

St. Patrick's High School, Keady



Examination Policy 2023-24

Latest Review: September 2023

Next Review: September 2024

ADOPTED BY THE BOARD OF GOVERNORS

Objective:

The purpose of the Examination Policy is to give guidance to members of staff regarding examination.

Examinations Team

Mrs G Lundy (Acting Principal)

Mrs K McKenna (Acting Principal)

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Examinations/SENCo)

Ms T Copley (Assistant SENCo)

Mr S O'Connor (Examinations Officer)

Ms S Dillon (Assistant Examination Officer)

Additional Notes

Policy Number 2018/10/1

Update History:

September 2018

September 2019

September 2020

September 2021

September 2022

September 2023

Rationale

This document outlines the school policy on conducting examinations. St. Patrick's High School is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected.

Aims

The purpose of this exam policy is:

- i. To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- ii. To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy. This policy is written in accordance with the following Joint Council for Qualifications (JCQ) guidance documents:

- Instructions for Conducting Examinations
- Access Arrangements and Reasonable Adjustments
- Suspected Malpractice in Examinations and Assessments

This policy should be read in conjunction with the following policies:

- Policy for Controlled Assessment
- Policy for Appeals Against Internal Assessment
- Access Arrangements Policy
- Examination Invigilation Policy
- Child Protection Policy
- Positive Behaviour Policy
- Health & Safety Policy
- Acceptable Use Policy for Handheld Technology and the Internet

Embedded within this overarching Exams Policy are the statutory plans/procedures:

- Procedure for the emergency evacuation of the examination room
- Examination contingency plan
- Disability policy showing the centre's compliance with relevant legislation, i.e., Equality Act 2010.

Acronyms used in this policy

BTEC – Business and Technology Education Council
GCE – General Certificate of Education
GCSE – General Certificate of Secondary Education
HOD – Head of Department
JCQ – Joint Council for Qualifications (JCQ)
SENCo – Special Educational Needs Coordinator
SLT - Senior Leadership Team
EO – Exams Officer

Section 1: Exam Roles and Responsibilities

1.1 Principal

Overall responsibility for St Patrick's High School as an Exam Centre. The principal is accountable to the awarding bodies for ensuring the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. Delegated responsibilities to Vice Principals, SLT Assessment Manager, SLT Exams team member and Examinations Officer to:

- Ensure centre compliance with current JCQ and awarding body requirements.
- Advise on appeals and re-marks.
- Report all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

1.2 SLT Exam Team Lead

- To co-ordinate and oversee all matters pertaining to external examinations undertaken in St. Patrick's.
- Direct link for EO.
- Consult with Teaching Staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines.
- Implement this policy in accordance with all other school policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance, financial matters and Data Protection Act.

1.3 Exams Officer (Accountable to SLT Exams)

- Manage the administration of public and internal exams and analysis of exam results.
- Advise St Patrick's High School Leadership Team, Subject Leaders, Subject Teachers and other relevant support staff on annual exam timetables and application procedures as set by the various Awarding Organisations.
- Contribute to the production and distribution to staff, and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with Teaching Staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts, when question paper packets are removed from the despatch packaging they must be checked carefully, and a log of the check kept
- In conjunction with the SENCo, plan organisation and administration of access arrangements for special consideration using the JCQ *Access arrangements and special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations*.

- Identify and manage exam timetable clashes.
- Arrange to contact any candidate who is not present at the start of an exam and manage this in accordance with JCQ guidelines.
- Advise Caretakers of the timetable to ensure rooms are prepared.
- Account for income and expenditures relating to all exam costs/charges.
- Line manages the invigilation team, their recruitment and training. Monitor the whole invigilation team responsible for the conduct of exams.
- Submit candidates' coursework/controlled assessment marks, track despatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward appeals/re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement.
- Submit application for Centre approval with Pearson/Edexcel in order to offer additional BTEC qualifications.

1.4 Subject Leaders

- Decide, in discussion with their team, on the awarding body specification to be taught.
- Inform the Exams Office of changes to course/entry/levels well in advance of entry deadlines.
- Provide guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Submit entry details to the exam office including course names, course codes and candidate names by the deadlines advised.
- Comply with Awarding Organisation and specification requirements.
- Provide direction to candidates on post-results procedures.
- **Where a candidate is to be entered/withdrawn from entry for a resit, the request must be approved by the subject teacher and subject leader and advised in writing to the Exams Office.**
- Accurately complete all exams documentation/coursework (controlled assessment) marksheets/declaration sheets and adhere to deadlines.
- Advise the Exams Office of changes to be made to access for teachers to e-moderation.
- Ensure that information from Awarding Bodies is disseminated to their team.
- Provide the Exams Office with full registration information for BTEC courses prior to the deadline in October.
- Submit BTEC outcomes to the Exams Office for submission to Pearson/Edexcel.
- Participate fully in internal moderation of controlled assessment/coursework.

