



# Examinations Policy

The King's School  
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## Policy Change Control

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**The purpose of this Examinations Policy is:**

- To ensure that the planning and management of examinations is conducted efficiently and in the best interest of candidates;
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

**It is the responsibility of everyone involved in the centre's examination processes to read, understand, and implement this policy.**

**1. Examination Responsibilities**

**Headteacher of The King's School**

Overall responsibility for the school as an Examination Centre:

- Advises on appeals and review of marking;
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.  
[https://www.jcq.org.uk/wp-content/uploads/2023/02/Malpractice\\_Feb23\\_v1.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/02/Malpractice_Feb23_v1.pdf)

**Examinations Officer**

Manages the administration of public and internal examinations and supports some data analysis of results.

- Advises the Senior Leadership Team, Subject Teachers, ~~Class~~-Tutors and other relevant Support Staff on examination timetables and application procedures as set by the various Examination Boards.
- Oversees the production and distribution to Staff, Trustees and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with Staff concerning imminent deadlines and events.
- Ensures that the candidates and their parents/carers are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with Teaching Staff to ensure that necessary Coursework/Non-Examined Assessment is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and securely stores all examination papers and completed scripts.
- Makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations.
- Identifies and manages examination timetable clashes.

- Accounts for income and expenditures relating to all examination costs/charges.
- Line manages the Examination Invigilators; organises the recruitment, training, and monitoring of a team of Examination Invigilators, including Teaching Assistants (in liaison with the DHT for Inclusion) responsible for the conduct of examinations.
- Prepares and presents reports to the Senior Leadership Team, indicating where future procedural improvements might be made.
- Collects student data regarding mitigating circumstances and submits this to the relevant Examination Board.
- Submits candidates' Coursework/Non-Examined Assessment marks, tracks, dispatches, and stores returned Coursework/Non-Examined Assessment and any other material required by the appropriate Awarding Bodies correctly and to meet the appropriate deadlines.
- Arranges for dissemination of examination results and certificates to candidates.
- Administers in consultation with the Senior Leadership Team, any appeals/review of marking requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.

#### **Deputy Headteacher with Responsibility for Examinations:**

- Is responsible for ensuring that the examinations system operates efficiently and that it acts in the best interests of candidates.
- External validation of courses followed at Key Stage 4 and Key Stage 5.

#### **Heads of Department**

- Involvement in post-results procedures.
- Accurate completion of Coursework/Non-Examined Assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

#### **Careers Co-ordinator**

- Guidance and careers information.
- Co-ordinating access to independent advice and guidance.

#### **Subject Teachers**

- Deliver courses in line with Examination Board requirements.

### **Deputy Headteacher - Inclusion**

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support - with spelling, reading, mathematics, specific learning difficulties or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

### **Invigilators and Teaching Assistants**

- Collection of examination papers and other materials from the appropriate venue before the start of the examination.
- Ensuring the school's expectations are followed for examinations.
- Ensuring all examination regulations are followed.
- Collection of all examination papers in the correct candidate order at the end of the examination and their return to the examination's office.

### **Candidates**

- Confirmation and signing of entries.
- Understanding Coursework/Non-Examined Assessment regulations and signing a declaration that authenticates the Coursework/Non-Examined Assessment as their own.
- Ensure they conduct themselves in all examinations according to the JCQ regulations.

## **2. The Statutory Tests and Qualifications Offered**

- The qualifications offered at this centre are decided by the Head of Centre, Deputy Head and the Head of Sixth Form in consultation with the Heads of Department.
- The statutory tests and qualifications offered are; CATS, Entry levels, GCSEs, A levels, BTECs, CSLA and University Entrance examinations.
- The subjects offered for these qualifications in any academic year may be found in the centre's published option booklet and website for that year. If there has been a change of specification from the previous year, the Examinations Officer must be informed at the earliest opportunity, but 1<sup>st</sup> September at the latest.

