SOLENT
Academies Trust

Examinations Policy

Together we inspire lifelong learning, perseverance, kindness and growth. We transform the lives of our children and families by harnessing the opportunities they deserve to thrive, as healthy and engaged individuals

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This policy incorporates all courses and qualifications studied at the school which are assessed by external bodies such as GCSE, BTEC, Entry Level and Entry Level Certificates, Functional Skills, NCFE, Gateway, Laser and Pearson /Edexcel Awards and any other examining bodies which may be used until the next review of this policy.

1. Rationale

Public examinations provide vital summative assessments, generally at the end of Key Stage 4. Assessments give information to students, parents/carers, other educational institutions, local authorities, government agencies and employers about knowledge, understanding and skills achieved by each student. To this end Littlegreen Academy participates willingly in the administration of these examinations in the best interests of both the students and the school.

This policy should be read in conjunction with current versions of "JCQ General Regulations for approved centres" and "JCQ instructions for conducting examinations" and "JCQ Adjustments for candidates with disabilities and Learning difficulties: Access arrangements and reasonable adjustments" as well as all awarding bodies, individual regulations and instructions.

2. Purpose

To ensure that:

- The exams systems used at Littlegreen combine entitlement with flexibility
- Students are given the opportunity to obtain the highest achievement of which they are capable and competent in each subject by following the assessment criteria and procedures for each qualification; the administration of the assessment processes, whilst adhering to the JCQ Regulations, intends to enable students to perform to the best of their ability.
- Students are prepared for and undertake examinations knowing what is expected of them in terms of preparation and behaviour
- Staff understand fully their obligations and responsibilities in relation to the preparation and conducting of examinations
- Littlegreen Academy meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service
- Candidates and parents are kept fully informed of examination requirements, procedures and results.

There are two areas covered in this policy.

1. Internal policies for the benefit of teaching and non-teaching staff and invigilators
2. A policy for candidates and parents

3. Internal Policies

Choice of Specification and Awarding Body

- It is at the professional discretion of subject leaders and departments to choose which exam board offers the most appropriate specification designed to meet overall curriculum requirements.
- Any changes in specifications must be notified to the Examinations Officer by subject teachers responsible for examinations as soon as they are known. This applies equally to a change of board where revised intentions to enter/estimated numbers are required up to ten months ahead of exams being sat.
- Examination and Course specifications are generally available online and may be downloaded via PDF for inspection, review and updated specification information.

Entries

- It is essential that all entries are made accurately and within deadlines posted by the relevant exam boards.

- In all cases entry forms will be issued to subjects by the Examinations Officer or administrator for that qualification. These need to be completed and returned within the required time frame.
- When making entries it is essential that the correct entry codes are given and checked by subject leaders.
- Entry forms must be returned to the Examinations Officer who will enter the candidates' details electronically with the relevant exam body.
- Entry codes for all subjects need to include codes for the individual units. Without both of these, entries will be incomplete and incur heavy financial penalties. It is the responsibility of subjects to inform the Examinations Officer accurately

Amendments

- As a rule amendments to entries should be avoided unless for a specific reason.
- Requests for changes should be made before the deadlines in order to avoid incurring costly penalties.

Coursework and Non-Examination Assessments

Internally Assessed

- In all cases subjects are responsible for collating coursework marks. These should be provided accurately and in good time to the Examinations Officer.
- All coursework marks forms required by exam boards should be given to the Examinations Officer who will submit these to the appropriate boards.
- Once subject teachers have internally assessed any units of work or non-examination assessments, these marks will be shared with the student before they are submitted to the awarding body.
- If the Department for Education or Ofqual decide to award Student Grades via Teacher Assessed Grades (TAGs) then the marks awarded will be shared with each student but the grade being awarded will not be disclosed until the official results release date.

Externally Assessed

- Subjects should arrange for coursework to be sent to the moderator in good time before any advised cut-off date.
- All paperwork including Candidate Record Forms and Centre Declaration Sheets need to be completed by subjects and included with samples to be sent to boards or moderators.
- All candidates must complete 'Candidate Authentication Statement' Forms for all subjects.
- Returned coursework will be distributed to departments by the Examinations Officer. All coursework must be retained securely by departments until all dates for possible recall or appeal against marks awarded have passed. In practical terms this means holding on to coursework at least until certificates have been issued to school and subsequently the students.

Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.

Littlegreen Academy recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils may not use AI tools:

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

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas

When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images., All AI-generated content must be properly attributed. Where a pupil uses an AI tool, the pupil should retain a copy of the question(s) asked and the AI-generated responses. Pupils must submit this along with the assessment.

Staff should:

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

For more information on AI misuse, see guidance from JCQ on AI use in assessments. Any misuse of AI tools may be treated as malpractice.

