**St Michael’s Catholic Grammar School**

A Voluntary Aided School in the Trusteeship of St. Michael’s Catholic School Trustee, a Member of the Loreto Education Trust

Founded by the Sisters of the Poor Child



**Exam Policies 24/25**

|  |
| --- |
| Approved/reviewed by  |
| Mr Stimpson, May 2024 |
| Date of next review  | Spring 2025 |

**CONTENTS**

[Access Arrangements Policy](#_7kf0jlr1u0sn)

[Archiving Policy](#_uf3366l7emr3)

[Child Protection and Safeguarding](#_uxm404zf0t02)

Purpose of the policy

Policy aims

Section 1 – Roles and Responsibilities

Section 2 – Staff

Section 3 – Supporting staff

Section 4 – Reporting

Section 5 - Protocols for one-to one support/supervision

References

[Complaints and appeals](#_90hnqnvq1e9b)

[Grounds for complaint](#_30j0zll)

[Teaching and learning](#_1fob9te)

[Centre assessed marking](#_3znysh7)

[Access arrangements](#_2et92p0)

[Entries](#_tyjcwt)

[Conducting examinations](#_3dy6vkm)

[Results and Post-results](#_1t3h5sf)

[Complaints and appeals procedure](#_4d34og8)

[How to make a formal complaint and how it will be investigated](#_2s8eyo1)

[How to appeal against the outcome of a formal complaint](#_17dp8vu)

[Contingency Plan](#_xj8yjn12tmpm)

[1. Exam administrator extended absence at key points in the exam process (cycle)](#_5aj10ti21op8)

[3. Teaching staff extended absence at key points in the exam cycle](#_eksd2mtr66ay)

[4. Invigilators - lack of appropriately trained invigilators or invigilator absence](#_3rdcrjn)

[5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice](#_26in1rg)

[6.Cyber-attack](#_lnxbz9)

[7. Failure of IT systems](#_35nkun2)

[8. Emergency evacuation of the exam room (or centre lock down)](#_1ksv4uv)

[9. Disruption of teaching time in the weeks before an exam – centre closed for an extended period](#_44sinio)

[10. Candidates at risk of being unable to take examinations - centre remains open](#_2jxsxqh)

[11. Centre at risk of being unable to open as normal during the examination period](#_z337ya)

[12. Disruption in the distribution of examination papers](#_3j2qqm3)

[13. Disruption to transporting completed examination scripts](#_1y810tw)

[14. Assessment evidence is not available to be marked](#_4i7ojhp)

[15. Centre unable to distribute results as normal or facilitate post results services](#_2xcytpi)

[In summary:](#_ioxlp9bho15g)

[Controlled Assessment](#_41ae2md0yogv)

Senior leadership team

Heads of department/faculty

Teaching staff

Exams office staff

[Special educational needs coordinator/additional learning support (Head of Key Stage)](#_epv0bern6ks)

[Data Protection](#_oagjqtvdan31)

[Emergency Evacuation of the Exam Room Policy](#_irfpytmi94cp)

[Equality in Public Examinations](#_bw81i95ridl9)

[Escalation Process](#_obkyxqj59six)

[Examination Policy and Procedures](#_1l4tzb6av6iy)

[Internal appeals procedures](#_jmhobbeswxml)

[Lockdown policy](#_g45qxg3xo0sy)

Purpose of the policy

Roles and responsibilities

Head of centre

Senior leadership team (SLT)

[Exams Administrator](#_q6guklvefab2)

[Procedures to identify students in public exams](#_j0k03mp5f65y)

[Whistleblowing Policy](#_i1rvima155p0)

[Word Processor Policy](#_827x7clmezxs)

# **Access Arrangements Policy**

**Key staff involved in the policy**

|  |  |
| --- | --- |
| **Role**  | **Name(s)**  |
| **Head of Centre**  | **M Stimpson**  |
| **SENDCO**  | **N Hinnem** |
| **Assessors**  | **I Alexander, A Monsef, S Ntetsika, M H Mohamedali** |
| **Exams officer**  | **R Wallis** |
| **Exams Administrator** | **N De Lord** |

**ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS POLICY**

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres, others require prior JCQCICawarding body approval.

1. St Michael’s Catholic Grammar School’s Policy for Access Arrangements and Reasonable adjustments is written in line with the **Joint Council for Qualifications** **(JCQ) Regulations document**: ‘*Adjustments for candidates with disabilities and learning difficulties – Access Arrangements and Reasonable Adjustments*’ – with effect from 1st September 2017 to 31st August 2018
2. St Michael’s adheres to the definitions in relation to access arrangements, reasonable adjustments, disability, special educational needs and learning difficulties as agreed by the JCQ awarding bodies and the Federation of Awarding Bodies (FAB). (See Annexe 1).
3. In line with JCQ regulations, St Michael’s will make all decisions with regard to access arrangements based upon:

*Whether the candidate has a substantial and long term impairment which has an adverse effect, in conjunction with the access arrangement being the candidate’s normal way of working at St Michael’s– demonstrating the involvement of the teaching staff in determining the need for the access arrangement.*

 Appropriate evidence of need will be available at St Michael’s for inspection.

 The School will:

 • Provide relevant evidence of the nature and extent of the disability or difficulty/impairment which has a substantial and long term effect (history of need/history of provision/intervention strategies)

• Provide evidence that the difficulties are persistent and significant (history of need - assessment results/provision/intervention strategies)

• Show evidence of how the disability/difficulty/impairment has impacted on teaching and learning in the classroom (intervention strategies – assessment results – history of need/ provision – staff observations)

• Confirm that the candidate would be at a substantial disadvantage when compared with other candidates undertaking the assessment (history of need/provision/staff observations)

• Confirm that the access arrangement is the candidate’s normal way of working within the school as a direct consequence of their disability (history of need/ provision/intervention strategies/staff and exam officer observations).

• Ensure that the arrangement (s) put in place reflect the support given to the candidate in school e.g.:

* In the classroom;

*and*

* In internal school tests and mock exams.

As subjects vary, leading to different demands of the candidate, support may be needed in just one or two subjects; another candidate may need support in all their subjects. The key principle is that the specialist assessor can show a history of support and provision.

 If a candidate never makes use of the arrangement granted to them – then it is not his or her normal way of working and the arrangement should not be awarded for examinations or indeed it should be removed.\*

 \* *The only exception to this is where an arrangement is put into place as a consequence of a temporary injury or impairment*.

 For most common access arrangements refer to annexe 2.

1. **Supporting evidence**:

 As per JCQ regulations certain applications may need to be supported with for example:

 • A letter from CAMHS or a clinical psychologist or psychiatrist; *or*

 • A letter from a hospital consultant; *or*

 • A letter from the Local Authority Educational Psychology Service; *or*

 • A letter from the Local Authority Sensory Impairment Service; *or*

• A letter from a Speech and Language Therapist (SALT).