1.5 Subject Teachers

- Provide details of additions or removals from candidate/class lists.
- Provide details of entries (course name, code and candidate names) to Subject Leaders in order to meet internal deadlines.
- Exam papers must **not** be read by Subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders the next day after the exam ends.
- Participate fully in internal moderation of controlled assessment/coursework.

1.6 People Present in the Exam Room

The Vice Principals, Senior Exam Team Leader, SLT Exam member and EO are approved by the Head of Centre to be present at the start of the examination(s). The Head of Centre has approved that the SLT Assessment manager has responsibility to:

- Identify and settle candidates and instil discipline.
- Assist the EO in checking that candidates have been issued with the correct question paper (particularly where optional/tiered/ new specification papers are involved).
- To assist with the identification of candidates.
- To check that candidates, have the appropriate equipment and materials for the examination.
- To oversee those correct procedures by the EO and Invigilators are being adhered to within the examination venue and to ensure that candidates have not brought water bottle labels/ phones/ smart watches into the exam venue. St Patrick's provide thorough training on these current regulations.
- Start the examination.

Only those senior members of centre staff authorised by the head of centre to specifically perform the tasks above may be present in the examination room.

Senior members of centre staff must not provide advice and guidance on the examination. They must not comment on the question paper to give advice on which sections of the paper and which questions should be attempted.

Under no circumstances may members of Centre staff:

- Be present at the start of the examination and then sit and read the exam paper before leaving the exam venue.
- Enter the examination room, uninvited, with the sole intention of accessing the exam paper.
- Communicate with candidates, with the exception of practical examinations or in the process of maintaining discipline in the exam venue. 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 read candidate's scripts.

- Centre staff who are called upon to enter the examination room during the course of the examination because a candidate has identified a possible problem which the invigilator is unable to resolve, such as a suspected error on the question paper do not need prior authorisation from the head of centre. If they leave the examination room, they may only take the question paper with them if they need to check a possible problem with the relevant awarding body.
- If the awarding body has not issued an erratum, then the instruction to candidates must be to answer the question as printed. Centre staff must not provide advice to candidates without the permission of the awarding body.

1.7 Special Educational Needs Coordinator (SENCo)

The SENCo, fully supported by teaching staff and members of SLT, will lead on the access arrangements process with St Patrick's High School.

The SENCo will:

- Ensure specialist diagnostic testing is implemented to identify and support need and provide appropriate evidence for a candidate's access arrangement.
- Plan, implement, monitor and review appropriate intervention strategies and support to pupils in line with the Special and Additional Needs Policy.
- Monitor and review evidence of 'normal way of working' for pupils identified as having a need.
- Identify and compile initial list of pupils requiring Access Arrangements (June of each year).
- Review list of candidates requiring Access Arrangements with Examinations Team (SLT) before applications are processed.
- Review the evidence before an on-line application is processed, ensuring that the candidate does meet the published criteria for the respective arrangement.
- Ensure that applications are processed on time, no later than the published deadline
- Ensure that the full supporting evidence is in place before an on-line application is processed.
- Ensure that the agreed access arrangement has been put in place before the candidate's first examination, e.g., internal school tests and mock examinations.
- Provide agreed list of all pupils requiring access arrangements to the Principal, SLT responsible for Exams and the Examinations Officer in advance of each exam season.
- Inform students and parents of student need and access arrangements in place.
- 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.
- Keep a record of evidence, complete recognised forms and present all paperwork for inspection.
- Check accuracy of examination rooming and seating plans for pupils with Access Arrangements.
- Liaise with the Examinations Team in organising access arrangement for candidates including rooming, allocation of scribes, readers and prompts etc
- Oversee support for access arrangement candidates as defined in the JCQ access arrangement regulations.

1.7 Lead Invigilator/Invigilators

- Be fully aware of the regulations according to “The Instructions for Conducting Examinations”.
- Work to promote and apply the school’s safeguarding policy and procedures.
- Centre must ensure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination;

Before the exam starts:

- Check the examination room prior to the arrival of candidates to ensure that:
 - o Heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - o No display materials that might be helpful to candidates are visible.
 - o A reliable clock of readable size is visible to each candidate.
 - o Ensure notices are displayed in accordance with JCQ regulations.
 - o The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
 - o Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
 - o Carry out checks on the identity of candidates on their arrival.
 - o Take all reasonable steps to ensure that:
- The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
- Candidates take into the examination room only those articles, instruments or materials which are expressly permitted. Candidates must hand in their mobile phones and any other unauthorised items if they have not already done so. Failure to do so may lead to disqualification.
- Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Advise the exams Office of candidates not present at the start of the exam and manage latecomers in accordance with JCQ regulations.
- Issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do. Only answer questions from the candidates about the instructions on the front of the question paper. Candidates must not open the question paper until the examination begins.