## **3. Exam Seasons and Timetables**

### **3.1 Exam Seasons**

- Internal examinations are scheduled in the assessment calendar.
- All internal examinations are held under external examination conditions.

### 3.2 Timetables

- The Examinations Officer will circulate the examination timetables for both external and internal examinations once they are confirmed.
- Students can access these via EduLink.

## 4. Entries, Entry Details, Late Entries and Retakes

### 4.1 Entries

- Candidates are selected for their examination entries by their Subject Teachers.
- A candidate or parent/carer may request a subject entry, change of level or withdrawal, but this is subject to agreement by teaching staff and Head of Department. The final decision will be made by the Head of Centre.
- Where students have significant absence and are not likely to achieve a grade, the headteacher can, in discussion with the students and parents/carers, withdraw the student from some or all of the examinations.
- The centre **may** accept entries from external candidates - these are considered on an individual basis. Managing private candidates is the responsibility of the Examinations Officer. They will complete and sign a code of conduct agreement. Any private candidates who are not ex-students or who are not known to the school will be invited to the school to see the examination venue and will be interviewed after their code of conduct agreement has been signed and submitted. The King's School cannot be responsible for the marking of any NEA components attached to an examination entry.

### 4.2 Late Entries

- Entry deadlines are circulated to Heads of Department via email.
- Late entries are **only** authorised by Heads of Departments.

### 4.3 Retakes

- As a general rule, all retakes must be paid for by students, although the school is prepared to consider individual cases on request.
- Retake decisions will be made in consultation with the candidates, Subject Teachers and the Examinations Officer. (See also Section 5: Examination Fees)



## 5. Examination Fees

- GCSE initial registration and entry examination fees are paid by the centre.
- A level initial registration and entry examination fees are paid by the centre.
- Late entry or amendment fees are usually paid for by the Department but in certain circumstances this may be passed on to the students/parents with the agreement of the Headteacher.
- Candidates or Departments will not be charged for changes of tier, withdrawals made by the proper procedures, or alterations arising from administrative processes, provided these are made within the time allowed by the Awarding Bodies, assuming there is no charge to the school.
- Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary Coursework/Non-Examined Assessment requirements.
- Retake fees for first and any subsequent retakes are paid by the candidates. (See also section 4.3: Retakes)
- Candidates must pay the fee for an enquiry about a result. (See also section 11.2: Results, Reviews of Marking [ROMs])
- Managing private candidates is the responsibility of the Examinations Officer. All private candidates will be charged the cost of the examination paper, invigilation and administration fees.

## 6. The Disability Discrimination Act (DDA), Special Needs, and Access Arrangements

### 6.1 The Disability Discrimination Act DDA

- The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All Examination Centre Staff must ensure that the access arrangements, special consideration regulations and guidance are consistent within the law.

### 6.2 Special needs

- A candidate's special needs requirements are determined by the DHT for Inclusion who will inform Subject Teachers of candidates with special educational needs, who are embarking on a course leading to an examination. The DHT for Inclusion can then inform individual staff of any special arrangements that a candidate may be granted and will provide training to on how to use the access arrangement as a normal way of working during the course and in the examination.

### 6.3 Exam Access Arrangements (EAs)

- Making special arrangements for candidates to take examinations is the responsibility of the DHT for Inclusion and the Examinations Officer.

- Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the Examinations Officer.
- Rooming for access arrangement candidates will be arranged by the Examinations Officer in consultation with the DHT for Inclusion and the Absence and Cover Manager.
- Invigilation and support for access arrangement candidates will be organised by the Examinations Officer and the SENCo assistant.

## **7. Managing Invigilators and Examination Days**

### **7.1 Managing Invigilators**

- External invigilators will be used for examination supervision. There will be a roving invigilator to support examinations in individual rooms where there is a TA present.
- They will be used for all written examinations and practical examinations, where appropriate.
- The recruitment of invigilators is the responsibility of the Examinations Officer in liaison with the DHT responsible for Examinations.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Director of Finance and Operations.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by the school.