1. **Assessment:**
* For those students potentially requiring access arrangements, formal assessment and application to JCQ is carried out in Year 9 and/or 10 and Year 12 as standard. Assessments may also be carried out at other points, where necessary. When granted access arrangements are valid for 26 months.
* Picture of Need/Normal Way of working - before the candidate’s assessment the SENDCO must provide the assessor with the appropriate background information as required by Part 1 of the Form 8
* Assessments are carried out by an assessor(s) appointed by the head of centre. The assessor(s) is (are) appropriately qualified as required by JCQ regulations in AA, section 7.3

|  |  |  |
| --- | --- | --- |
| **Assessor** | **Qualifications** |  |
| I Alexander | SpLDS Assessment Practising Certificate | Expires 11/06/24 |
| A Moncef | BSc (Hons), MSc Child Development, MSc Counselling Psychology HCPC Counselling PsychologistCertificate of Competence in Occupational Testing (Level A & B Intermediate) |   Expires 31/05/25 |
| S Ntetsika | SpLD Assessment Practising Certificate | Expires 12/01/26 |
| M H Mohamedali | HCPC Registered Practitioner PsychologistChartered and Educational PsychologistChartered Scientist | Expires 31/05/25 |

* The SENDCO and assessor must work together to a joined up and consistent process.
* Parents may request an independent assessment. However St Michael’s may elect to accept or reject a privately commissioned report. If rejected a member of the Senior Leadership team must provide a brief, written rationale to support this decision which must be available for inspection purposes.
* At St Michael’s the examination administrator, examination secretary (member of SLT), SENDCO and teaching staff all work together to ensure that appropriate access arrangements are put in place for all tests and examinations.
1. **Special Consideration**

Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment

**Annexe 1:**

**Access Arrangements:**

 Access arrangements are agreed before an assessment. They allow candidates/learners 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 disabled candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make ‘reasonable adjustments’.

 **Reasonable Adjustments**:

 The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a visually impaired person who could read Braille.

 A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available access arrangements.

Whether an adjustment will be considered will depend on a number of factors which will include, but are not limited to:

• The needs of the disabled candidate/learner;

• The effectiveness of the adjustment;

 • The cost of the adjustment; and

 • The likely impact of the adjustment upon the candidates.

The responsibility of an awarding body is principally one of making reasonable adjustments for a candidate defined as disabled within the meaning of the Equality Act 2010.

**Duty to make a reasonable adjustment**

The duty for an awarding body to make a reasonable adjustment will apply where assessment arrangements would put a disabled candidate at a substantial disadvantage in comparison with a candidate who is not disabled. In such circumstances, the awarding body is required to take reasonable steps to avoid that disadvantage.

**Definition of disability:**

 Section 6 of the Equality Act defines disability as *a ‘physical or mental impairment which has a substantial and long term adverse effect on someone’s ability to carry out normal day to day activities’.*

 **Definition of special educational needs**

 A candidate has ‘special educational needs’ as defined in the Education Act 1996 if he/she has a learning difficulty which calls for special educational provision to be made for him/her.

 A candidate has a ‘learning difficulty’ if:

• He/she has a significantly greater difficulty in learning than the majority of children of his/her age;

OR

• He/she has a disability which either prevents or hinders him/her from making use of the educational facilities of a kind generally provided for children of his/her age in schools within the area of the local authority.

**The existence of a medical diagnosis or physical disability in itself does not imply that the candidate in question has special educational needs**.

 **Annexe 2:**

1. Supervised rest breaks
2. Extra time of up to 25%
3. Extra time of up to 50%
4. Extra time of over 50%
5. Reader/Computer reader
6. Read aloud
7. Scribe/Voice Activated software
8. Word processor (see separate policy)
9. Transcript
10. Prompter
11. Oral Language Modifier
12. Live speaker for pre-recorded examinations components
13. Sign Language Interpreter
14. Practical Assistant
15. Alternative accommodation away from the centre
16. Other arrangements for candidates with disabilities: amplification equipment; Braillers; closed circuit tv; colour naming by the invigilator for candidates who are Colour Blind; Coloured overlays; low vision aid/magnifier; optical character reader scanners; separate invigilation with the centre.

# **Archiving Policy**

**Purpose of the policy**

The purpose of this policy is to:

* identify exams-related information/records held by the exams office
* identify the retention period
* determine the action required at the end of the retention period and the method of disposal
* inform or supplement the centre-wide records management policy/data retention policy

|  |  |  |  |
| --- | --- | --- | --- |
| **Record type**  | **Record(s) description (where required)**  | **Retention information/period**  | **Method of Disposal**  |
| Access arrangements information  | Any hard copy information kept by the EA relating to an access arrangement candidate. | To be returned to SENCo records and owner at end of the candidate’s final exam series. | Confidential waste/shredding |
| Alternative site arrangements  | Any hard copy information generated on an alternative site arrangement.  |   | Confidential waste/shredding  |
| Attendance register copies  |   | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series whichever is later. | Confidential waste  |
| Awarding body exams administration information  | Any hard copy publications provided by awarding bodies.  | To be retained until the current academic year update is provided.  | Confidential waste/shredding  |
| Candidates’ scripts  | Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.  | To be retained securely until the awarding body’s earliest date for confidential disposal of unwanted scripts. *Where teachers have used copies of candidates’ scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner*  | Confidential disposal  |
| Candidates’ work  | Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.  | To be logged on return to the centre and immediately returned to subject staff as records owner. To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) *until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a* *malpractice investigation has been completed, whichever is later (for the exam series)*  | Returned to candidates or safe disposal |
| Certificates  | Candidate certificates issued by awarding bodies.  | Unclaimed/uncollected certificates to be retained securely for a minimum of 24 months from date of issue. | Confidential destruction  |

|  |  |  |  |
| --- | --- | --- | --- |
| Certificate destruction information  | A record of unclaimed certificates that have been destroyed.  | To be retained for 4 years from the date of certificate destruction. | Confidential destruction  |
| Certificate issue information  | A record of certificates that have been issued.  | To be retained for 6 years from the date of certificates issued. | Confidential waste/shredding |
| Confidential materials: initial point of delivery logs  | Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages by an authorised member of staff to the secure room for transferal to the centre’s secure storage facility.  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series. | Confidential waste/shredding |
| Confidential materials: receipt, secure movement and secure storage logs  | Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body’s secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.  | Confidential waste/shredding  |
| Conflicts of Interest records  | Records demonstrating the management of Conflicts of Interest  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.  | Confidential waste/shredding  |
| Dispatch logs  | Proof ofdispatch of exam script packages to awarding body examiners covered by the [DfE (Standards & Testing Agency) yellow label service](https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide) | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series. | Confidential waste/shredding |
| Entry information  | Any hard copy information relating to candidates’ entries. | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series. | Confidential waste/shredding |
| Exam question papers  | Question papers for timetabled written exams.  | Issued to teaching staff after the published finishing time of the exam and only when all candidates in the centre have completed the exam.  | Issued to Subject Staff/ Confidential waste/shredding  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Instructions issued by an individual awarding body relating to the use of question papers for vocational qualifications after the examination has taken place are followed. |  |
| Exam room checklists  | Checklists confirming exam room conditions and invigilation arrangements for each exam session.  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.  | Confidential waste/shredding  |
| Exam room incident logs  | Logs recording any incidents or irregularities in exam rooms for each exam session.  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.  | Confidential waste/shredding  |
| Exam stationery  | Awarding body exam stationery provided solely for the purpose of external exams.  | Returned to secure storage for use in future exams. Once it is out-of-date it will be disposed of. | Confidential destruction  |
| Examiner reports  |   | To be immediately provided to head of department as records owner. |  |
| Finance information  | Copy invoices for exams-related fees. | To be returned to Finance department as records owner at the end of the academic year. |  |
| Invigilation arrangements  | See *Exam room checklists*  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.  | Confidential waste/shredding |
| Invigilator and facilitator training records  | A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions  | To be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. | Confidential waste/shredding |
| Moderator reports  | Reports by Moderators on the samples marked  | To be immediately provided to head of department as records owner. |  |
| Moderation returns logs  | Logs recording the return of candidates’ work to the centre by the awarding body at the end of the moderation period  | To be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.  | Confidential waste/shredding |