Access Arrangements

- All access arrangements must be made by the Specialist Assessor (Hannah Walsh)
- Applications will be submitted within the timeframe given by the exam board.
- Full details of access arrangements are held by the Specialist Assessor
- Special arrangements will be made in appropriate locations for all pupils entitled to support.

Exam Clashes

- Should students have clashes they will be informed by the Examinations Officer of the situation and arrangements would be made in accordance with the JCQ Examination Procedure document and Awarding Bodies guidelines.
- Candidates who take an examination earlier than the published starting time must stay under centre supervision until one hour after the awarding body's published starting time for that examination. Details of these arrangements will be advised in advance of the day of the examination.

Candidates who take an examination later than the published starting time shown on the timetable must be kept under centre supervision from 30 minutes after the published starting time for the paper concerned until they begin the examination. Details of these arrangements will be advised in advance of the day

Storage of Papers

- On arrival in school all exam materials will be signed for at the reception area and then delivered to either the Examinations Officer or a member of the Senior Leadership Team (SLT), logged and transferred to the secure facility. The materials

- will then be stored securely in the safe in the Examinations Officer's secure facility until the date of the examination/assessment.
- Security of all examination materials is the responsibility of the Examinations Officer at all times whilst such materials are present on site. Any breach of security will be reported to the Headteacher and directly to the appropriate exam board(s).
- Exam papers and other required materials will be distributed from the safe in the secure facility to lead invigilators at the start of the required session.

Exam Venues

- The venue for each exam will be confirmed prior to the examination date. Classrooms will be used depending on numbers of candidates to be accommodated.
- A seating plan will be produced by the Examinations Officer with appropriate spacing according to JCQ standards. The deployment of readers and scribes will be the responsibility of the Examinations Officer/deputy head and this will be indicated on the seating plan.
- The Examinations Officer and invigilators are responsible for ensuring that all venues have the required signage including notices and warnings to candidates, silence notices, mobile phone warnings etc. in accordance with JCQ regulations.
- Sufficient clocks and whiteboards for exam times will be provided by the Examinations Officer.

Invigilation

- Invigilators, readers, scribes, prompters and language modifiers will be organised by the Examinations Officer and SLT in consultation with the Specialist Assessor.
- The training of invigilators is the responsibility of the Examinations Officer and all training provided is recorded.
- The training of readers, scribes, prompters and language modifiers is the responsibility of the Specialist Assessor and all training provided is recorded.

- Exams will be started and finished by the senior invigilators, who will be either the Examinations Officer or member of the SLT.
- The issue of malpractice will be dealt with in accordance with the current JCQ regulations. In all suspected cases of malpractice, it is essential that the Examinations Officer and senior management are informed immediately.

Special Considerations

- All requests for special consideration must be discussed with the Examinations Officer and Designated Officer who is the Deputy Head of School.
- It is the responsibility of the designated officer and subject teacher to complete required paperwork and send to the appropriate board(s) within the time frame published for each exam series.

Results

- Paper statements of results are issued in sealed envelopes to students by a member or members of the SLT on the specified Results Day unless alternative arrangements have been made prior to the date that has been specified as Results Day.
- Arrangements for the issuing of results will be made in accordance with JCQ guidance and the examining bodies regarding the posting of Results.

Distribution of Certificates

- On arrival in school all certificates are checked and these will be stored safely in the Exams Office safe within the secure facility.
- Pupils will receive their certificates at the presentation evening, which is usually held in the latter part of the Autumn Term.
- Certificates that are not presented in person at the presentation evening will be posted to a students' home address after the presentation evening.

Malpractice

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. Malpractice doesn't necessarily involve an intention to cheat or gain an unfair advantage. Examples of malpractice include, but are not limited to:

- Unauthorised use of a mobile phone or internet-enabled device in examinations
- Copying or allowing work to be copied
- Posting work on social media prior to an exam
- Collusion or working collaboratively

Candidates and invigilators will receive verbal and written guidance that will also be shared at the beginning of each examination. If malpractice is suspected or reported, it will be investigated by the exams officer, then escalated to the head of centre and reported to the relevant awarding body.

Footnote

It is the aim of the Examinations Officer, and all others involved in the process outlined herein, to ensure the smooth running of all aspects of examinations. In doing so we will provide students with an environment in which they will feel confident and secure enabling them to perform to the best of their ability.

Policy for Candidates and Parents - See Appendix 1 attached:

Examination Assessment Decisions

GCSE, BTEC, Entry Level, Functional Skills, NCFE, EDEXCEL Awards.

The Littlegreen Academy policy is designed to promote quality, consistency, accuracy and fairness in both the assessment of and awarding of qualifications. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Pearson/Edexcel; Gateway, NCFE, WJEC; Laser and others bodies used by the school.

This document covers the schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in process of awarding qualifications and certification.

Examinations and Procedures Relating to Examinations

The Examinations policy is decided by the Examinations Officer /SLT with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Head of School for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents/carers. All queries of this type must be raised in the first instance with the School's Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to the Head of School.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted outside of each examinations room. During examinations, candidates must follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.