### **7.2 Examination Days**

- The Examinations Officer will ask the Absence and Cover Manager to book all examination rooms after liaising with other users and will make the question papers, other examination stationery and materials available for the invigilator. The Skills for Learning team will prepare resource packs for the TAs working with students with specific EAAs.
- The Site Management team is responsible for setting up the allocated rooms.
- The nominated invigilator will start all examinations in accordance with JCQ guidelines. HODs or a subject specialist to be present at the start of the examination, outside of the venue to assist with identification of candidates, but must not advise on which questions are to be attempted.
- In all practical examinations, Subject Teachers will supervise, with an external invigilator in case of any technical difficulties where required.
- Examination papers must not be read by Subject Teachers or be removed from the examination room before the end of a session. Papers will be distributed to the Heads of Department at the end of the examination session after the examination scripts have been checked and packaged.

## 8. Emergency Arrangements

In the event of a fire alarm or alert for a managed evacuation during an examination, the invigilator in charge of the examination must take the following actions:

- Stop the candidates from writing; making a note of the exact time.
- Collect the attendance register and evacuate the examination room, when instructed by the Examinations Officer, taking the candidates to a safe place away from the rest of the school. This is the front lawn, if it is safe to do so.
- All question papers and examination scripts must be left in the examination room and candidates must leave the room in silence.
- Once it is deemed safe to return, candidates must be allowed the full time for the examination.
- The Examinations Officer will make a full report of the incident and send it to the relevant Awarding Body for special consideration.

## 9. Candidates, Clash Candidates and Special Consideration

### 9.1 Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile telephones and all electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.
- The Examinations Officer will request that the Attendance Officer attempts to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### 9.2 Clash Candidates

- If the total duration of three or more examinations to be taken in one day is more than 5 hours 30 minutes for GCSE or more than 6 hours for GCE, centres may wish to arrange overnight supervision.
- The candidate will be offered the opportunity to sit all the examinations on the scheduled day with an application for special consideration for the last examination taken.

#### Overnight Clashes

- The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays if and when necessary.

- The Examinations Officer will ensure that the overnight supervision declaration form has been completed by all parties no later than 24 hours prior to the overnight supervision commencing.
- Where the centre allows the candidate to take an examination scheduled for the afternoon session the following morning (if it is a Friday afternoon the exam must be taken on Saturday morning), the centre will appoint an invigilator to supervise the candidate while they are on the premises and sitting examinations. The candidate must be under supervision from 30 minutes after the Awarding Body's published start time for the delayed examination, ensuring there is no contact with other students.

### **Timetabled Clashes**

- If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order within the timetabled session in which to conduct the examinations. Candidates may also be given a supervised rest break of no more than 20 minutes between papers within a session.
- If candidates are taking two or more examinations that are 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 centre may conduct one examination in a later or earlier session within the same day. The centre may determine the examination which is to be conducted in a later or earlier session within the same day.

## **9.3 Special Consideration**

- Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the examination invigilator, to that effect. Surveys will be completed immediately after every examination series to gather evidence that may be applicable when asking the Examination Board for special consideration.
- Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant Awarding Body within seven days of the examination.

## **10. Results, Reviews of Marking (ROMs) and Access to Scripts (ATS)**

### **10.1 Results**

- Candidates will receive individual provisional statements of results on results days in person at the centre. They will also be released on EduLink at an agreed time.
- Arrangements for the school to be open on results days are made by the Examinations Officer together with the Deputy Headteacher Responsible for Examinations.
- The provision of staff on results days is the responsibility of the Head of Centre.

## 10.2 Review of Marking (ROM)

- ROMs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The Examinations Officer must obtain permission from the candidate if the school wishes a ROM and the candidate must sign a document agreeing to a ROM and acknowledge that the grade could change (increase or decrease).
- If a candidate requests a ROM independently from the school, the candidate will be charged the cost of the ROM. (See section 5: Examination Fees).