|  |  |  |  |
| --- | --- | --- | --- |
| Overnight supervision information  | The JCQ Overnight Supervision form is completed online. The JCQ Overnight Supervision Declaration form is downloaded for signing by the candidate, the supervisor and the head of centre Any hard copy information relating to overnight supervision arrangements. Reports submitted online | To be retained for JCQ inspection purposes until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. | Confidential waste/shredding |
| Post-results services: confirmation of candidate consent information  | Hard copy or email record of candidate consent for a review of mark or ATS request to be submitted to an awarding body  | Review of mark consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given.  | Confidential waste/shredding |
| Post-results services: requests/outcome information  | Any hard copy information relating to a postresults service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.  | To be retained for at least six months following the outcome of the enquiry or any subsequent appeal. | Confidential waste/shredding |
| Post-results services: tracking logs  | Logs tracking to resolution all post-results service requests submitted to awarding bodies.  | To be retained for at least six months following the outcome of the enquiry or any subsequent appeal. | Confidential waste/shredding |
| Private candidate information  | Any hard copy information relating to private candidates’ entries.  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series. | Confidential waste/shredding |
| Proof of postage – candidates’ work  | Proof of postage of sample of candidates’ work submitted to awarding body moderators. (Proof of postage of candidates’ scripts to awarding body examiners/markers)  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series. | Confidential waste/shredding |
| Resolving timetable clashes information  | Any hard copy information relating to the resolution of a candidate’s clash of timetabled exam papers  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.  | Confidential waste/shredding |
| Results information  | Broadsheets of public examination results summarising candidate final grades by subject by exam series. | Records for current year plus previous 6 years to be retained as a minimum.  | Confidential waste/shredding |
| Seating plans  | Plans showing the seating arrangements of all candidates for every exam taken.  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series. | Confidential waste/shredding |
| Special consideration information  | Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.  | Evidence supporting an on-line special consideration application and evidence supporting a candidate’s absence from an exam must be kept until after the publication of results. | Confidential waste/shredding |
| Suspected malpractice reports/outcomes  | Any hard copy information relating to a suspected or actual malpractice investigation/report submitted to an awarding body and outcome information from the awarding body. | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series. | Confidential waste/shredding |
| Transferred candidate arrangements  | Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.  | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.  | Confidential waste/shredding |
| Very late arrival reports/outcomes  | Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP. | To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series. | Confidential waste/shredding |

# **Child Protection and Safeguarding**

Key staff involved in the policy

|  |  |
| --- | --- |
| Role  | Name(s)  |
| Head of Centre  | M Stimpson  |
| Designated safeguarding lead  | J Sheehy |
| Designated safeguarding lead (deputies)  | R Wallis/K Heron |
| Exams Officer  | R Wallis |
| Exams Administrator | N De Lord |

# **Purpose of the policy**

This policy details how St Michael’s Catholic Grammar School, in relation to the management, administration and conducting of examinations and assessments, ensures that the moral and statutory responsibility to safeguard and promote the welfare of children is met.

The policy also details how staff are trained and supported to be alert to, and report, the signs of abuse and neglect and how they will follow centre procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in this policy apply to all staff associated with the management, administration and conducting of examinations and assessments at St Michael’s Catholic Grammar School.

# **Policy aims**

* To provide all exams-related staff at St Michael’s Catholic Grammar School with the necessary information to enable them to meet their safeguarding and child protection responsibilities
* To ensure consistent good practice
* To demonstrate the commitment with regard to safeguarding and child protection to pupils/students, parents/carers and other partners when taking examinations and assessments at St Michael’s Catholic Grammar School.
* To contribute to the wider centre Child Protection and Safeguarding Policy

# **Section 1 – Roles and Responsibilities**

**Designated safeguarding lead (DSL)**

The DSL (and any deputies) will take lead responsibility for child protection and safeguarding in relation to examinations and assessments. The DSL will offer advice, support and expertise in all matters relating to child protection and safeguarding in relation to examinations and assessments.

**Exams officer**

The Exams Officer will support the DSL as directed, and also undertake all relevant training.

**Other exams staff**

Invigilators and other facilitators of access arrangements will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy.

# **Section 2 – Staff**

**Recruitment**

St Michael’s Catholic Grammar School ensures that only ‘suitably qualified and experienced adults’ are employed in the management, administration and conducting of examinations and assessments. This is supported by the safer recruitment process which includes:

* completing an application form which includes their employment history and explains any gaps in that history
* providing two referees, including at least one who can comment on the applicant’s suitability to work with children
* providing evidence of identity and qualifications
* verifying their mental and physical fitness to carry out their work responsibilities
* verifying their professional qualifications, as appropriate
* carrying out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
* asking for written information about previous employment history and check that information is not contradictory or incomplete. We will scrutinise these and resolve any concerns before confirming appointments.
* if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include:
	+ an enhanced DBS check and a barred list check for those including unsupervised volunteers engaged in Regulated Activity
	+ an enhanced DBS check without a barred list check for all volunteers not involved in

Regulated Activity but who have the opportunity of regular contact with children o ensuring that this member of staff has a subscription to the DBS Update Service (where relevant)

* if offered employment, provide evidence of their right to work in the UK
* be interviewed by a panel of at least two school staff members, if shortlisted

**DBS check information**

All information on the checks carried out on those who are employed solely for the purpose of periodic exams-related activity, such as external invigilators/facilitators, will be recorded in the centre’s single central record (SCR). Copies of these checks, where appropriate, will be held in individuals’ personnel files.

**Existing staff**

All existing staff have been moved to the DBS update system.

If there are concerns about an existing member of staff’s suitability to work with children, all relevant checks will be carried out as if the individual was a new member of staff. This action will also be taken if an individual moves from a post that is not regulated activity to one that is.

Anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult will be referred to the DBS:

* Where the ‘harm test’ is satisfied in respect of the individual (i.e., that no action or inaction occurred but the present risk that it could was significant)
* Where the individual has received a caution or conviction for a relevant offence
* If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
* If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

‘Break in service’

To comply with ‘break in service’ regulations, all external invigilators/facilitators will be required to register with the DBS Update Service on an annual basis and provide consent for the designated senior member of staff in charge of safeguarding arrangements to carry out an online check to view the status of their existing standard or enhanced DBS certificate. This will not apply to any invigilators who meet the ‘frequency test’ at Bredon School – e.g., working 3 or more times in a 30-day period, or attending the centre at least every 3 months for training, updates etc.