Internal Assessment

The Awarding Bodies require school centres offering their examinations to:

1. Have a published appeals procedure relating to internal assessment decisions;
2. Make this document available and accessible to candidates.

The Awarding Body will moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

Unless there have been extenuating circumstances and alternative arrangements have been put in place by the Department for Education / Ofqual in the determining and awarding of Grades such as in the use of Teacher Assessed Grades.

The school will ensure that:

1. Work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
2. At the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework and the school's deadlines for submission.

3. Information about the school's appeals procedure, together with this document, will be available upon request;

4. Within each department, candidates are given adequate and appropriate time to produce the coursework; depending upon the number of teaching hours that have been available and that

there have not been any significant disruptions during the academic year which have led to reduced teaching time.

5. Internal assessments are conducted by staff that have an appropriate level of knowledge, understanding and skill;

6. The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;

7. The staff responsible for internal standardisation of a subject will attend any training sessions or access relevant information provided by the relevant Awarding Body.

Internal Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgements themselves.

2. The appeal must be made in writing to the School's Examinations Officer by 31 May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

3. The Examinations Officer is to lead the enquiry provided that the Examinations Officer has played no part in the original assessment process. An experienced member of staff or an Academy trustee acting as an independent person will also be on the panel.

4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed as soon as possible and within the deadlines for appeal published by the exam board.

5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.

6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

Coursework Procedure at Littlegreen Academy

1. Coursework is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to the certification of a Qualification/ Award.

2. Students must be aware of and understand the requirements detailed on the Notice to Candidates from the Joint Council for Qualifications about GCSE Coursework Regulations.

3. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will either not gain any credit or will be graded appropriately as determined by the Subject Teacher and Moderator.

4. An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.

5. Coursework must be handed in by the agreed published departmental deadline.

6. Where possible all students are given the same and sufficient time to complete the work.

7. Students are given clear instructions as to the time and place for handing in the work.

8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.

9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.

10. If it is impossible to deliver the work to school, a member of the SLT must be contacted by phone on the deadline day for advice.

11. If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.

12. Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed.

13. If there are any special circumstances e.g. prolonged absences covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Examinations Officer in conjunction with the Head of School. Any extension will be confirmed in writing with the subject leader, the student and the parent/carers.

Coursework Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.

2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.

3. Appeals must be received in writing by 31 May of the year that the work was assessed to the Examinations Officer or Head of School.

Recognition of Prior Learning (RPL) Credit Accumulation & Transfer

In Littlegreen it is unusual for a pupil to complete a mid-year transfer in KS4. However, if this did happen, Littlegreen would follow policy from the awarding body for applying credit accumulation and transfer if a pupil enters Littlegreen from a different school or college. Littlegreen will recognise of prior learning where appropriate.

If a pupil has evidence of recent prior study which meets assessment criteria of the current programme of study being undertaken in full, Littlegreen will ensure that there was a previous and appropriate sampling plan, an assessment method and subject to internal quality assurance (IQA.) A RPL assessment will be carried out as an entire process.

The Assessor will:

- Plan with the learner
- Make a formal assessment decision
- Feedback assessment decisions to the learner, confirming decision and giving guidance on the available options
- Maintain appropriate records

- Ensure that learners are aware of their right to access the appeals process should they feel the assessment decision was unfair
- The assessor must ensure that all assessment criteria being claimed are covered and that records of assessment are maintained in the usual way. The process must be subject to the same quality assurance requirements as any other assessment method.

Word Processor Policy

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, in line with any changes made in the updated JCQ regulations documents: General Regulations for Approved Centres and Instructions for conducting examinations (ICE).

Littlegreen Academy complies with the Access Arrangements and Reasonable Adjustments (AA) outlined in the Instructions for Conducting Examinations (Section 14 - 2021-22) and the General Regulations for Approved Centres (GR) (Section 5) as follows:

- Candidates with access to word processors are allowed to do so in order to remove barriers for candidates whose special needs would mean that they would be placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments where it is the student's normal way of working.

(AA -14.25 k)

- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question and therefore must 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 or the awarding body specification permits the use of automatic spell checking

(GR – 5.4 b)

- The centre's assessment for access arrangements including the use of a word processor must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments for each assessment and therefore may differ from subject to subject.