## 10.3 Access to Scripts (ATS)

- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of the candidates must be obtained.
- GCSE review of marking cannot be applied for once a script has been returned.

## 11. Certificates

- Certificates will be collected by students when available from the examination boards. Any unclaimed certificates will be destroyed by a secure method, as JCQ guidance after holding them securely for 12 months. A record of all certificates destroyed will be kept for a further four years from the date of their destruction.

## 12. Examinations Contingency Plan

### 12.1 Purpose

- This plan examines potential risks and issues that could cause disruption to the management and administration of the examination process at The King's School. By outlining actions/procedures to be followed in case of disruption, it is intended to mitigate the impact these disruptions have on our examination process.
- At all times, the Examinations Officer and the Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.
- Alongside internal processes, this plan is informed by information contained in the joint contingency plan for the examination system in England, Wales and Northern Ireland where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

## 12.2 Exam Officer 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 examination cycle not undertaken including:

#### Planning

- Annual data collection not undertaken to collate information on qualifications and Awarding Body specifications being delivered
- Annual examinations 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 examinations/assessment
- Awarding Body entry deadlines missed or late or other penalty fees being incurred

#### Pre-examinations

- Examination timetabling, rooming allocation; and invigilation schedules not prepared
- Candidates not briefed on examination timetables and Awarding Body information for candidates
- Examination/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

#### Examination time

- Examinations/assessments not taken under the conditions prescribed by Awarding Bodies
- Required reports/requests not submitted to Awarding Bodies during examination/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:

Senior Leadership Team (SLT) to assume responsibility for the above tasks.

### 12.3 SENCo extended absence at key points in the examination cycle

#### Criteria for implementation of the plan:

Key tasks required in the management and administration of the access arrangements process within the examination 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-examinations*

- Approval for access arrangements not applied for to the Awarding Body
- Modified paper requirements not identified in a timely manner to enable ordering to meet the external deadline
- Staff providing support to access arrangement candidates are not allocated and trained

##### *Exam time*

- Access arrangement candidate support not arranged for examination rooms

#### Centre actions:

The Specialist Assessor and Examinations Officer to work with SLT to identify students where applications for access arrangements may be required. The employment of outside agencies/professionals may be required.

### 12.4 Teaching staff extended absence at key points in the examination cycle

#### Criteria for implementation of the plan:

Key tasks not undertaken including:

*Early/estimated entry information not provided to the Examinations Officer on time; resulting in pre-release information not being received*

*Final entry information not provided to the Examinations Officer on time; resulting in:*

- candidates not being entered for examinations/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:**

The Examinations Officer to liaise with Head/Second of Department and/or SLT, if necessary, to ensure all necessary deadlines are adhered to. Where this is not possible, the Examinations Officer will liaise with the relevant Awarding Body and act upon advice received.

## 12.5 Disruption because of COVID-19

**Criteria for implementation of the plan:**

*It is our expectation that schools and colleges will run summer series examinations, including where the school or college is only open for smaller student groups. We also expect schools and colleges in areas under local restrictions to run examinations. Where candidates are travelling to or within an area under local restrictions to take examinations, they should refer to the local restriction's guidance. Candidates should expect to be able to travel for the purpose of taking examinations.*

**Centre actions:**

- The Examinations Officer will ensure that students are aware that examinations will continue as published if there are local lockdown restrictions.
- The Examinations Officer will ensure that where students are in mixed bubbles they will be seated at least 2 meters apart. Invigilators must be able to stay 2 meters away from students and still see all the students.
- The centre will ensure that the examination rooms will be thoroughly cleaned including desks and chairs.
- Invigilators will be provided with visors if requested. Once the identity of a candidate has been checked they may wear a face covering if they wish.
- Invigilators do not need to wear gloves but they will need to wash their hands after handling examination papers.