By registering with the Update Service, these staff will be permitted to attend on any day during an exam series (providing they can supply an updated Disclosure Certificate and ID) without the need for additional checks or any additional attendance at St Michael’s Catholic Grammar School.

**Agency staff**

Written notification will be obtained from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. A check will also be performed to confirm that the person presenting themselves for work is the same person on whom the checks have been made.

# **Section 3 – Supporting staff**

All exams staff at St Michael’s Catholic Grammar School are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.

They are informed and updated on the contents of the centre Child Protection and Safeguarding Policy by annual training updates.

**Training Delivered/Planned**

|  |  |  |
| --- | --- | --- |
| **Date** | **Details of training** | **Audience** |
| May 22 | Safeguarding update from DSL | Invigilators/Scribes |
| Ongoing | Online safeguarding course from The Exams Office | All new Invigilators |
| May 24 | Safeguarding update from DSL | Invigilators/Scribes/Readers |

# **Section 4 – Reporting**

The process for staff to report issues/concerns relating to child protection and safeguarding is to report to the Designated Safeguarding Lead, or one of the Deputy Designated Safeguarding Leads.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should report to the Head of Centre.

# **Section 5 - Protocols for one-to one support/supervision**

Where staff are engaged in invigilation/facilitation and/or centre supervision on a one-to one basis with a candidate the following protocols should be followed.

Summoning immediate assistance in case of any concern

The Exams Administrator will be summoned by means of mobile phone allowed when in a one to one situation.

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break the candidate must be accompanied at all times up to the reaching of an unoccupied toilet facility.

Where a member of staff may accompany a candidate who is feeling unwell the candidate should be taken to the Medical Room if an accompanied rest break should not suffice.

# References

Keeping children safe in education www.gov.uk/government/publications/keeping-children-safe-ineducation--2

Check someone's criminal record as an employer www.gov.uk/dbs-check-applicant-criminalrecord

DBS Update Service www.gov.uk/dbs-update-service

# **Complaints and appeals**

# **Grounds for complaint**

A candidate (or his/her/parent/carer) may make a complaint on the grounds below

## **Teaching and learning**

1. Quality of teaching and learning, for example
	* Non-subject specialist teacher without adequate training/subject matter expertise utilised on a long-term basis
	* Teacher lacking knowledge of new specification/incorrect core content studied/taught
	* Core content not adequately covered
	* Inadequate feedback for a candidate following assessment(s)
2. Pre-release/advance material/set task issued by the awarding body not provided on time to an exam candidate
3. The taking of an assessment, which contributes to the final grade of the qualification, not conducted according to the JCQ/awarding body instructions

## **Centre assessed marking**

1. The marking of an internal assessment, which contributes to the final grade of the qualification, not undertaken according to the requirements of the awarding body (complainant should refer to the school’s Centre Assessed Marking Policy)
2. Candidate not informed of his/her centre assessed marks prior to marks being submitted to the awarding body
3. Candidate not informed of his/her centre assessed marks in sufficient time to request/appeal a review of marking prior to marks being submitted to the awarding body
4. Candidate not given sufficient time to review materials to make a decision whether to request a review of centre assessed marks

## **Access arrangements**

1. Candidate not assessed by the centre’s appointed assessor
2. Candidate not involved in decisions made regarding his/her access arrangements
3. Candidate did not consent to personal data being shared electronically (by the non-acquisition of a signed Data Protection Notice)
4. Candidate not informed/adequately informed of the arrangements in place and the subjects or components of subjects where the arrangements would not apply
5. Exam information not appropriately adapted for a disabled candidate to access it
6. Adapted equipment put in place failed during exam/assessment
7. Approved access arrangement(s) not put in place at the time of an exam/assessment
8. Appropriate arrangements not put in place at the time of an exam/assessment as a consequence of a temporary injury or impairment

## **Entries**

1. Candidate not entered for a required exam/assessment
2. Candidate entered for a wrong exam/assessment
3. Candidate entered for a wrong tier of entry

## **Conducting examinations**

1. Failure to adequately brief candidate on exam timetable/exam regulations prior to exam/assessment taking place
2. Room in which exam held did not provide candidate with appropriate conditions for taking the exam
3. Inadequate invigilation in exam room
4. Failure to conduct exam according to the regulations
5. Online or IT system failed during online/word processed exam/assessment
6. Disruption during exam/assessment
7. Alleged, suspected or actual malpractice incident not investigated/reported
8. Eligible application for special consideration for a candidate not submitted/not submitted to timescale
9. Failure to inform/update candidate on the outcome of a special consideration application

## **Results and Post-results**

1. Before exams, candidate not made aware of the arrangements for post-results services and the accessibility of senior members of centre staff after the publication of results
2. Candidate not having access to a member of senior staff after the publication of results to discuss/make decision on the submission of an enquiry
3. Candidate request for return of work after moderation and work not available/disposed of earlier than allowed in the regulations
4. Candidate (or parent/carer) unhappy with a result (complainant to refer via exams officer to awarding body *post-results services*)
5. Candidate (or parent/carer) unhappy with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal - the complainant should refer to the centre’s *internal appeals procedure*)
6. Centre applied for the wrong post-results service/for the wrong exam paper for a candidate
7. Centre missed awarding body deadline to apply for a post-results service
8. Centre applied for a post-results service for candidate without gaining required candidate consent/permission

# **Complaints and appeals procedure**

If a candidate (or their parent/carer) has a general concern or complaint about the centre’s delivery or administration of a qualification they are following, St Michael’s Catholic Grammar School encourages them to try to resolve this informally in the first instance.

A concern or complaint should be made in person, by telephone or in writing to the head of centre.

If a complaint fails to be resolved informally, the candidate (or their parent/carer) is then at liberty to make a formal complaint.

## **How to make a formal complaint and how it will be investigated**

* A complaint should be submitted in writing.
* The complaint will be acknowledged within 2 working days
* The head of centre will further investigate or appoint a member of the senior leadership team who is not involved in the grounds for complaint and has no personal interest in the outcome to investigate the complaint and report on the findings and conclusion
* The result of the investigation will be communicated within 2 working weeks

## **How to appeal against the outcome of a formal complaint**

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.

* Any appeal must be submitted in writing
* The appeal will be acknowledged within 2 working days
* The appeal will be referred to Chair of Governors or a special Committee of the Governing body for consideration
* The appellant will be told when they can expect to be informed of the conclusion
* The Chair of Governors or Committee will inform the appellant of the final conclusion

#

#

# **Contingency Plan**

**Purpose of the plan**

This plan examines potential risks and issues that could cause disruption to the exams process at St Michael’s Catholic Grammar School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by the Ofqual (andNorthern Ireland Council for the Curriculum, Examinations and Assessment) **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted* and the **JCQ** **Joint Contingency Plan**for the Examination System in England, Wales and Northern Ireland

This plan also confirms St Michael’s Catholic Grammar School’s compliance with JCQ’s **General Regulations for Approved Centres** (section 5.3)that the centre has in place:

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 staff absence. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency.