(GR – 5.4 d & h)

- The candidate must be assessed by the centre's appointed assessor. The centre must comply with the obligation to identify the need for, request and implement access arrangements.
- The Centre will ensure that applications for access arrangements or reasonable adjustments are submitted by the published deadline.
- Candidates are made aware of their individual access arrangements and if they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 14.20)

- The use of a word processor is granted if it is appropriate to the candidate's needs and reflects their normal way of working in the classroom and in mock examinations.
- In order for permission for a word processor to be granted, the following procedure will be followed:
  1. Use of a word processor will be awarded on a subject-by-subject basis.
  2. If a subject teacher believes that a candidate is entitled to use a word processor in their subject's examinations, they will submit an Evidence Gathering Form to the Access Arrangements Coordinator. This will detail the candidate's persistent and significant difficulties, how these difficulties substantially impact on teaching and learning and the normal way of working within the classroom.
  3. If approved by the Access Arrangements Coordinator, the arrangement will be recorded in the Centre's Access Arrangement spreadsheet and the procedure outlined within the JCQ documentation will be followed. Should the Access Arrangement Coordinator not approve the use of a word processor, this will be fed back to the teacher and to the candidate, with clear reasons outlined.

The use of a Word Processor

Littlegreen Academy complies with the Access Arrangements arranged with the respective Exam Boards for each individual student as assessed by the centre's appointed assessor. (GR 5.4 b & d)

- Provides a word processor with the spelling and grammar check facility/predictive text disabled switched off) unless permission has been awarded for a scribe, in which case the grammar check facility/predictive text will be enabled.

- Only grants the use of a word processor to a candidate where it is their normal way of working (see ICE 14.20) within the centre.
- Provides access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.
- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, but also handwritten shorter answers if this is the student's normal way of working.
- Students can, if their access arrangements permit, use a word processor to type their answers if there is a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers. However, for some questions which require more simplistic answers a paper version of the examination paper and answer booklet will also be made available if the student prefers to write some of their answers.
- When required by the exam board, a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.

Littlegreen Academy complies with ICE Section 13 & 14 (14.25) instructions by ensuring:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors must have been cleared of any previously stored data, as must any portable storage medium used or use a separate log in provided by the relevant exam board for each exam.
- an unauthorised memory stick must not be used by a candidate.
- when needed, the centre must provide each candidate with a memory stick, which has been cleared of any previously stored data.
- word processors are in good working order at the time of the examination
- word processors must be accommodated in such a way that other candidates are not disturbed and cannot read the screen
- where a candidate using a word-processor is accommodated separately in another room, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over and that candidates are present to verify that the work printed is their own and sign to confirm that it is their work.
- word processed scripts are attached to any answer booklet which contains some of the answers
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed

Word Processors and their Programmes

Littlegreen Academy complies with ICE Section 13 & 14 (14.25) instructions by ensuring:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors must have been cleared of any previously stored data, as must any portable storage medium used or use a separate log in provided by the relevant exam board for each exam.
- an unauthorised memory stick must not be used by a candidate.
- when needed, the centre must provide each candidate with a memory stick, which has been cleared of any previously stored data.
- word processors are in good working order at the time of the examination
- word processors must be accommodated in such a way that other candidates are not disturbed and cannot read the screen
- where a candidate using a word-processor is accommodated separately in another room, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over and that candidates are present to verify that the work printed is their own and sign to confirm that it is their work.
- word processed scripts are attached to any answer booklet which contains some of the answers
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body

- word processors are not used to perform skills which are being assessed
- word processors are not connected to any intranet or any other means of communication and are used solely as a word processor unless this is required as part of the exam (e.g. ICT Functional Skills).
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor
- graphic packages or computer aided design software are not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Laptops, Tablets & Word Processors

Littlegreen Academy complies with ICE Section 14.20 – 14.25) instructions by ensuring:

- tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'
- the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination or has access to a power source
- candidates with fully charged laptops or tablets are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points
- candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer
- candidates using Notepad or WordPad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way
- each page of the typed script must be numbered e.g. Page 1- 6
- candidates are instructed to use a minimum 12pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- it is possible to set up 'autosave' onto each laptop/tablet
- candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own

Exam Contingency Plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Littlegreen Academy, Compton. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by scenarios contained in the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.*

This plan complies with the JCQ General Regulations or most up to date Joint Contingency Plan/Ofqual Guidelines or Instructions in that:

The centre agrees to *“have in place and be available for inspection purposes, a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the SLT to have a robust contingency plan in place, minimising the risks to*

examination administration, should the Examinations Officer be absent at a crucial stage of the examination cycle;"

Causes of Potential Disruption to the Exam Process

1. Examination Officer Extended Absence at key Points in the Exam Proces (Cycle)

Criteria for implementation of the plan

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

- *Planning* ○ annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
    - ○ annual exams plan not produced identifying essential key tasks, key dates and deadlines ○ sufficient invigilators not recruited and trained
- *Entries* ○ awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
    - ○ candidates not being entered with awarding bodies for external exams/assessment ○ awarding body entry deadlines missed or late or other penalty fees being incurred
- *Pre-exams* ○ exam timetabling, rooming allocation; and invigilation schedules not prepared ○ candidates not briefed on exam timetables and awarding body information for candidates ○ exam/assessment materials and candidates' work not stored under required secure conditions
    - ○ internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
- *Exam time* ○ exams/assessments not taken under the conditions prescribed by awarding bodies ○ required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
    - ○ candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results* ○ access to examination results affecting the distribution of results to candidates ○ the facilitation of the post-results services