## 12.6 Internal governance arrangements

**Criteria for implementation of the plan:**

Should the Head of Centre, or a member of the Senior Leadership Team with oversight of examination administration, be absent;

- a nominated member of the Senior Leadership Team will provide support and guidance to the Examinations Officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

**Centre Actions:**

- All members of SLT know how to support the Examinations Officer and have the experience to start examinations. In particular, they are aware that the times that examinations are allowed to start are dependent upon the length of time of the examination.
- SLT are also aware that the security of the examination materials is paramount.



## **12.7 Invigilators – lack of appropriately trained invigilators or invigilator absence**

### **Criteria for implementation of the plan:**

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

### **Centre actions:**

- The Examinations Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion.
- The Examinations Officer will be aware of the school staff available for invigilation duties at short notice and for peak examination days.

## **12.8 Examination rooms – lack of appropriate rooms or main venues unavailable at short notice**

### **Criteria for implementation of the plan:**

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

### **Centre actions:**

- The Examinations Officer will organise rooming for examinations before the Easter holidays ensuring sufficient time is available to identify appropriate rooms and plan appropriately.
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The SLT will work with the Examinations Officer at all times during such emergencies.

## **12.9 Failure of IT systems**

### **Criteria for implementation of the plan:**

- *MIS system failure at final entry deadline*
- *MIS system failure during examinations preparation*
- *MIS system failure at results release time*

### **Centre actions:**

- The Examinations Officer, in consultation with the SLT, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the Awarding

Bodies. At all times during the system failure, the Examinations Officer will liaise with the Awarding Bodies to minimise disruption and costs incurred.

#### **12.10 Emergency evacuation of the examination room (or centre lockdown)**

##### **Criteria for implementation of the plan:**

Whole centre evacuation (or lockdown) during examination time due to a serious incident resulting in examination candidates being unable to start, proceed with or complete their examinations.

##### **Centre actions:**

- Stop the candidates from writing, invigilators to collect attendance registers, evacuate the examination room in line with the school fire and emergency evacuation procedures policy, ensure all question papers are left in the examination room. Advise candidates they must leave the room in silence and any discussion of the paper may lead to disqualification. Lead the students out of the hall in single file keeping a distance of 1 meter between each other. Keep a record of the time and duration of the interruption. For small examinations; move candidates to an alternative location, where possible, ensure candidates have the full duration. Complete the incident log sheet and submit to the relevant Awarding Body.

#### **12.11 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.

##### **Centre actions:**

- SLT to manage all such incidents. There is a contingency plan in place to provide a system of blended learning to all students.

#### **12.12 Centre unable to open as normal during the examinations period**

##### **Criteria for implementation of the plan:**

Centre unable to open as normal for scheduled examinations

*\*In the event that the Head of Centre decides the centre cannot be opened for scheduled examinations, the relevant Awarding Body must be informed as soon as possible. Awarding Bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.*

##### **Centre actions:**

- The Examinations Officer will contact the relevant Awarding Body to discuss alternative arrangements and liaise with the SLT to take appropriate action.

### **12.13 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.

#### **Centre actions:**

- The Examinations Officer will contact the relevant Awarding Body to discuss alternative arrangements and liaise with the SLT to take appropriate action.

### **12.14 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.

#### **Centre actions:**

- Awarding Organisations to provide centres with electronic access to examination papers via a secure external network. Centres would need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances. As a last resort, and in close collaboration with centres and regulators, Awarding Organisations to consider the scheduling of the examination on an alternative date.

### **12.15 Disruption to the transportation of completed examination scripts**

#### **Criteria for implementation of the plan:**

Delay in normal collection arrangements for completed examination scripts.

#### **Centre actions:**

- The Examinations Officer will contact the Awarding Body to notify them of any such difficulties and put in place suitable alternative arrangements.

### **12.16 Assessment evidence is 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.

### **Centre actions:**

- The Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given.

## **12.17. Centre unable to distribute results as normal**

### **Criteria for implementation of the plan:**

The centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services.