***The term “Centre” in this policy refers to St Michael’s Catholic Grammar School, Nether Street, North Finchley, London N12 7NJ***

**General contingency guidance**

* [emergency planning and response](https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings) from the **Department for Education in England**
* [handling strike action in schools](https://www.gov.uk/government/publications/handling-strike-action-in-schools) from the **Department for Education in England**
* [school organisation: local-authority-maintained schools](https://www.gov.uk/government/publications/school-organisation-maintained-schools) from the **Department for Education in England**
* [police guidance](https://www.protectuk.police.uk/) from **National Counter Terrorism Security Office** and partners on preparing for threats

**Possible causes of disruption to the exam process**

### **Exam administrator extended absence at key points in the exam process (cycle)**

|  |
| --- |
| Criteria for implementation of the plan*Key tasks required in the management and administration of the exam cycle not undertaken including:**Planning** *annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered*
* *annual exams plan not produced identifying essential key tasks, key dates and deadlines*
* *sufficient invigilators not recruited*

*Entries** *awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff*
* *candidates not being entered with awarding bodies for external exams/assessment*
* *awarding body entry deadlines missed or late or other penalty fees being incurred*

*Pre-exams** *invigilators not trained or updated on changes to instructions for conducting exams*
* *exam timetabling, rooming allocation; and invigilation schedules not prepared*
* *candidates not briefed on exam timetables and awarding body information for candidates*
* *confidential exam/assessment materials and candidates’ work not stored under required secure conditions*
* *internal assessment marks and samples of candidates’ work not submitted to awarding bodies/external moderators*

*Exam time** *exams/assessments not taken under the conditions prescribed by awarding bodies*
* *required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration*
* *candidates’ scripts not dispatched as required for marking 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 to mitigate the impact of the disruption* The Exam Administrator’s line manager, is also trained in many aspects of the exam’s processes and procedures and would take control
* A close working relationship with a local school would ensure support
* Very experienced senior invigilators could step up, if required.
* If necessary agency staff could be employed
* Subscription to The Exams Office provided support
 |

1. **SENCo extended absence at key points in the exam cycle**

|  |
| --- |
| Criteria for implementation of the plan*Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:**Planning** *candidates not tested/assessed to identify potential access arrangement requirements*
* *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
* *evidence of need and evidence to support normal way of working not collated*

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

*Exam time** *access arrangement candidate support not arranged for exam rooms*
 |
| Centre actions to mitigate the impact of the disruption* No one in school works in isolation
* Exam’s Officer/Administrator would take control with other members of SLT.
* All key documents are on a shared drive
* The SENDCO has an admin support worker (Venus To) who can step up
 |

###

### **Teaching staff extended absence at key points in the exam cycle**

|  |
| --- |
| Criteria for implementation of the plan*Key tasks not undertaken including:**Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received**Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies**Non-examination assessment tasks not set/issued/taken by candidates as scheduled**Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre’s marking**Internal assessment marks and candidates’ work not provided to meet awarding body submission deadlines* |
| Centre actions to mitigate the impact of the disruption* Ensure all staff know their responsibilities
* Line manager of dept to take control
* Contact awarding bodies where/when necessary (sooner rather than later)
 |

###

### **Invigilators - lack of appropriately trained invigilators or invigilator absence**

|  |
| --- |
| Criteria for implementation of the plan*Failure to recruit and train sufficient invigilators to conduct exams**Invigilator shortage on peak exam days**Invigilator absence on the day of an exam* |
| Centre actions to mitigate the impact of the disruption* Ensure a large pool of invigilators to call on who are adequately trained
* If necessary use teaching staff
 |

###

###

### **5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

|  |
| --- |
| Criteria for implementation of the plan*Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning**Insufficient rooms available on peak exam days**Main exam venues unavailable due to an unexpected incident at exam time* |
| Centre actions to mitigate the impact of the disruption* Rooming timetable to be scheduled in advance to ensure any peak points are identified.
* Exams administrator to work in conjunction with cover manager to identify suitable rooms
* Centre to use alternative venues in agreement with relevant Awarding organisations

Alternative venue details:Finchley Catholic High School Woodside Lane N12 8TASt Alban’s Church Hall Nether St North Finchley N12 7NN |

###

### **6.Cyber-attack**

|  |
| --- |
| Criteria for implementation of the plan*Where a cyber-attack may compromise any aspect of delivery* |
| Centre actions to mitigate the impact of the disruption* Take advice from Awarding bodies
 |

### **7. Failure of IT systems**

|  |
| --- |
| Criteria for implementation of the plan*MIS system failure at final entry deadline**MIS system failure during exams preparation**Power outage immediately prior to or during an on-screen test**MIS system failure at results release time* |
| Centre actions to mitigate the impact of the disruption*See separate policy* |

### **8. Emergency evacuation of the exam room (or centre lock down)**

|  |
| --- |
| Criteria for implementation of the plan*Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams* |
| Centre actions to mitigate the impact of the disruption* Contact Awarding Bodies
 |

### **9. Disruption of teaching time in the weeks before an exam – 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 to mitigate the impact of the disruption* Where there is disruption to teaching time and students miss teaching and learning, it will remain the responsibility of St Michael’s to prepare students, as usual, for examinations.
* Due to advances in technology, teachers can continue to teach “live” lessons and assess progress
 |

### **10. Candidates at risk of being unable to take examinations - centre remains open**

|  |
| --- |
| Criteria for implementation of the plan*Candidates at risk of being unable to attend the examination centre to take examinations as normal* |
| Centre actions to mitigate the impact of the disruption* Contact Awarding Bodies
* as a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date
 |

### **11. Centre at risk of being unable to open as normal during the examination period**

(Including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

|  |
| --- |
| Criteria for implementation of the plan*Centre at risk of being unable to open as normal for scheduled examinations*  |
| Centre actions to mitigate the impact of the disruption* Contact Awarding Bodies
* Alternative venues need to be identified

Alternative venue details:Finchley Catholic High School Woodside Lane N12 8TASt Alban’s Church Hall Nether St North Finchley N12 7NN |

### **12. 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 to mitigate the impact of the disruption* 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 scheduling of the examination on an alternative date
 |

### **13. Disruption to transporting completed examination scripts**

|  |
| --- |
| Criteria for implementation of the plan*Delay in normal collection arrangements for completed examination scripts/assessment evidence* |
| Centre actions to mitigate the impact of the disruption* where examinations are part of the national ‘yellow label’ service or where awarding bodies arrange collections, centres should contact the relevant awarding bodies for advice and instructions and should not make their own arrangements for transportation unless told to do so by the awarding body
* for any examinations where centres make their own collection arrangements, centres should investigate alternative options that comply with the requirements detailed in the JCQ publication *Instructions for conducting examinations*.
* centres to ensure secure storage of completed examination scripts until collection.
 |

### **14. 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**Completed examination scripts/assessment evidence does not reach awarding organisations*  |
| Centre actions to mitigate the impact of the disruption* awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations
* where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series.
 |

### **15. Centre unable to distribute results as normal or facilitate post results services**

(Including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

|  |
| --- |
| Criteria for implementation of the plan*Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services* |
| Centre actions to mitigate the impact of the disruption**Distribution of results:*** centre to make arrangements to access its results at an alternative site, in agreement with the relevant awarding organisation
* centres to make arrangements to coordinate access to post results services from an alternative site
* centres to share facilities with other centres if this is possible, in agreement with the relevant awarding organisation.)