Centre actions:

- Planning
    - ○ In all cases refer to Exams Offices Files and Key dates / Time Line documents.
    - ○ SLT to collect data and collate information on qualifications and awarding body specifications being delivered.
    - ○ SLT to produce key tasks; dates and deadlines. ○ SLT to recruit and train additional invigilators.
    - ○ Entries ○ Refer to Key Dates Document. ○ SLT to cover the tasks in relation to all entries with awarding bodies; or delegate appropriately.
    - ○ A member of SLT or appropriate member of staff to have access to the Exam Boards secure sites that are commonly
    - ○ Pre-exams
    - ○ SLT to arrange timetabling, rooming allocation; and invigilation schedules
    - ○ Arrange Subject Leaders to undertake safe storage of assessment materials in exams storage room.
    - ○ Subject Leaders to undertake internal assessment marks and samples of candidates' work submission to awarding bodies / external moderators.
    - ○ Exam Time ○ SLT to refer to JCQ ICE booklet and awarding bodies instructions/guidelines.
    - ○ SLT to refer to Examinations Officers Files for guidance. Key dates / timeline documentation.
    - ○ SLT to ensure all scripts are checked and dispatched as required to awarding bodies.
    - ○ Results and Post-results ○ SLT to appoint a deputy to download results and distribute to candidates. ○ SLT to work with subject leaders regarding post-results services and by referring to awarding bodies for process if necessary.

2. Specialist Assessor Extended Absence at Key Points in the Exam Cycle

Criteria for implementation of the plan

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

- *Planning* ○ candidates not tested/assessed to identify potential access arrangement requirements ○ evidence of need and evidence to support normal way of working not collated

- *Pre-exams*
  - approval for access arrangements not applied for to the relevant awarding body
  - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
  - staff providing support to access arrangement candidates not allocated and trained

- *Exam time*
  - access arrangement candidate support not arranged for exam rooms

Centre actions:

- Planning
  - Ensure alternative person holding a Level 7 qualification can deputise in testing and collating evidence for access arrangement requirements (currently SENCO + one other member of staff).

- Pre-exams
- Ensure alternative person holding a level 7 qualification can deputise in the processing of access arrangement applications.
- Special modified papers are requested for by alternative staff holding a level 7 qualification, with advice from Examinations Officer.
- Examinations Officer and SLT provide training for supporting readers and scribes.
- Exam Time
  - PALS staff train readers and scribes before each exam.

3. Teaching Staff Extended Absence at Key Points in the Exam Cycle

Key tasks not undertaken including:

- *Early/estimated entry information not provided to the Examinations Officer on time; resulting in prerelease information not being received*
- *Final entry information not provided to the Examinations Officer on time; resulting in:*
  - *candidates not being entered for exams/assessments or being entered late* ○ *late or other penalty fees being charged by awarding bodies*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines*

Centre actions:

- Examinations Officer to request HoD / subject teachers to provide information.
- Examinations Officer to ensure that final entry information is provided by HoD / subject teachers, in the case of absence.

4. Invigilators – Lack of Appropriately Trained Invigilators or Invigilator Absence

Criteria for implementation of the plan

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

Centre actions:

- Examinations Officer to ensure sufficient number of trained invigilators available over the exams season. This number to include reserve invigilators, to cover shortfall/sickness.

5. Exam Rooms – Lack of Appropriate Rooms or Short Notice Unavailability

Criteria for implementation of the plan

- *Examinations Officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an unexpected incident at exam time*

Centre actions:

- Examinations Officer to work with SLT in good time to ensure all exam rooms available for the main exam period. All staff should be informed and venues shown on calendar.
- Ensure possible alternative rooms are highlighted in case of unexpected changes.

6. Disruption of Teaching Time – Centre Closed for an Extended Period

Criteria for implementation of the plan

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

The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this. [Joint Contingency Plan (JCP) scenario 1] Centre actions:

- Inform parents, carers and pupils about the closure and advise them of the plans put in place to address the problem.
- Inform Awarding Organisations of disruption to teaching time in relation to examinations process.
- Organise with alternative, planned venues and organisations for use of their facilities; prioritising the students who are approaching or currently sitting examinations.
- Advise candidates to, where appropriate, sit examinations in the next series.