Any malpractice suspected or actual, from this the start of an exam must be reported to the relevant awarding body.

An invigilator must be aware of any access arrangements being provided to candidates they are invigilating.

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During the examination:

- Supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
 - Complete the Attendance Register during the examination and inform the Exams Office of any absentees.
 - Complete the Invigilator's internal Log sheet (See appendix 1: Exam Room Checklist for Invigilators).
 - Know the actions to be taken in the event of an emergency such as an emergency evacuation (See Section 14).
- food brought into the examination room by the candidate must be free of packaging and in a transparent container;
 - drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.

After the Examination:

- At the end of the examination, to collate all scripts in candidate number order and ensure that they are packaged in the correct bag/envelope with the correct label as directed by the Awarding Organisation and provide to the EO for storage and dispatch.
- Exam office staff, including invigilators, must ensure scripts are handled securely at all times.
- Collect all unused stationery in the examination room and return it to the Exams Office.
- Ensure that the room is left in a tidy condition.
- Know the actions to be taken in the event of suspected malpractice (See appendix 2 External Examinations suspected malpractice)
- Centres must ensure that scripts are always kept in the secure room until as close to the collection time as possible. Script packages must not be left unattended at the collection area. (The exams officer must be one of the key holders.)

Question papers must not be released to centre personnel until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.

- For CCEA examinations, question papers must not be released until 24 hours after the published finishing time for the examination.

Sending of Scripts

Centres must:

- a) despatch scripts and accompanying attendance registers to the address provided on the same day of the examination wherever possible;
- b) ensure that any scripts that cannot be despatched on the scheduled day of the examination are despatched no later than the next working day;
- c) retain scripts in the centre's secure room if kept within the centre overnight.

Centres should try to despatch scripts from the morning and afternoon sessions that afternoon. If this is not possible, scripts must be retained in the secure room and be despatched as early as possible on the next day.

Arrangements for handling secure electronic materials

Centre authorisation

- Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre.
- The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.
- At least two and no more than six members of centre staff should be authorised to handle secure electronic materials. one of whom must be the exams officer*. Other members of centre staff may assist with printing and collation provided they are under supervision.

*For AQA examinations, one member of centre staff can be authorised to handle secure electronic material.

Secure account management

- Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access.
- Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.
- By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.
- Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.
- Accounts must be reviewed by the head of centre ahead of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed.
- Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.
- Accessing and printing secure files

- The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.
- The file must be accessed and downloaded only for the use of the candidate(s) who have been entered for the examination.
- The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.
- Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.
- Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.
- Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room.
- Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in section 3.

Removing question papers from secure storage

1. In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened.
 - A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.
 - One way of conducting the second pair of eyes check is to adopt an 'eyes and ears' approach. One person reads the information from the question paper packet to the second person. This addresses the risk that people read what they expect to see. The second person is more likely to hear if there is an issue with the day, date, time or paper.
 - If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately.
2. Unless there is a need to split question paper packets for different examination rooms or facilitate access arrangements they must be opened in the designated examination room(s).
 - Question paper packets should be taken to the designated examination room(s) as close to the start of the examination as possible. They must not be removed from the centre's secure storage facility and taken to the designated examination room(s) any earlier than 60 minutes prior to the awarding body's published starting time for the examination.
 - The question papers must not be left unattended. Care must always be taken to ensure the security of the question papers.
3. Centres may open the packet(s) of question papers to make them up into more appropriately sized sets for different rooms on one or more sites provided the following conditions are met:

- a) as few packets as possible should be opened and this must be within 90 minutes of the awarding body's published starting time for the examination. Centres following this approach should note that prior awarding body approval is not required;
- b) the question paper packet must be opened in the secure room and not in the examination room. The question paper packet must be re-sealed and placed back into the centre's secure storage facility. Unless the question paper packets being removed from the centre's secure storage facility are required for an alternative site (see paragraph 11.3), they must not be taken to the different examination rooms any earlier than 60 minutes prior to the awarding body's published starting time for the examination;
 - Where a question paper needs to be scanned or photocopied, the exams officer, or a member of staff authorised by the head of centre or exams officer, must take the question paper in a sealed non-transparent envelope to the printer/scanner. The question paper and the copy must be returned to the secure room where they will be placed into the question paper packet, which must be re-sealed and placed back into the centre's secure storage facility.
- c) the question papers extracted from the packet must be taken to the examination room(s)/site(s) in a sealed non-transparent envelope. An invigilator must always be present in the examination room(s). Question papers must not be left unattended.

Reporting to an awarding body

- Report any deviation from these instructions to the awarding body using JCQ Form M2.
- Report any concerns of a potential breach of security to the awarding body immediately.

1.8 Resources for exams

Candidates may use resources such as anthologies, bilingual translation dictionaries and editions of set texts as set out in the instructions on the question paper.