### **Centre actions:**

- The Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given.
- If results can be accessed, but it is not possible for "hard copies" to be distributed, they will be released via EduLink.

*\*Information taken from the Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland.*

## **13. Use of a Word Processor in Examinations**

### **13. 1 Introduction**

- The use of a word processor in examinations and assessments is an available access arrangement/reasonable adjustment.
- The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.
- Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.
- Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The Deputy Headteacher for Inclusion must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.

- The Deputy Headteacher for Inclusion must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate.
- The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before their first examination.

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

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

### 13.2 The use of a word processor

#### **The centre will:**

- Allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled (switched off) where it is their normal way of working within the centre.
- Award the use of a word processor to a candidate where appropriate to their needs. For example, a candidate with:
  - a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly
  - a medical condition; a physical disability, a sensory impairment, planning and organisational problems when writing by hand or poor handwriting
- Only permit the use of a word processor where the integrity of the assessment can be maintained.
- Not grant the use of a word processor where it will compromise the assessment objectives of the specification in question.
- Consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification.
- Process access arrangements/reasonable adjustments at the start of the course, or as soon as practical, having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4).
- Provide the use of word processors to candidates in Non-Examination Assessment components as standard practice unless prohibited by the specification (AA 5.8.2).
- Provide training for the candidates before both trial and external examinations.

**The centre will not:**

- Simply grant the use of a word processor to a candidate because they now want to type rather than write in examinations or can work faster on a keyboard, or because they use a laptop at home.

**Exceptions:**

- The only exceptions to the above where the use of a word processor would be considered for a candidate would be in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.

### **13.3 Arrangements at the time of the assessment for the use of a word processor**

A candidate using a word processor is accommodated in an examination venue or a classroom being used as an examination venue or a dedicated IT room if available.

**In compliance with the regulations the centre:**

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre, unless an Awarding Body's specification says otherwise.
- Where a candidate is to be seated with the main cohort without the use of a power point, checks the battery capacity of the word processor before the candidate's examination to ensure that the battery is sufficiently charged for the entire duration of the examination.
- Ensures the students log into their own individual Exam User account where their access arrangement has been previously set up and where an approved word document template has been set up for them to complete, meeting JCQ regulations.
- Ensures the candidate is reminded to check that their centre number, candidate number and the unit/component code appear on each page as a header or footer.
- Ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6.
- Ensures the candidate is reminded to save their work at regular intervals, (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost).
- Instructs the candidate to use a minimum of 12pt font and 1.5 line spacing in order to make marking easier for examiners.

**The centre will ensure the word processor:**

- Is only used in a way that ensures a candidate's script is produced under secure conditions.
- Is not used to perform skills which are being assessed.

- Is not connected to an intranet or any other means of communication.
- Is in good working order at the time of the examination.
- Is accommodated in such a way that other candidates are not disturbed and cannot read the screen.
- Is used as a typewriter, not as a database, although standard formatting software is acceptable.
- Is cleared of any previously stored data.
- Does not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.
- Does not include graphic packages or computer aided design software unless permission has been given to use these.
- Does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the Awarding Body's specification permits the use of automatic spell checking.
- Does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software.
- Is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

#### **Portable storage medium:**

The centre will ensure that any portable storage medium (e.g. a memory stick) used, is provided by the centre.

#### **Printing the script after the exam is over:**

##### **The centre will ensure:**

- The word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.
- The candidate is present to verify that the work printed is his or their own.
- A word-processed script is attached to any answer booklet which contains some of the answers.
- Where an Awarding Body requires a cover sheet to be completed, this is included with the candidate's typed script (according to the relevant Awarding Body's instructions).

#### **14 Whistleblowing (See 6.4 Whistleblowing policy)**

Staff at The King's School are aware that they have the duty to report any concern they have regarding the conduct and integrity of the examination process. The examinations officer is ultimately responsible for the reporting of malpractice to examinations awarding body and the senior leadership team as a matter of urgency. As a collective, the examinations officer and senior leadership team aim to create and

maintain a positive approach to examinations which maintains and protects the integrity and security of the process.