7. Candidates Unable to Take Examinations Because of a Crisis – Centre Remains Open

Criteria for implementation of the plan

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

The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue. [JCP scenario 3] Centre actions:

  - Offer alternative venue for students to sit examination. ○ Obtain approval from awarding organisations of change in centre. ○ Apply to awarding organisations for special consideration.
  - Offer candidates the opportunity of sitting examinations in the next series

8. Centre Unable to Open as Normal During Exams Period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

A centre which is unable to open as normal for examinations must inform each awarding organisation regarding the examinations that are due to be taken as soon as is possible. [JCP scenario 4] Centre actions:

- Inform parents, carers and students of disruption to examination procedure and centre's plans to continue with examination series.
- Inform Awarding Organisations of the disruption to centre's examination series.
- Examination students to be given priority to use the available space at the centre, where appropriate.
- Organise alternative accommodation; with awarding organisations approval; to proceed with timetabled examinations i.e.: at other centres.
- Apply to awarding organisations for special consideration for candidates.
- Offer candidates the opportunity to sit any missed examinations in the next series.

9. Disruption in the Distribution of Examination Papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

The centre to communicate with awarding organisations to organise alternative delivery of papers. [JCP scenario 2]

Centre actions:

- Communicate with awarding organisations to organise alternative delivery of papers.

10. Disruption to the Transportation of Completed Examination Scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

The centre to communicate with relevant awarding organisations at the outset to resolve the issue. [JCP scenario 5]

Centre actions:

- Inform the relevant awarding organisation of failure of script despatch or collection; and advise that collection has been re-arranged.
- Store scripts in Exams Safe until collection.

11. Assessment Evidence Not Available to be Marked

Criteria for implementation of the plan

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

It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers. [JCP scenario 6] Centre actions:

- To immediately communicate with the relevant awarding organisations involved and with parents, carers and students.
- Liaise with awarding organisations to generate candidate marks for affected assessments based upon on appropriate evidence of achievement.

12. Centre Unable to Distribute Results as Normal/Facilitate Post Results Service

Criteria for implementation of the plan

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

Centres to contact awarding organisations about alternative options. [JCP scenario 11] Centre actions:

- Contact Awarding Bodies to inform them of alternative plan/arrangements in order to distribute results (i.e.: e-mail / alternative venue).
- Inform parents, carers of alternative arrangements to receive results and discuss post-results services.

Causes 7-12 – all scenarios, criteria and specific communications have been taken directly from the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

Further guidance to inform and implement contingency planning

Ofqual

Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northernireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted

JCQ

General regulations
http://www.jcq.org.uk/exams-office/general-regulations
Guidance on *alternative site arrangements*
http://www.jcq.org.uk/exams-office/forms *Instructions for conducting examinations*
http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations *A guide to the special consideration process* http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

GOV.UK /DfE Guidance

Emergencies and severe weather: schools and early years settings
https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings *Teaching time lost due to severe weather conditions*
https://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severeweather
Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning
https://www.gov.uk/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide

Appendix 1

Policy for Candidates and Parents/Carers

Entries

- Students will be entered for scheduled exams and qualifications based upon the course requirements. Once entered they may only be withdrawn or have their tier altered if circumstances have changed which will be to the detriment of the pupil if the present course of entry is continued.
- When amendments to entry or personal details are needed these must be made by direct contact with the Examinations Officer well before the date of the exam.

Fees

- Exam entry fees are expensive. The school will pay for the first attempt at any level.

Timetable Issues

- The schools default times for the start of examinations are 9.15/9.30 and 1.15/1.30. This may occasionally vary and students will be informed.
- If exams require that alternative transport arrangements are required at the end of the day, it is the responsibility of the subject teacher to inform parents/carers.
- The Examinations Officer will inform parents/carers and provide pupils with their exam timetable well in advance of the first examination.
- It is the responsibility of all candidates to arrive at the correct exam venue no less than ten minutes before the advertised starting time.
- The Examinations Officer will inform students of any clashes and make the necessary arrangements to accommodate this situation if it should arise in line with JCQ Instructions for conducting examinations.

Expectations during Exams

Behaviour

- Students need to be aware of the need for excellent personal and group behaviour at all times. This is essential to create a positive and quiet atmosphere throughout when exams may be sat. Behaviour issues will be dealt with by senior members of staff. Any malpractice within the exam room will be dealt with in strict accordance with the guidelines published to students at the start of each exam season. Students will be made fully aware of these guidelines by subject staff and the Examinations Officer.

Uniform

- Students will wear full school uniform, Post-16 students will follow their dress code.

Wrist Watches

- Standard wrist watches may be taken into the exam hall but removed and placed on the desk in front of the student. Smart watches or any watch which has the potential to connect with other devices (including Fitbit type watches) must not be taken into the exam and must be left in the pupil's locker or handed to a member of staff.

Mobile Phones

- Any student found with a mobile phone or any other such communication device will be reported to the exam board and can then expect to be disqualified from at least that subject.

- If a student has a mobile phone on them, the phone is to be handed over for safekeeping before entering the examination room and returned to the candidate at the end of the examination; or kept in the student's locker during the day.