Candidates must be given prior notice that they are responsible for bringing with them any materials needed for the examination.

If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice.

For Art examinations, appropriate art materials and design media and technology must be provided by the centre.

1.9 Using Calculators

A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

During an examination a calculator must not be able to offer any of these facilities:

- a) language translators.
- b) symbolic algebra manipulation.
- c) symbolic differentiation or integration.
- d) communication with other machines or the internet;

During an examination a calculator must not give access to pre-stored information. This includes:

- a) databanks;
- b) dictionaries;
- c) mathematical formulae;
- d) text.

A calculator must not be borrowed from another candidate during an examination.

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

1.10 Candidates

- Check personal exam entries on receipt of timetable and inform the Exams Office of any discrepancies.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Pay for any re-sits in the specified period.
- Candidates must **not** take into the exam venue technological/web enabled sources of information such as an iPod, a watch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device.
- No bags or revision notes must be brought into the exam venue.
- Candidates, if wearing a wrist watch must remove it and place it on their desk.
- For examinations where a calculator is allowed the Candidate must make sure that the lid of their calculator is removed and placed on the floor beside them.
- If a candidate brings a water bottle into the examination, they must ensure that the label of the bottle has been removed before entering the venue.
- Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

- Attend all timetabled assessments in full uniform.
- Candidates will not be allowed to leave the exam room until the published finishing time.
- Students are personally responsible for providing their own equipment for exams. The Exams Office provide a minimal amount of 'spare' equipment in each venue but this will only be available to students who have a problem with their own equipment (breakages during the exam).
- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to ensure that the school is advised as soon as possible. The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

2.0 Caretakers

Caretakers are responsible for setting up the allocated rooms.

Section 2: The Qualifications Offered

The qualifications offered at this Centre are decided by St Patrick's High Schools Leadership Team.

The subjects offered in any academic year may be found in the Centre's published prospectus for that year and on the schools' website. If there has been a change of syllabus/specification from the previous year course information must be changed with Student Records and the Exams Office must be informed by the 1st October for all qualifications.

Section 3: Exam Seasons, Timetables and Clashes

3.1 Exam Seasons

Subject Leaders:

Curriculum Leaders have responsibility for giving the Exams Office the appropriate notice period for scheduling of internal exams which contribute to summative assessment.

External exams are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Subject Leaders must liaise with Exams Office to oversee and plan the scheduling of exams for their area. This includes decisions on exams series.

All internal exams are held under external exam conditions.

3.2 Timetables

The Exams Office will display timetables of all external exams on their notice boards. The Exams Office will add room and seating details. Allocation of Invigilators will be the responsibility of the Exams Office.

3.3 Clashes/Timetabling Issues

If candidates are taking two or more examinations in a session and the total time is three hours or less, the EO (with permission from the principal) may decide the order within the timetabled session in which to conduct the examinations.

Candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series. Please see paragraph 5.6(g) of the JCQ publication General Regulations for Approved Centres: <http://www.jcq.org.uk/exams-office/general-regulations>

Candidates will be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise.

If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, the EO will determine (with permission from the principal) whether to conduct one examination in a later or earlier session within the same day. Candidates will be supervised in line with the JCQ requirements (7.4 ICE 2021).

Section 4: Entries, entry details, late entries and re-sits

4.1 Entries

Normally candidates are selected for their exam entries by the Subject leaders and Subject Teachers. However, a candidate has the right to request a subject entry, change of level or withdrawal but there would be an expectation that this would be following a discussion with their Subject Teacher.

The Centre acts as an Exam Centre external candidates upon request.

4.2 Entry Details

The Exams Office will accept withdrawals, amendments and changes of tier up to the dates set by the Awarding Organisations. These deadlines are available from the Exams Office or the Awarding Organisation websites. Withdrawals or amendments must be discussed with the Subject Teacher/Subject Leader.

4.3 Late Entries

Late entries are authorised by the Subject Leaders and candidates.

The deadlines for late entries are available from the Exams Office or the Awarding Organisation

websites.

Under certain circumstances late entries will be accepted but these will be subject to a fee levied by the Awarding Organisation and appropriate fee paid to Exams Officer.

4.4 Re-Sits

Re-sit decisions are made in consultation with the Subject Teacher, Subject Leader, Exams Office and the candidate.

Section 5: Exam fees

Normal registration and exam fees for the first sitting are paid by the Centre for fully funded candidates with an active enrolment.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Re-sit fees are payable by candidates.

External Candidates:

St Patrick's high School will permit past pupils and those with connection to the College to sit exams in this Centre.

Section 6: The Disability and Equality Act, special needs and access arrangements

6.1 Disability and Equality Act

The Disability and Equality Act 2010 extends the application of the Disability Equality Duty in the DDA to general qualifications. All Exam Centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

The SENCo will inform Subject Teachers of candidates with special educational needs. The Exams Officer can then inform individual staff of any special arrangements that candidates may be granted during the course and in the exam.