In full compliance with the JCQ's General Regulations for Approved Centres (5.11), the school will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place;
- Inform the awarding body **immediately** of any alleged, suspected or actual incident of malpractice or maladministration, involving a candidate or member of staff, by completing the appropriate documentation;
- As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected Malpractice – Policies and Procedures, 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023 and provide such information and advice as the awarding body may reasonably require.

#### **14.1 Whistleblowing Procedure:**

If the individual does not feel safe raising the issue or reporting malpractice within the centre, or have done so and have concerns that the appropriate action has not been taken, that individual could consider contacting the examination board and disclosing the information directly to the awarding body for the relevant qualification.

To investigate concerns of malpractice effectively and efficiently, examination awarding bodies will require specific and detailed evidence, this may include, but is not limited to:

- Specific nature of suspected malpractice
- The qualification and subjects involved
- The centre and centre number involved
- Names of candidates involved
- Details/positions and names of any staff member involved
- The regulations breached and specific nature of malpractice
- If the issue has already been reported to the centre, what the outcome was in the first instance
- When and where the suspected malpractice occurred
- If the case of malpractice is likely to, or has affected multiple examination series

For members of centre staff wishing to report any case of malpractice, it is likely that the Public Interest Disclosure Act, 1998, (PIDA) can offer legal protection from being dismissed or penalised for raising certain concerns.



## 14.2 Anonymity

In instances where a member of centre staff needs to report a case of malpractice or maladministration and finds it difficult to communicate this effectively with a member of nominated senior leadership, a concern can be raised anonymously. However, the issue may be unable to be taken further if insufficient information has been provided. In these circumstances, concerns can be reported directly to Ofqual, who is identified as a 'prescribed body'

A whistle-blower can give their name, but may also request confidentiality; the person receiving the information should make every effort to protect the identity of the whistle-blower.

## 15 Cybersecurity

SLT, the Network manager and the Examinations Officer at The King's School are responsible for providing a robust contingency plan and incident management plan in the case of a cyber attack on the school, as outlined in JCQ regulations.

### 15.1 Contingency

Containment may include isolation or closing a compromised section of the network, whilst making attempts to recover any losses and limit the damage caused.

Identify any affected data and notify organisations (outlined in 15.2) as appropriate as well as ensure there is a backup of SIMs data bases and that the Exams and Data managers have alternative access.

### 15.2 Reporting

In the event of a cyber attack on the school, all cases should be reported via the appropriate organisational channels, including National Cyber Security Centre (NCSC). The Examination Officer will work with IT and the Network manager to seek the correct advice and support with senior leaders will monitor the situation and take any action as required, as directed by the Awarding Bodies.

If you are unsure of who to report to, referring to the Cyber Incident Signposting Service (CISS) can provide further guidance. Before any reporting takes place; Senior Leadership, Examinations Officer, Data, Network and Data Protection managers should be liaised with.

It is vital that **all** awarding bodies are made aware of any data breach/cyber attack which may pose a threat to examinations.

Submissions of reporting a cyber incident consists of six sections:

- Report details
- Organisational Details

- Incident Basics
- Incident Impact
- Attack Identifiers
- Attack Specific Questions

### **15.3 Prevention/Alternative Provision in the Event of An IT Failure**

There should be a constant review of risk and weak points in security measures, whilst increasing staff awareness of data protection and security through training.

In the event of an IT system failure, affecting the MIS system; IT system or network failure at key points during the examination cycle:

- Exams Officer will make entries from another site direct to the awarding bodies (using awarding bodies' secure extranet sites).
- Exam room scheduling/timetables complied using alternative methods (alternative software/manual bookings and timetables).
- Exams Officer will contact awarding bodies in respect of re-sitting online exams affected by system failure, or to seek an alternative solution.
- Results accessed directly from the awarding bodies' secure extranet sites (accessed from an alternative site if necessary).