in standardisation/ moderation activities.
- Retaining candidates' work securely between high-control assessment sessions and safely for all other assessments when the students' work is on the academy site.
- Post-completion, retaining candidates' work securely until the closing date for enquiries about results; if an enquiry is submitted, retaining candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.

## 22. Candidates are responsible for:

- Checking their exam entries.
- Understanding the rules of the exam as per the "*warning to candidates*" notice provided by JCQ and the candidate information booklet, available on the school website.
- Always adhering to JCQ exam requirements and observing all rules that apply when in an exam hall or under other controlled conditions.
- Understanding NEA regulations and signing a declaration that authenticates the work as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.
- Understanding non-exam assessment and BTEC assignment regulations and signing a declaration that authenticates the work as their own;
- Reading and adhering to the exam timetable (and any timetable for non-exam assessments).
- Discussing any exam clashes with the Examinations and Assessment Manager.
- Bringing the correct equipment for the exam.
- Being attentive during the exam and listening, with great care, to the invigilator's instructions before the start of an exam.

## 23. Training for these roles

- 23.1. The academy is committed to ensuring all staff are kept up to date with requirements relating to exams and non-exam assessments for qualifications.

The exams policy is presented to all staff annually, following its review. Before the start of each exam season, all staff are also informed of procedures surrounding external exams, with a particular focus on any procedures that have changed.

- 23.2. The senior leader with responsibility for exams, the Quality Nominee and the Examinations and Assessment Manager participate annually in relevant awarding body training, are part of awarding body networks for updates, and belong to local networks where available.
- 23.3. Procedures relating to exams and non-exam assessments for qualifications form part of the induction training for middle leaders and all middle leaders discuss them annually at a Leadership meeting. Middle leaders inform their teams of requirements and in particular give faculty time to discussing procedures for non-exam assessments.
- 23.4. The Exams and Assessment Manager provides training for all new invigilators and annual update training for existing invigilators. A record of the content of this training and attendees is retained on file.
- 23.5. The SENDCo provides training annually to all staff who are involved in providing students' access arrangements. A record of the content of this training and attendees is retained on file.

#### SECTION D: DISTRIBUTION OF THIS POLICY

24. This policy is available to all staff on the staff shared network drive. All staff are asked to read it at the start of the academic year, via the Staff Handbook processes. All staff must sign that they have read the policy and understood their responsibilities within it. This confirmation is returned to the HR department, who ensure that all are received.
25. This policy is also available from the academy's website.

Appendix 1: Invigilator declaration - conflict of interest

At appointment, all invigilators will be required to sign the declaration below.



INVIGILATOR DECLARATION - CONFLICT OF INTEREST

I confirm that I have no conflict of interest that would prevent me from carrying out the role of invigilator in accordance with JCQ requirements.

I confirm that I am not related to current staff or students of Mulberry Academy Woodside.

Signed: .....

Name: .....

Date: .....

## Appendix 2: The people present in the examination room (JCQ)

**Produced on behalf of AQA, CCEA, OCR, Pearson and WJEC Notice to Centre's: The people present in the examination room.**  
**The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.**

**Section 10, page 28**, of the JCQ publication Instructions for conducting examinations provides clarity on who may be present in the examination room.

**The head of centre always has a duty to maintain the integrity of the examination** and to ensure that fully trained invigilators are in place for examinations and on-screen tests. Invigilators **must** have been trained to undertake their duties as per **section 6, page 17**, of the JCQ publication Instructions for conducting examinations.

The following rules relate to centre staff other than exams officers and invigilators.

**Senior members of centre staff**, such as Assistant Executive Principals, may be approved by the Head of Centre to be present at the start of the examination(s). When entering an examination room, they **must** identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

**Where specifically approved by the Head of Centre and agreed with the Exams Officer, senior 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;
- To commence the examination.

**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 examination room;
- Enter the examination 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 timed Art tests, or when maintaining discipline in the examination room. This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- Enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- Enter the examination room and read candidates' scripts.

**Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.**

**Appendix 3: Emergency evacuation procedure****Emergency evacuation procedure for examinations**

If the fire alarm sounds, students will initially remain in their seats and wait further instruction from invigilators. Premises will need to let the exams' officer know as soon as possible whether it is a real fire. If it is not a real fire, students will remain in their respective exam rooms. The time for their exam will be paused and students will stop writing until the fire alarm stops. Once the fire alarm stops, the exam will resume. The application for special consideration procedure will be followed up afterwards.

**26. Roles and responsibilities in the event of an emergency evacuation****01 Exams and Assessment Manager:**

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
- Ensures candidates are briefed prior to exams taking place, on what will happen in the event of an emergency in the exam room.
- Provides invigilators with the emergency evacuation procedure for every exam room.
- Provides a standard invigilator announcement for each exam room which includes appropriate instructions for candidates about emergency procedures and what will happen if the fire alarm sounds.
- Where appropriate, provides details of different procedures or assistance needed for disabled candidates they are invigilating.
- Provides an exam room incident log in each exam room.
- Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate.
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate.
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event).

**02 Invigilators:**

- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the exam room.
- Follow the actions required in the emergency evacuation procedure issued to them for every exam room.
- Confirm with the Exams and Assessment Manager, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating.
- Record details on the exam room incident log to support follow-up reporting to the awarding body by the Exams and Assessment Manager

**03 Other relevant centre staff:**

- Support Exams and Assessment Manager and invigilators in ensuring the safe emergency evacuation of exam rooms.

**04 In the event of an emergency, the following steps will take place:**

- Candidates will be told to stop writing.
- Collect the attendance register (in order to ensure all candidates are present)
- Evacuate the examination room in line with the instructions given by the appropriate authority (SLT/EAM).
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates must be advised to close their answer booklet.
- Ensure candidates leave the room in silence.
- Ensure the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the remainder of the working time set for the examination once it resumes.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send it to the relevant awarding body.

05 If the lockdown alarm goes off:

- premises will need to let the exams' officer know as soon as possible whether a real lockdown is required or not.
- If it is not a real lockdown, students will remain in their respective exam rooms.
- The time will be paused, and students will stop writing until the alarm stops. Once the lockdown alarm stops, the exam will resume.
- The application for special consideration procedure will be followed-up afterwards.

06 If it is confirmed to be a real lockdown:

- students will be instructed by the exam invigilators to crouch under their exam desks and remain silent.
- If it is confirmed as safe to resume the exam after the alarm has finished, this will take place and the application for special consideration procedure will be followed up afterwards.



<sup>16</sup> Included in Mulberry Academy Woodside's BTEC Assessment, internal verification and malpractice policy.

#### **Appendix 4: Student Exam Malpractice**

**28.** Candidates must not become involved in any unfair or dishonest practice in any aspect of examinations, non-exam assessments or assignments that form part of the assessment for a qualification, such as:

- sitting an examination in the name of another candidate.
- having possession in the examination room of unauthorised materials such as phones, notes, cases, leaflets, bags, stereos, iPods, MP3 players or pagers;
- talking or attempting to communicate with or disturb any other candidate once the exam has started;
- failing to follow instructions issued by the Examinations and Assessment Manager or invigilators during the examination;
- disruptive behaviour in the examination room;
- failing to follow the conditions of supervision designed to maintain the security of the examination or assessment;
- allowing others to assist in the production of work for, or assisting others in the production of work for, a non-examination assessment or assignment;
- working collaboratively with other candidates to produce a non-examination assessment or assignment unless instructed by their teacher;
- copying from another candidate or allowing own work to be copied;
- deliberate destruction of another candidate's work for a non-examination assessment or assignment;
- making a false declaration of authenticity in relation to the authorship of a non-examination assessment, assignment or the contents of a portfolio;
- plagiarism: unacknowledged copying from published sources or incomplete referencing;
- misusing examination and assessment materials and resources such as exemplar materials.
- being in possession of confidential material in advance of an examination;
- including offensive or obscene material in scripts, assessments or portfolios
- theft of another candidate's work.

Malpractice of this sort could lead to sanctions which range from warnings to loss of marks, loss of certification or disqualification for candidates breaching these conditions.