PLEASE NOTE THAT LITTLEGREEN ACADEMY WILL NOT ACCEPT RESPONSIBILITY FOR THE SECURITY OF ANY PHONE ANY WHERE ON THE SCHOOL PREMISES AT ANY TIME. THEY ARE BROUGHT INTO SCHOOL ENTIRELY AT THE RISK OF THE OWNER.

Exam Equipment

- Any equipment needed for the exams will be provided by the subject staff responsible for the exam or by the Examinations Officer.
- Pupils may bring their own pens, pencils, rubbers etc. but these must be in a clear plastic case.
- Water is permitted to be taken into the Examination Room. All personal bottles should be plain, clear plastic – with no labels. Should bottles be opaque; they are to be placed on the floor under the table next to the student during the course of the examination; and when used, returned to the floor.

Arriving Late

- Pupils who arrive late for an exam should contact the Examinations Officer or a senior member of staff who will escort them to the exam where the chief invigilator will be informed and take the necessary action.
- The amount of time pupils will be allowed will depend upon the time of arrival.
- If pupils arrive after the exam has ended they will not be allowed to sit it.

Leaving Exams Early

- Pupils will only be allowed to leave an exam early with the direct permission of the Examinations Officer. This will only be granted in exceptional circumstances.
- Students will be expected to remain silent in the exam room until their paper has been collected and they have been formally dismissed.
- If pupils disrupt and disturb others they will be removed from the examination room and penalised by being disqualified from the exam. This will be reported to the exam board.

Results

- Dates and times for collection/distribution of results will be notified to all candidates prior to the end of the exam sessions.
- Students may only collect their own results.
- Students may delegate a parent/carer or responsible adult to collect their results for them. This must be notified in writing to the Examinations Officer/senior management.
- Students who do not collect results in person will receive them by post.
- In some pre-arranged circumstances, it may be possible to e-mail results to students who may, for example be abroad on results day. Here again, the Examinations Officer/senior management must receive prior notification of this arrangement before the end of the Summer Term.

Post Result Service – Enquiries about Results

- Students may request re-marks for most scripts
- Levels of re-marking vary from clerical checks to full individual re-assessment of papers
- Requests may be made by departments or individuals.
- Costs must be borne by the applicant. A tariff of fees can be provided by the Examinations Officer.
- Departments or students wishing to make enquiries about results must communicate with the Examinations Officer who will complete the necessary paperwork in conjunction with the subject leader.
- Under no circumstances should direct communication be made to the exam boards.

Appeals against Internal Assessment of Coursework

- Internally assessed coursework will have been standardised and moderated by subject staff.
- Parents/carers and students may discuss this process with appropriate teachers but the actual marks awarded are at the professional judgement of the teacher
- However, internally assessed work is subject to external moderation and is open to change through this process. Therefore, the marks awarded may be raised or lowered.
- Once the external moderator has agreed with internally assessed marks there can be no further alteration to the marks of grade awarded.

- If an appeal against the process is lodged it will be addressed to the subject leader or the Examinations Officer.
- Decisions regarding the outcome of such appeals will be notified to parents/carers and students in writing.
- All appeals must be dealt with within the time allowed by the exam boards.

Appeals against External Assessment of Coursework

- Appeals may be made by subject leaders when, in their professional judgement, they consider results to be below that expected or predicted.
- The process requires careful communication between the department and the relevant exam board and must be done through the Examinations Officer.
- Parents/carers or students wishing to instigate an appeal of this nature must initially contact the teacher responsible for that subject or alternatively the Examinations Officer.

Footnote

In all cases it is the priority of the examinations system within the school to ensure that all candidates achieve optimum results. The aim includes accuracy of exam entry, ensuring correct support for the conduct of examinations and a results service that is efficient and accurate.

Examination Evacuation Procedures

In the event of a fire alarm or similar emergency

Please refer to the instructions in the JCQ booklet (page 39)

When Evacuation Alarm Sounds:

- Note the time accurately.
- Take Examination Attendance Register to Assembly Point.
- Reassure candidates that allowance will be made for the interruption. Ask them to remain silent as they evacuate the building.
- All question papers and scripts should be left on desks with the answer booklets closed and the doors closed.
- Evacuate in silence as directed in main Emergency Evacuation Plan.
- Assemble in front of Support Staff; isolated from other students in school with supervision from invigilators.
- Keep the candidates isolated and under careful supervision until told it is safe to return. They are not allowed to discuss the examination either between themselves or with any other students.

When it is safe to return to the exam room:

- Make a note of the time when the examination resumes.
- Allow full time allocation.
- An incident report is sent to the examining board(s) with a request for special consideration.

Appendix 2

Procedure for the identification and reporting of malpractice including malpractice involving the use of AI.

Incident of candidate (pupil) malpractice

Once suspected malpractice is identified, any member of staff at the centre can report it using form JCQ/M1. Secondary reporting to the school or trust would be expected, the exams officer and head of centre can be available to support with the reporting where appropriate.