**Facilitation of post results services:** * Centre to make arrangements to make post results requests at an alternative location
* centres to contact the relevant awarding organisation if electronic post results requests are not possible

Alternative venue details:Finchley Catholic High School Woodside Lane N12 8TASt Alban’s Church Hall Nether St North Finchley N12 7NN |

###

###

**Addendum:** The Department for Education has updated its guidance on [handling strike action in schools](https://www.gov.uk/government/publications/handling-strike-action-in-schools) in England in light of the industrial action in 2023. The guidance recommends schools should prioritise the running of examinations and assessments on any strike days, and should review their contingency plans to make this happen. Schools, colleges and other exam centres should speak to the relevant awarding organisations if they are expecting any disruption that might affect the sitting of exams and assessments.

###

###

### **In summary:**

**Disruption to assessments or exams**

In the absence of any instruction from the relevant awarding organisation, we will endeavour to make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises. We will discuss alternative arrangements with our awarding organisations if:

* the exam or assessment cannot take place
* a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student’s control

**We will:**

**Exam planning**

Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation’s requirements.

**In the event of disruption**

* Contact the relevant awarding organisation and follow its instructions.
* Take advice, or follow instructions, from relevant local or national agencies in deciding whether the centre is able to open.
* Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
* Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
* In the event of an evacuation during an examination please refer to JCQ’s [Centre emergency evacuation procedure](https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/centre-emergency-evacuation-procedure).
* Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
* Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

**After the exam**

* Consider whether any students’ ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
* Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
* Ensure that scripts are stored under secure conditions.
* Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

**Steps the awarding organisation should take**

**Exam planning**

* Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.
* Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

**In the event of disruption**

* Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
* Provide effective guidance to any of their centres delivering qualifications.
* Ensure that where an assessment must be completed under specified conditions, students complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
* Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
* Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

**After the exam**

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

**If any students miss an exam or are disadvantaged by the disruption**

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

###

**COVID-19 Addendum: October 2020**

Following the amended publication of ‘Guidance for full opening: schools’ on 28 August 2020, the School has made the following temporary changes to our External Examinations Contingency Policy.

**Additions Conditions applying to invigilators during COVID pandemic**

Candidate numbers are sufficiently small for the autumn exams so that only 2 invigilators are required for each session; one inside the venue to run the session and the other outside to deal with any problems.

The Examinations Officer will brief invigilators on their roles and start exams.

* Please go directly reception where you will be briefed by the exams administrator
* Adhere to the one-way system and follow all signage and floor markings.
* Only move around the school if necessary; use mobile phones, set to ‘silent mode’ to communicate with centre exam staff if needed.
* Avoid congregating in communal areas and workspaces.
* Always wash or sanitise hands before entering and when leaving venues, before and after distributing exam materials, after sneezing or coughing (remembering to ‘catch it, bin it, kill it’) and before and after eating,
* Desks, tables, chairs (including backs) other surfaces and door handles will be cleaned by school staff and students when the exam finishes using disinfectant wipes after each exam session.
* Hand sanitiser, tissues and disinfectant wipes are available in each exam venue.
* Invigilators are advised to wear face masks, and may also choose to wear visors and/or disposable gloves. Visors and disposable gloves will be available as requested by individual invigilators.
* Students are not expected to wear face masks in school but may do so if they wish.
* Please permit exam candidates to enter the exam venue and sit at their designated desk bearing their candidate details, under exam conditions, as soon as the venue is set up for the exam session
* Keep windows and doors open in exam venues to promote ventilation.
* Adhere to social distancing rules (2 metres) whenever possible. If this is not possible, endeavour to maintain a distance of at least 1 metre and for the minimal time. When handing out or collecting in exam materials do so at arms’ length and either wear protective gloves or sanitise hands before and after doing so.
* Avoid face-to-face contact and stand alongside candidates and staff when interacting with them.
* Remind candidates of social distancing and good hygiene habits. For example, the principle of social distancing, and ‘catch it, bin it, kill it’.
* Centre Exam staff will collect exam materials and any equipment at the end of the last exam in a session.

**Conditions applying to students during COVID pandemic**

* If you test positive for Coronavirus or have symptoms of Coronavirus such as a high temperature, new continuous cough or loss of sense of smell or taste you should not attend an exam and should contact the school for advice.
* Arrive 8.30 -8.45 am for morning exams and between 1:30 -1.45 pm for afternoon exams. Remember to bring writing and any other appropriate equipment.
* Candidates should adhere to the one-way system and follow all signage and floor markings and only move around the school if absolutely necessary.
* Always wash or sanitise hands before entering and when leaving venues, after sneezing or coughing (remembering to ‘catch it, bin it, kill it’).
* Desks, tables, chairs (including backs) other surfaces and door handles will be cleaned by school staff by students at the end of the exam session.
* Hand sanitiser, tissues and disinfectant wipes are available in each exam venue.
* Candidates are not expected to wear face masks in exam venues but may do so if they wish. Invigilators are advised to do so but may choose not to if they wish.
* When invited to enter the exam venue, sit at your designated desk bearing your candidate details. You will be under exam conditions throughout the time you are in the venue.
* Adhere to social distancing rules (2 metres) whenever possible. If this is not possible, endeavour to maintain a distance of at least 1 metre and for the minimal time. Handing out and collecting in of exam materials will be done at arms’ length.
* Avoid face-to-face contact. Invigilators have been advised to stand alongside candidates when interacting with them.
* When exam papers are collected at the end of the exam please proffer them at arm’s length. · When you are dismissed from the exam venue please take with you anything you brought in and leave the School immediately unless otherwise instructed on the day.

#

#

# **Controlled Assessment**

**Outlining staff responsibilities**

The purpose of this document is to help staff identify their responsibilities in planning and managing controlled assessment alongside other colleagues. It shows how responsibilities within GCSEs and A Levels might be allocated to colleagues such as teachers, assessors and the senior leadership team.

The principles of controlled assessments are to be explained to Year 10 parents and students as part of their induction evening in the autumn term by the Head of Key Stage 4.

The Awarding Bodies’ ‘Notice to Candidates’ will be distributed to Year 10 students in the autumn term as part of their Key Stage 4 induction tutorials.

The Examinations Administrator is responsible for training exam invigilators in the procedures of this policy annually. This will be monitored by the Examinations Secretary.

A full copy of the policy will be emailed to all relevant staff annually by the examinations officer who will monitor the reply return from each HOD in liaison with the Examination Secretary.

The internal appeals process will follow the same guidelines as for other public examinations.

**Outlining staff responsibilities - GCSE controlled assessment**

## **Senior leadership team**

* Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies’ subject-specific instructions.
* At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
* Map overall resource management requirements for the year. As part of this resolve:
	+ clashes/ problems over the timing or operation of controlled assessments.
	+ issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
* Ensure that all staff involved have a calendar of events
* Create, publish and update an internal appeals policy for controlled assessments.

## **Heads of department/faculty**

* Decide on the awarding body and specification for a particular GCSE.
* Standardise internally the marking of all teachers involved in assessing an internally assessed component.
* Ensure that individual teachers understand their responsibilities with regard to controlled assessment, including reviewing the risk assessment annually.
* Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*. www.jcq.org.uk/exams\_office
* Ensure 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.
* Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
* Supply to the exams office details of all unit codes for controlled assessments.
* 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.