Any suspected instances of student malpractice must be reported immediately to Head of Centre for investigation.

## Examinations

### Appendix 5: Word Processor Policy

29. References in this policy to AA and ICE relate to/are directly taken from the Access Arrangements and Reasonable Adjustments 2022-2023 and Instructions for Conducting Examinations 2022-2023 publications.

The use of a word processor in exams and assessments is an available access arrangement.

- 01 The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage because of persistent and significant difficulties. (AA 4.2.1)
- 02 The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate. (AA 4.2.1)
- 03 Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question. For example, the use of a practical assistant will not normally be allowed when practical skills are being tested. (AA 4.2.2)
- 04 Candidates may not require the same access arrangements in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The SENCo must consider the need for access arrangements on a subject-by-subject basis. (AA 4.2.3)
- 05 The SENCo must ensure that the proposed access arrangement does not disadvantage or advantage a candidate. (AA 4.2.1)
- 06 The candidate must have had appropriate opportunities to practice using the access arrangement(s) before their first examination. (AA 4.2.7)

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

### 30. IT technicians

IT technicians referred to herein will work under the direction of the school network manager.

### 31. The use of a word processor

The centre will:

- 07 Allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled (switched off) where it is their normal way of working within the centre. (AA 5.8.1)
- 08 Award the use of a word processor to a candidate if it is appropriate to their needs. Needs may include:
  - A learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly.
  - A medical condition, a physical disability, a sensory impairment, planning and organisational problems when writing by hand or poor handwriting. (AA 5.8.4)

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- 09 Only permit the use of a word processor where the integrity of the assessment can be maintained. (AA 4.2.1)
- 10 Not grant the use of a word processor where it will compromise the assessment objectives of the specification in question. (AA 4.2.2)
- 11 Consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification. (AA 4.2.3)
- 12 Consider the needs of the candidate at the start of the candidate's course leading to a qualification based on evidence gathered that firmly establishes the candidate's needs and 'normal way of working' in the classroom, internal tests/exams, mock exams etc. and confirm arrangements in place before the candidate takes an exam or assessment (AA 4.2.4)
- 13 Provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification. (AA 5.8.2)

The centre will not:

- 14 Simply grant the use of a word processor to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home. (AA 5.8.4)

## 32. Exceptions

The only exceptions to the above where the use of a word processor would be considered for a candidate would be:

- 15 In the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course (AA 4.2.4).
- 16 Where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4).

## 33. Arrangements at the time of the assessment for the use of a word processor

In compliance with the regulations the centre:

- 17 provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (ICE 14.20).
- 18 (Where a candidate is to be seated with the main cohort without the use of an electrical plug socket) checks the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21).
- 19 Ensures the candidate is reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer e.g., 12345/8001 - 6391/01 (ICE 14.22). If a candidate is using the software application Notepad or WordPad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination and printed off their typed script, they are instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

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- Ensures the candidate understands that each page of the typed script must be numbered, e.g., page 1 of 6 (ICE 14.23).
- 20 Ensures the candidate is reminded to save their work at regular intervals. (Or where possible, an IT technician will set up 'autosave' on each laptop/tablet)
- 21 Instructs the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for examiners (ICE 14.24).

The centre will ensure the word processor (ICE 14.25):

- 22 Is only used in a way that ensures a candidate's script is produced under secure conditions.
- 23 Is not used to perform skills which are being assessed.
  
- 24 Is not connected to an intranet or any other means of communication.
- 25 Is in good working order at the time of the exam.
- 26 Is accommodated in such a way that other candidates are not disturbed and cannot read the screen.
- 27 Is used as a typewriter, not as a database, although standard formatting software is acceptable and is not connected to an intranet or any other means of communication.
- 28 Is cleared of any previously stored data.
- 29 Does not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.
- 30 Does not include graphic packages or computer aided design software unless permission has been given to use these.
- 31 Does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking.
- 32 Does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software.
- 33 Is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.
- 34 Must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader.