6.3 Access Arrangements

Access arrangements are agreed before an assessment. They allow candidates with special educational needs, disabilities or temporary injuries to:

- Access the assessment.
- Show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Any reasonable adjustment must reflect the normal learning or working practice of a learner in a Centre including:

- In the classroom; or
- Working in small groups for reading and/or writing; or
- Literacy support lessons; or
- Literacy intervention strategies; and or
- In internal school tests and mock examinations.

This is commonly referred to as 'normal way of working'.

Candidates who may require access arrangements are identified during the admissions process or enrolment.

Subject Teachers identifying candidates who may require access arrangements after the start of the course should contact the SENCO at the earliest opportunity. It is the Course Tutor's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Applying for access arrangements via the Centre Admin Portal (CAP) is the responsibility of the SENCO in conjunction with the Examinations Officer.

Please refer to *Access Arrangements Policy* for more detail.

Section 7: Estimated grades

Estimated grade forms are to be completed and returned via Subject Leaders to the Exams Office in order to meet the Awarding Organisations' published deadlines.

Section 8: Managing Invigilators and Exam Days

8.1 Managing Invigilators

External Invigilators will be used for all exams apart from some internally assessed components/controlled assessment.

The recruitment of Invigilators is the responsibility of the Exams Office. Training for the invigilators will be the responsibility of the Examination Officer on an annual basis

Centres must ensure that the testing of invigilators' competence and their understanding of regulations are rigorous. This must also extend to those facilitating an access arrangement.

Securing the necessary Criminal Records Bureau (CRB) clearance for new Invigilators is the responsibility of the school's office.

CRB fees for securing such clearance are paid by the school.

Invigilators are timetabled and briefed by the Exams Office.

The person appointed must not normally be the candidate's own subject teacher or learning support assistant. Where the candidate's own subject teacher or learning support assistant is used, a separate invigilator must always be present.

Invigilators' rates of pay are set by the Exam Board/ELB.

8.2 Procedures and Protocols for Examination Days

The Exams Office or designated Rooms/Timetetable staff will book all exam rooms after liaison with other users.

The chief invigilator will start all exams in accordance with JCQ guidelines.

Subject Leaders should meet students in the foyer when the exam is completed. No students or subject teachers should congregate outside the exam venue to discuss performance in the exam.

In practical exams Subject Teachers may be on hand in case of any technical difficulties.

Section 9: Clash candidates

9.1 Clash candidates

The supervision of candidates between exams is the responsibility of the Exams Office. In cases of overnight supervision candidates need to complete the appropriate documentation in accordance with JCQ regulations.

NB These arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A-level candidate has six hours or less of examinations in one day.

Section 10: Controlled Assessment/Coursework

10.1 Coursework

The Centre will publish a separate policy on this subject.

The main points are:

- Candidates who have to prepare coursework should do so by the required date.
- The Subject Leaders will ensure all coursework is marked/internally verified in line with Awarding Organisation requirements. Subject Leaders have the responsibility to ensure that appropriate quality assurance procedures are followed to include internal verification of assessed work.
- Subject leaders are required to complete a CA Subject Leader Checklist that must be forwarded to the Exam's office no later than the 29th September (See appendix 2).
- Subject Leaders will require members of their department to complete a Subject Teacher Checklist no later than the 29th September. These individual subject teacher forms will be collated and maintained by the Subject Leader for the academic year ahead (See appendix 3).
- Subject Leaders will ensure that all internal verification is completed by the school's internal deadlines.
- The Exams Officer will ensure that the work is despatched at the correct time and that a record of what has been sent, when and to whom is maintained.
- Marks for all internally assessed work are provided to the Exams Officer by the Subject leaders. These should be received by the Exams Office in order to meet the internal Exams Office Deadline.

Section 11: Appeals against internal assessments

The Centre will publish a separate policy on this subject.

The main points are:

- Appeals can only be made in relation to the process leading to an assessment. There is no appeal against the assessment decision i.e., the mark or grade awarded.
- Candidates may appeal if they feel their controlled assessment/coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- In the first instance the student should raise any concerns about the assessment process with the subject teacher.
- If the student remains concerned having spoken to their teacher, they should contact the Head of Department.
- The HOD will ask the student to make a written appeal which will be submitted to the relevant Senior Leader. The grounds for the appeal must be clearly stated.
- The findings will be notified in writing, copied to the Head of Centre and recorded for Awarding Organisation inspection.

Section 12: Certificates

Certificates are posted (by recorded delivery where stipulated by the Awarding Organisation), or collected in person if permission is granted by a candidate .

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so, and provide their own identification.

Certificates are not withheld from candidates who owe fees.

The Centre retains certificates for three years.

Section 13: Emergency Exam Evacuation Procedure

This procedure is part of the larger whole school Emergency Evacuation Procedure (See Staff Handbook for Emergency Evacuation Procedure).