## **Teaching staff**

* Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*. www.jcq.org.uk/exams\_office
* 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 and supervising teachers 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 Head of Department and exams 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).
* 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 (Head of Key Stage) for any assistance required for the administration and management of access arrangements.

## **Exams office staff**

* Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
* Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in digital or hard copy format.
* Download anddistribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
* On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.
* Review policy and risk assessment.

## **Special educational needs coordinator/additional learning support (Head of Key Stage)**

* Ensure access arrangements have been applied for.
* Work with teaching staff to ensure requirements for support staff are met.

# **Data Protection**

**Key staff involved in the policy**

|  |  |
| --- | --- |
| **Role** | **Name(s)** |
| Head of Centre | Mr M Stimpson |
| Exams Administrator | Mr N De Lord |
| Exams Administrator Line Manager | Mrs R Wallis |
| IT Manager | Mr G Williams |

**Purpose of the policy**

This policy details how St Michael’s Catholic Grammar in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act 2018 (DPA 2018) and General Data Protection Regulation (GDPR).

Students are given the right to find out what information the centre holds about them, how this is protected, how this can be accessed and how data breaches are dealt with.

All exams office staff responsible for collecting and sharing candidates’ data are required to follow strict rules called ‘data protection principles’ ensuring the information is:

* used fairly and lawfully
* used for limited, specifically stated purposes
* used in a way that is adequate, relevant and not excessive
* accurate
* kept for no longer than is absolutely necessary
* handled according to people’s data protection rights
* kept safe and secure
* not transferred outside the European Economic Area without adequate protection

To ensure that the centre meets the requirements of the DPA 2018 and GDPR, all candidates’ exam information – even that which is not classified as personal or sensitive – is covered under this policy.

**Section 1 – Exams-related information**

There is a requirement for the exams office(r) to hold exams-related information on candidates taking external examinations. For further details on the type of information held please refer to *Section 5 – Candidate information, audit and protection measures*.

Candidates’ exams-related data may be shared with the following organisations:

* Awarding bodies
* Joint Council for Qualifications
* [insert (by listing) any other organisations as relevant to your centre e.g. Department for Education; Local Authority; Multi Academy Trust; Consortium; the Press; etc.]

This data may be shared via one or more of the following methods:

* hard copy
* email
* secure extranet site(s) – [insert as appropriate to your centre e.g. eAQA; OCR Interchange; Pearson Edexcel Online; WJEC Secure services; City & Guilds Walled Garden; etc.]
* a Management Information System (MIS) provided by Capita SIMS sending/receiving information via electronic data interchange (EDI) using A2C (<https://www.jcq.org.uk/about-a2c>) to/from awarding body processing systems; etc.]

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

**Section 2 – Informing candidates of the information held**

St Michael’s Catholic Grammar ensures that candidates are fully aware of the information and data held.

All candidates are:

* informed via the school website
* given access to this policy via the school website

Candidates are made aware of the above at the start of their course of study leading to an externally accredited qualification.

Candidates eligible for access arrangements are also required to provide their consent by signing the GDPR compliant JCQ candidate personal data consent form (Personal data consent, Privacy Notice (AAO) and Data Protection confirmation) before access arrangements approval applications can be processed online.

 **Section 3 – Hardware and software**

The table below confirms how IT hardware, software and access to online systems is protected in line with DPA & GDPR requirements.

|  |  |
| --- | --- |
| Hardware | Date of purchase and protection measures |
| MIS Server | Purchased 2019 with 5-year warrantyLocal IT Engineering SupportLA application supportWindows authentication (restricted by user role)Automated AV protection update |
| Desktop Computers | Automated AV protectionWindows AuthenticationWatchGuard Firewall restrictions |
| NAS Server | Purchased 2019 with 5-year warrantyLocal IT Engineering SupportAutomated AV protection updateWindows security and authentication |
| Backup Server | Standalone Backup Server on site and separated from DomainWindows Authentication for ICT support team onlyCloud encrypted daily backups with MFA for access  |

|  |  |
| --- | --- |
| Software/online system | Protection measure(s) |
| MS. Office | Files stored in network storage protected by MS. Windows securities and passwords, with restrictions by staff groupings. |
| MIS System | Password Protected. |
| MIS Exams Organiser | Password Protected. |
| A2C Transfer Software | Installation on EO machine. |
| Awarding Body Secure Websites | Individual staff passwords/accounts.  |
| Secure email | Encrypted and password protected cloud email system. |

**Section 4 – Dealing with data breaches**

Although data is handled in line with DPA/GDPR regulations, a data breach may occur for any of the following reasons:

* loss or theft of data or equipment on which data is stored
* inappropriate access controls allowing unauthorised use
* equipment failure
* human error
* unforeseen circumstances such as a fire or flood
* hacking attack
* ‘blagging’ offences where information is obtained by deceiving the organisation who holds it

If a data protection breach is identified, the following steps will be taken:

1. **Containment and recovery**

The Data Protection Officer will lead on investigating the breach.

It will be established:

* who needs to be made aware of the breach and inform them of what they are expected to do to assist in the containment exercise. This may include isolating or closing a compromised section of the network, finding a lost piece of equipment and/or changing the access codes
* whether there is anything that can be done to recover any losses and limit the damage the breach can cause. As well as the physical recovery of equipment, this could involve the use of back-up hardware to restore lost or damaged data or ensuring that staff recognise when someone tries to use stolen data to access accounts
* which authorities, if relevant, need to be informed
1. **Assessment of ongoing risk**

The following points will be considered in assessing the ongoing risk of the data breach:

* what type of data is involved?
* how sensitive is it?
* if data has been lost or stolen, are there any protections in place such as encryption?
* what has happened to the data? If data has been stolen, it could be used for purposes which are harmful to the individuals to whom the data relates; if it has been damaged, this poses a different type and level of risk
* regardless of what has happened to the data, what could the data tell a third party about the individual?
* how many individuals’ personal data are affected by the breach?
* who are the individuals whose data has been breached?
* what harm can come to those individuals?
* are there wider consequences to consider such as a loss of public confidence in an important service we provide?
1. **Notification of breach**

Notification will take place to enable individuals who may have been affected to take steps to protect themselves or to allow the appropriate regulatory bodies to perform their functions, provide advice and deal with complaints.

1. **Evaluation and response**

Once a data breach has been resolved, a full investigation of the incident will take place. This will include:

* reviewing what data is held and where and how it is stored
* identifying where risks and weak points in security measures lie (for example, use of portable storage devices or access to public networks)
* reviewing methods of data sharing and transmission
* increasing staff awareness of data security and filling gaps through training or tailored advice
* reviewing contingency plans

**Section 5 – Candidate information, audit and protection measures**

For the purposes of this policy, all candidates’ exam-related information – even that not considered personal or sensitive under the DPA/GDPR – will be handled in line with DPA/GDPR guidelines.

An information audit is conducted annually.

The list below details the type of candidate exams-related information held, and how it is managed, stored and protected

Protection measures may include:

* password protected area on the centre's intranet
* secure drive accessible only to selected staff
* information held in secure area
* updates undertaken every 12 months (this may include updating antivirus software, firewalls, internet browsers etc.)