### **34. Portable storage medium (ICE 14.25)**

The centre will ensure that any portable storage medium (e.g., a memory stick) used:

- 35 Is provided by the centre.
- 36 Is cleared of any previously stored data.

### **35. Printing the script after the exam is over (ICE 14.25)**

The centre will ensure:

- 37 The word processor is either connected to a printer so that a script can be printed off or have the facility to print from a portable storage medium.
- 38 The candidate is present to verify that the work printed is his or their own.
- 39 A word-processed script is attached to any answer booklet which contains some of the answers.

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- 41 Where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions).

### **Statement on the criteria Woodside High School uses to award and allocate word processors for examinations:**

Woodside High School only awards the use of word processors for examinations where it reflects the candidate's normal way of working. A word processor will be awarded to a candidate with:

- 42 A learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly.
- 43 A medical condition
- 44 A physical disability
  
- 45 A sensory impairment
- 46 Planning and organisational problems when writing by hand · poor handwriting.

This list is not exhaustive.

The awarding of a word processor for examinations will only be granted with the permission of the SENCo.

When awarding the use of a word processor in examinations, the word processor will have the spelling and grammar check facility and predictive text disabled (switched off). The only exceptions to this are where a candidate also has approval for the use of a scribe. In these cases, as appropriate to their needs, the candidate may alternatively use:

- 47 A word processor with the spelling and grammar check facility enabled (N.B. This arrangement will not be permitted in GCSE MFL specifications).
- 48 A word processor with predictive text/spelling and grammar check facility enabled. (N.B. This arrangement will not be permitted in GCSE MFL specifications).
- 49 Speech recognition technology with predictive text when the candidate dictates into a word processor. Software (a screen reader) may be used to read back and correct the candidate's dictated answers (N.B. This arrangement will not be permitted in GCSE MFL specifications).
- 50 Computer software, producing speech, which is used to dictate to a scribe. However, the candidate will not have access to marks awarded for spelling, punctuation and/or grammar unless they have independently dictated spelling, punctuation and/or grammar, and this has been recorded on the scribe cover sheet.

Statement produced by: Ada Gokay, SENCo

Reviewed by: Paul Bernard, Deputy Head Teacher

### **Appendix 7: Forms for staff acting as reader and/or scribe.**



## Adjustments for candidates with disabilities and learning difficulties

# Access Arrangements and Reasonable Adjustments

### The rules – the use of a reader

- **may** enable a vision impaired candidate to identify diagrams, graphs and tables but **must not** give factual information nor offer any suggestions, other than the information which would be available on the paper for sighted candidates;
- **may** read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 356 in words);
- **may decode symbols and unit abbreviations in Maths and Science examinations for candidates who require this arrangement in order to access the assessment and where it reflects the candidate's current and normal way of working within the centre;**
- **may**, if requested, give the spelling of a word which appears on the paper but otherwise spellings **must not** be given;
- **may** read back, when requested, what the candidate has written without any emphasis on any errors;
- **must** read accurately;
- **must** have appropriate subject knowledge in order to act effectively as a reader in Maths and Science examinations, and decode symbols and formulae with accuracy;
- **must** only **read** the instructions of the question paper and questions, and **must not** explain or clarify;
- **must** only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- **must only read the instructions/rubric of a paper testing reading and must not read individual questions or text;**
- **must abide by the regulations since failure to do so could lead to the disqualification of the candidate;**
- **must not** advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- **must not decode any symbols** in a Music examination.

I confirm that I have read and I understand the JCQ rules on the use of a reader in an examination.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



Adjustments for candidates with disabilities and learning difficulties

## Access Arrangements and Reasonable Adjustments

### The rules – the use of a scribe

- **must write or type accurately**, and at a reasonable speed, what the candidate has said;
- **must** draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, **unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper**;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must** write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- **must** immediately refer any problems in communication during the examination to the invigilator or examinations officer;
- **must not** give factual help to the candidate or indicate when the answer is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- **may**, at the candidate's request, read back what has been recorded.

I confirm that I have read and I understand the JCQ rules on the use of a **scribe** in an examination.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_