Senior Co-ordinators in Charge of Emergency Exam Evacuation – Mrs Lundy and Mrs McKenna

SIGNAL:	Continuous Electronic Tone/Flashing Beacons
ASSEMBLY POINT:	3G Pitch
EXIT:	Normally by the nearest outside door unless route is Blocked

13.1 On hearing the Continuous Electronic Tone, pupils should leave the examination venue in silence, in single file, when told to do so by the invigilator/teacher. The invigilator should lift the

pupil attendance log before instructing pupils to evacuate the venue. Reprographic and IT support staff will go directly to the examination venues to support the invigilators. The SLT Assessment Manager and EO will also go directly to the exam venue to ensure that exam conditions are maintained throughout the evacuation.

- To best facilitate the orderly arrival of pupils at the assembly ground, teachers/invigilators should line the pupils up outside the exam venue.
- On checking that the exam venue is clear of all pupils, move to the head of the line. Do not lock door(s).
- Escort the pupils to their assigned area of the assembly ground. Insist on single file. Insist on no talking to one another and remind pupils that they are still under exam conditions. If they speak to another student during this time, then they will compromise their paper and CCEA will have to be notified.
- Pupils should be escorted to the assembly area via the designated exit for that teaching space (Escape Route Posters displayed prominently in all classrooms – teaching staff and invigilators should familiarise themselves with these).
- In the event of the designated route being affected by a hazard, an alternative route should be used.
- No one should stop to collect belongings or go to toilets.
- There should be no running or pushing.
- Pupils should line up in Candidate number immediately on arrival at the assembly point and remain in the lines until told to do otherwise. Pupils should remain silent and should be reminded not to talk to one another as they are still operating under exam conditions.
- Invigilators should position themselves at the head of their respective pupil groups based on examination venue (there may be more than one exam venue in operation) i.e., facing the children and the building.
- Invigilators should cross-check their pupil candidate attendance log to ensure that all pupils are present and report any anomalies to the Mrs Doherty.
- The EO will stand in if Mrs Doherty is absent.
- On dismissal, invigilators should accompany their pupils back to the exam venue and resume the exam once all pupils are settled. The invigilator should record the circumstances of the emergency evacuation on the Invigilator Log Sheet.

Section 14: Exams Contingency Plan

Aims of the Exam Contingency Plan

The examination Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the examination system at St Patrick's High School, Keady affecting candidates across several awarding organisations.

All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions. The Examination Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them. This also applies to all other qualifications in St Patrick's High School.

The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of the candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The contingencies covered have been implemented on several occasions in response to localised issues in other centres. They would be applied on a larger scale in response to any widespread disruption at national level.

The priority when implementing contingencies will be to maintain three principles:

- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards.

If the usual contingencies are no longer sufficient to maintain these outcomes, the General Management Team consisting of key representatives of the Academic areas of the organisations involved, will agree the additional actions required.

If the situation cannot be resolved, the Senior Management Team will meet to agree further actions outside the scope of the General Management Team.

15.3 All centres must have a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

14.1 Communications

In the event of local disruptions Communication to teachers and students will take place through the Examination Officer following agreement with the principal.

In the event of major disruption, details of specific contingencies agreed cross organisations involved in the examinations process will be confirmed on the Ofqual website and proactively communicated to relevant stakeholders.

This includes communications between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public.

www.ofqual.gov.uk/

The organisations involved in this Joint Contingency Plan are committed to:

- Sharing timely and accurate information as required to meet the aims of the plan.
- Communicating with stakeholders so they are aware of disruption to the exams, the contingency measures being implemented and any actions required of them as a result.
- Ensuring that any messages to the public are clear and accurate.

14.2. Disruption of teaching time – school closed for an extended period

If St Patrick’s High School, Keady is 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 school will prepare students, as usual, for examinations.

- In the case of modular courses, candidates will sit the examinations in the next available series.
- The school endeavour to facilitate teaching and learning by an alternative method or alternative location.

Guidance on emergency planning, with advice on severe weather, is available on the Department of Education website:

www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather

14.3 Disruption in the distribution of examination papers

If the distribution of examination papers to centres in advance of examinations is disrupted:

- The awarding organisations to source alternative couriers for delivery of hardcopies.
- The awarding organisations would provide the school with electronic access to examination papers via a secure external network. Awarding organisations would fax examination papers to centres if electronic transfer is not possible. The Examination Officer will ensure that copies are received, made and sorted under secure conditions.

14.4 Candidates unable to take examinations because of crisis – centres remain open

If candidates are unable to attend or to take examinations as normal or the school becomes closed due to extreme issues on site e.g., Fire:

- The school will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website: www.jcq.org.uk/exams-office/ice-instructions-forconducting-examinations/instructions-for-conducting-examinations-2013-2014.
- The school will offer candidates an opportunity to sit any examinations missed at the next available series.