Form JCQ/M1 should be used to notify an awarding body of an incident of candidate malpractice.

The form is available from the JCQ website http://www.jcq.org.uk/exams-office/malpractice

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with teaching and learning and the positive behaviour policies.

If an awarding body's confidential assessment material has potentially been breached. The breach must be reported to the awarding body immediately. If, at the time of the incident, a candidate has not been entered with an awarding body for the component, unit or qualification, malpractice discovered in a controlled assessment, coursework or non-examination assessment can also be dealt with in accordance with the with teaching and learning and the positive behaviour policies.

Littlegreen Academy will not normally give credit for any work submitted which is not the candidate's own work. If any improper assistance has been given, a note must be made of this on the cover sheet of the candidate's work or other appropriate place.

Where malpractice by a candidate in a vocational qualification is discovered prior to the work being submitted for certification, the school should refer to the guidance provided by the awarding body

Note: coursework, controlled assessment, non-examination assessment or portfolio work which is submitted for internal assessment is rejected by the centre on grounds of malpractice, candidates have the right to appeal against this decision. The JCQ website contains advice on the recommended procedures for appeals against internal assessment decisions

Incident of staff malpractice

Once suspected malpractice is identified, any member of staff at the centre can report it using form JCQ/M2

Secondary reporting to the school or trust is not expected. Where requested, awarding bodies will not disclose the identity of individuals reporting cases of suspected malpractice, unless legally obliged to do so. Staff making allegations of suspected malpractice within the school or trust may be protected by the Public Interest Disclosure Act 1998 (PIDA), if the disclosure amounts to a "protected disclosure" (as set out in the relevant legislation); the member of staff is raising a genuine concern in relation to malpractice; and the disclosure is made in compliance with the guidelines set out in the legislation and/or Solant Academies Trusts own Whistleblowing Policy. See JCQ Public Interest Disclosure Act - Guidance where needed.

Form JCQ/M2 should be used to notify an awarding body of an incident of suspected staff malpractice/maladministration. The form is available from the JCQ website at http://www.jcq.org.uk/exams-office/malpractice. Upon receipt of a JCQ/M2 form, the awarding body will review the information provided and determine the appropriate next steps for the investigation. The school and trust should not proceed with further information gathering until authorisation has been received from the awarding body.

Gathering of information: Investigations

Any allegation that the awarding body decides requires investigation will need an individual appointed to gather information. An allegation of malpractice is unproven until the relevant information has been gathered and considered. An investigation will allow the awarding body to make a decision on a case – this may be that there is no case to answer as, following investigation, there is no evidence to support the allegation. Alternatively, it may lead to a finding of malpractice which could then incur a sanction for an individual or individuals, or the school and trust.

The awarding body will determine who should gather information for the investigation. The individuals that can be chosen are, the head of centre; the Chair of Governors of Littlegreen Academy. Solent Academies Trust may nominate trust level staff such as Director of Education or the Chief Executive Officer or the head of another school in the trust. They will work with awarding body staff from the malpractice investigation team; The person gathering information must have no personal or other conflict of interest in the outcome of the investigation.

The individual authorised to gather information will then report to the awarding body by the time specified and providing all the requested evidence. Whoever gathers information must have no personal interest in doing so. Further information about conflicts of interest can be found in Littlegreen Academy Conflict of Interest Exams Policy. Overall responsibility will always lie with the head of centre. The head of centre must deal with the evidence/information gathering in accordance with the deadlines and requirements set by the awarding body. The head of centre must confirm to the awarding body the identity of the individual who will gather information and that the individual is appropriately senior, experienced in conducting similar types of investigations and that their appointment will not create a conflict of interest.

Any member of staff being interviewed may be accompanied by a friend or advisor (who may be a representative of a teacher association or other association). The involvement of legal advisors is not necessary, at least where there is no allegation of criminal behaviour. However, if the individual being interviewed wishes to be accompanied by a legal advisor, the other parties must be informed beforehand to give them the opportunity to be similarly supported. The person accompanying the interviewee should not take an active part in the interview. In particular, they must not answer questions on the interviewee's behalf.

The head of centre is responsible for ensuring that the accused individual is informed of their rights and responsibilities. If the head of centre considers that there is a need to exercise discretion in the light of the circumstances of the case in terms of how the evidence is presented to the accused individual (for example, if they have concerns about revealing the identity of a third party mentioned in the documentation), this should be discussed with the awarding body. **Gathering of information: Completing and submitting the report**

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

The report must contain a statement of the facts of the case, including a detailed account of the circumstances of the alleged malpractice and an objective description of the information gathered during the course of the investigation, and must include details of any exculpatory information (or mitigating factors) found during the investigation process. **Form JCQ/M1** should be used when reporting candidate cases; for centre staff, after the investigation has been carried out **Form JCQ/M3** should be used. These are available from the JCQ website http://www.jcq.org.uk/examsoffice/malpractice.