- The school will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. JCQ guidance on special consideration can be accessed through the JCQ website: www.jcq.or.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance

14.5 Centres are unable to open as normal during the examination period

If St Patrick's High School is unable to open as normal for scheduled examinations, the EO will inform each awarding organisation with examinations that are due to be taken as soon as possible. The responsibility for deciding whether it is safe for the school to open lies with the principal (Head of Centre). The principal is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.

- The school will open for examinations and examination candidates only if possible.
- The school will use alternative venues e.g., Lisnally Special School in Armagh, in agreement with relevant awarding organisations (e.g., share facilities with other centres or use other public building, if possible).
- The school will offer candidates an opportunity to sit any examination missed at the next available series.
- The school will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3).

14.6 Disruption to the transportation of completed examination scripts.

If there is a delay in normal collection arrangements for completed examinations scripts.

- The school will seek advice from awarding organisations and normal collection agency regarding collection. The school must not make arrangements for transportation without approval from awarding organisations.
- The school will ensure secure storage of completed examination scripts until collection.

14.7 Assessment evidence is not available to be marked.

If due to large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

- The awarding organisation should generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
- The candidates will retake affected assessment as subsequent assessment window.

14.8 Disruption to the scanning process – where completed examination scripts are being scanned in preparation for onscreen marking.

If the examination boards scanning process is disrupted, resulting in a risk to the delivery of results by scheduled dates.

- The awarding organisations will implement their existing contingency plans for disruption to on-screen marking process.
- The awarding organisations will revert to traditional form of marking.
- The awarding organisations will recruit, train or re-standardise qualified new markers.

14.9 Markers unable to mark examination scripts according to marking schedules.

If the examination board markers are unable to mark examination scripts resulting in a risk to the delivery of results by scheduled dates.

- The awarding organisations will re-allocate scripts to available markers.
- The awarding organisations will recruit, train or re-standardise qualified new markers and prioritisation of marking to be based on results dates.

14.10 Difficulty in meeting planned schedule or unable, to issue results

Inability of awarding organisations (including the case of a single awarding organisation) to either meet planned schedule for issue of results, or to issue results as planned due to a systems failure. If the awarding organisation(s) face delay in meeting the planned schedule for issuing results.

- The awarding body will establish priorities for processing results, implementing existing contingency plans for disruption to the schedule for issuing results.
- If the awarding organisation(s) face difficulty in issuing results as planned due to a system failure: in consultation with regulators, assess the level of disruption and consider alternative options for issuing results dependent upon the nature of the particular system failure, the awarding organisations and regulators to liaise with relevant organisations (i.e., UCAS, CAO) regarding process of candidate progression to further and higher education.

14.11 Awarding organisations unable to issue accurate results.

Due to error/failure or attack on systems means significant numbers of results cannot be validated as accurate or are issued and found to be inaccurate.

- The candidates, school and stakeholders will be informed of any incorrect results.
- The awarding organisations will re-validation results.
- The awarding organisations to re-issue results, via alternative format if necessary.

14.12 Centres are unable to distribute results as normal

If the school is unable to access or manage the distribution of results to candidates, or to facilitate post results service. The school will contact the awarding organisations about the alternative options:

- The school will make arrangements to access its results at an alternative site.
- The school will make arrangements to coordinate access to post result services from an alternative site.
- The school will share facilities with other centres where possible.

Section 15: Malpractice

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

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

A failure by a centre to investigate allegations of suspected malpractice in accordance with the requirements of the Joint Council for Qualifications also constitutes malpractice. The centre will investigate and report to the appropriate awarding body all cases of suspected malpractice in accordance with the Joint Council's policies and procedures.

Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or examining body (Joint Council for Qualification) will be followed by the school. Invigilators will write a report on the particular incident of malpractice (See appendix 4).

Malpractice associated with external examination of the purposes of this policy includes the following:

- Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions.
- The use of mobile phones and other electronic devices during exams.
- The passing of information between students during an examination.
- Taking unauthorised material into the examination room.

Where malpractice is discovered in Coursework/Controlled Assessment, then the appropriate Subject Leader will discuss the matter with the Head of Centre and the Examinations Officer. The action taken will depend on the severity of the malpractice that has taken place.

- In some circumstances, candidates will be required to re-submit the work.
- In some circumstances, the work will be destroyed and not entered for assessment. This will reduce the grade available to the candidate.

- In all circumstances, the incident will be reported to the relevant awarding body by the Head of Centre and guidance will be sought on how to proceed.

Where malpractice in Coursework/Controlled Assessment is discovered by the awarding body, then the awarding body will follow their own malpractice procedures. (Details of these procedures can be found in the JCQ Suspected Malpractice in Examinations and Assessments document).

All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered.

- a) In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarded by all awarding Bodies.
- b) Candidates must therefore ensure that malpractice does not take place at any stage during the examination and assessment process.

JCQ Malpractice Document can be found here (note that this document is revised every year)
<https://www.jcq.org.uk/exams-office/malpractice>.



Exam unit(s)/component(s)

Exam Room Checklist for Invigilators

Date	Exam room	Number of candidates
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As part of your invigilation duties please check and tick that the following are in place/adequate:

Clock, Start & Finish time (Including extra time) display.....

JCQ Warning to Candidates poster **outside** the exam room.....

JCQ No Mobile Phones poster **inside and outside** the exam room.....

JCQ Instructions for Conducting Examinations (yellow book) inside the exam room.....

Before the start of the exam please check with students:

No mobile phone or smart watch in the exam room (including it being switched off)

No pencil case/books/materials on exam table (Calculator lids on floor)

No schoolbag in exam room

No labels on water or drinks bottle

Students are aware of the finish time (Including Extra Time)

During & after the exam:

Take the register (tick the box beside the name) add/delete name if necessary

Give 5-minute warning as the end of exam approaches

Collect the exam papers before the students are allowed to leave the exam room

Return all exam materials (papers, seating plan, register, exam cards, any unused extra paper etc.) to the main exam hall and sign in the papers

Notes/Comments: (to include: Did any student arrive late, if so what time? Did any student ask to go to bathroom? (Who supervised them?) Anyone come into the exam room? Who? What time? Reason? Any student talk/disrupt during the exam? who?)

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Invigilator Signature: **Examination Officer Signature:**

SLT Exam Team : **Date:**

Appendix 2



Checklist for Subject Leaders – Controlled Assessments/Coursework 2022/2023 (Examinations and Assessment Team)

Date _____

Signature of Subject Leader _____

Signature of SLT Exam Team _____

Protocols and procedures undertaken in the Department	Done (please indicate by a tick)	Notes
Ensured that individual teachers understand their responsibilities with regard to controlled assessment (https://www.jcq.org.uk/exams-office/coursework)		
Ensured that individual teachers have distributed the JCQ guidelines to students regarding the completion of Controlled Assessments (https://www.jcq.org.uk/exams-office/information-for-candidates-documents).		
Ensured that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.		
Ensured that thorough internal standardisation has taken place by all those within the department.		
Know where the subject teacher secure storage facility is for each member of your department.		
Provided secure storage for controlled assessments in the event that subject teacher cannot.		
Made the Examination Officer aware of secure storage locations within the Department for controlled assessments.		
Ensured that the school Internal Appeals Policy (See Section 11) is implemented within your Department. Students should be made aware of their controlled assessment marks		

Appendix 3



Checklist for Subject Teachers – Controlled Assessments/Coursework 2022/23 (Examinations and Assessment Team)

Date _____

Signature of Subject Teacher _____

Signature of Subject Leader _____

Protocols and procedures undertaken by subject teacher	Done (please indicate by a tick)	Notes
Understand and comply with the general guidelines contained in the JCQ publication <i>Instructions for conducting controlled assessments</i> .		
Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.		
Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.		
Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.		
Ensure that students sign authentication forms on completion of an assessment.		
Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exam office to the awarding body when required, keeping a record of the marks awarded. Retain candidates' work securely between assessment sessions (if more than one).		
Make Subject Leader aware of your secure storage unit for CA.		
Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.		
Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.		



St Patrick's High School, Keady

External Examinations Suspected Malpractice

Please use this form for reporting Candidates not abiding by the rules as set down by the JCQ

Date		Start time of Exam	
Exam Subject		Component Number	
Name of Candidate		Candidate Number	
Time of Incident		Seat Number	
Name of Invigilator			

Incident	Please Tick	Outcome
Continued Talking after two warnings		
Disrupting the exam		
Mobile Phone – on person		
Mobile Phone – ringing in exam		
Walked out of the exam		
Other: please specify		

Please ask the candidate to write a statement on the reverse of this form and then complete your report.

Thank you

Sean O'Connor
Examinations Officer

Examples of Candidate Malpractice

- The alteration or falsification of any results document, including certificates;
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- Collusion: working collaboratively with other candidates, beyond what is permitted;
- Copying from another candidate (including the use of IT to aid the copying);
- Allowing work to be copied e.g., posting written coursework on social networking sites prior to an examination/assessment;
- The deliberate destruction of another candidate's work;
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- Making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio;
- Allowing others to assist in the production of controlled assessments, coursework or assisting others in the production of controlled assessments or coursework;
- The misuse, or the attempted misuse, of examination and assessment materials and resources (e.g., exemplar materials)
- Being in possession of confidential material in advance of the examination;
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios;
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- Plagiarism: unacknowledged copying from published sources or incomplete referencing;
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers or other similar electronic devices;
- The unauthorised use of a memory stick where a candidate uses a word processor;
- Behaving in a manner so as to undermine the integrity of the examination.