**Section 6 – Data retention periods**

Details of retention periods, the actions taken at the end of the retention period and method of disposal are contained in the centre’s Exams archiving policy which is available/accessible in the Exams Policy.

**Section 7 – Access to information**

Current and former candidates can request access to the information/data held on them by making a **subject access request** to the Data Protection Officer in writing/email. Candidates not known to staff will need to provide photo evidence. All requests will be dealt with within 40 calendar days.

**Third party access**

Permission should be obtained before requesting personal information on another individual from a third-party organisation.

Candidates’ personal data will not be shared with a third party unless a request is accompanied with permission from the candidate and appropriate evidence to verify the ID of both parties, provided.

In the case of looked-after children or those in care, agreements may already be in place for information to be shared with the relevant authorities (for example, the Local Authority). The centre's Data Protection Officer will confirm the status of these agreements and approve/reject any requests.

# **Emergency Evacuation of the Exam Room Policy**

At St Michael’s, we endeavour to recognise, develop and maximise the intellectual, moral, social, physical, aesthetic and spiritual potential of all involved with the school. We educate all pupils in accordance with the requirements of the National Curriculum, whilst preparing pupils for the world of work, and for life in the community beyond school. As such, St Michael’s fully recognises its responsibilities for external examinations and assessments and, therefore, aims to ensure that the planning and management of these assessments are conducted efficiently and in the best interests of the candidates, and that there are clear guidelines for all relevant staff.

 It is the responsibility of all staff involved in St Michael’s examination and assessment process to read and understand this plan and to undertake the procedures detailed herein in the event of disruption to the management and administration of examinations and non-examined assessments.

It is the responsibility of all invigilators employed to invigilate both externally and internally assessed examinations and assessments at St Michael’s to read and understand this plan and to undertake the procedures detailed herein in the event of disruption to the management and administration of examinations and non-examined assessments.

**AIMS**

The aims of this policy are:

 ∙ To explicitly state how to deal with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

 This examination policy will be reviewed annually by the head of centre, the SLT member with responsibility for examinations and assessments and the examinations administrator.

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat. In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

 **Emergency evacuation procedure**

 Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room. The senior invigilators in each venue are issued with the relevant emergency evacuation procedures. The evacuation procedure is displayed in each examination venue.

 • Stop the candidates from writing.

 • Collect the attendance register (in order to ensure all candidates are present).

∙ Instruct candidates to close their exam papers, booklets and/or scripts and leave all examination material on their table.

• Evacuate the examination room in silence by the nearest exit and escort candidates to the tennis courts.

• Inform candidates they must leave the room in silence and maintain silence throughout the evacuation as specified in the school’s emergency evacuation procedures.

• Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

 • When instructed, supervise the return of the candidates to the exam room. Exam candidates will be instructed to disperse from the muster point before other pupils.

• Make a note of the time of the interruption and how long it lasted.

 • Allow the candidates the full working time set for the examination.

• If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

• Make a detailed report of the incident and of the action taken, and send to the relevant awarding body.

**Upon returning to the room:**

 • Allow the candidates a small amount of time to settle, while reminding them they are still under exam conditions.

 • Instruct the candidates they will resume from where they left off and the finish time will be adjusted accordingly.

 • Adjust the finish time accordingly.

• Record as much information as possible so a report can be made to the exam board.

 **In the event of the abandonment of the exam**

 • The exam contingency plan will be invoked and candidates and examination staff will be briefed by the Exams Administrator at that time.

Sports Hall - leave by main exit (where poss

For all other rooms – consult the fire evacuation signage displayed in the room.

#

# **Equality in Public Examinations**

**Intro - The Equality Act 2010 - Examinations**

 The Equality Act 2010 provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful, meaning that schools cannot discriminate against pupils because of their sex, race, disability, religion or belief and sexual orientation.

The Equality Act 2010 strengthens the duty to make reasonable adjustments, defines substantial disadvantage and places new duties on the qualifications regulator.

 The awarding bodies have a duty not to discriminate against individuals in conferring qualifications in respect of all protected characteristics set out in the Equality Act 2010. They will take steps when developing specifications, identifying the assessment criteria and drafting question papers to ensure that the impact of each of these upon individuals with differing protected characteristics is minimized.

The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on someone’s ability to carry our normal day-to-day activities.

St Michael’s is committed to ensuring the best possible progress and quality of life for all our students and staff. Any student who meets the School’s general Admissions criteria, and will benefit from the all-round education offered at St Michael’s, is welcomed.

**Policy Aim**

It is the School’s aim to ensure that no student, potential student, or member of staff is put at a substantial disadvantage compared to any other member of the school community. The School is committed to making reasonable adjustments to minimise any barriers to learning, participation, assessment and achievement.

This policy will outline the various measures that will be put into place to ensure a successful outcome of this aim.

**Before the examination**

The candidate’s needs for the examination should be assessed by the school as early as possible so as to provide the best support possible – this will normally take the form of an access arrangement (*see separate policy*).

The school should consult the examination board at the beginning of the course to ensure that the necessary access arrangements can be put into place before they undertake to enter the candidate for examinations which require skills to be demonstrated which are beyond the scope of the candidate.

The access arrangement deemed necessary for the particular candidate can be applied for in the following way: go to the relevant awarding body’s website and input the candidate's details and examinations to be taken. Choose the appropriate access arrangement(s) required for the candidate from the list shown. Answer all of the questions about the evidence you have on file to support the application. Make a record of the application outcome.

**During the examination itself**

The help offered will depend upon the individual needs of the candidate. It might be appropriate to offer one or more of the following:

* extra time;
* supervised rest breaks;
* scribes;
* word processors;
* transcripts;

**Organisation:** Where a student has mobility problems that preclude him/her reaching certain classrooms, the School will make every effort to arrange for accessible rooms to be available for examinations, including the provision of separate invigilation.

During the examination period the school will ensure that a school welfare officer will be normally available for support and consultation.

# **Escalation Process**

**Purpose of the process**

To confirm the main duties and responsibilities to be escalated should the head of centre M Stimpson), or the member of the senior leadership team with oversight of examination administration (R Wallis), be absent.

**Before examinations (Planning)**

 In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to:

* In the absence of M Stimpson ( HoC ) responsibilities will be escalated to J Sheehy (Deputy Head)
* In the absence of J Sheehy (Deputy Head) responsibilities will be escalated to N Hinnem (SLT/Head of 6th Form/SENDCO)

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

* General Regulations for Approved Centres
* Instructions for conducting examinations
* Access Arrangements and Reasonable Adjustments
* Instructions for conducting coursework
* Instructions for conducting non-examination assessments § Suspected Malpractice – Policies and Proceduress
* A guide to the special consideration process

**Main duties and responsibilities relate to**:

• Centre status

 • Timely collection of all information from teachers re. qualifications in order to meet entry deadlines

• Request Moderation dates

• Confidentiality

 • Communication

 • Recruitment, selection and training of staff (Exams officer & Invigilators)

• Internal governance arrangements

• Delivery of qualifications

• Public liability

• Conflicts of interest

• Controlled assessments, coursework and non-examination assessments

• Security of assessment materials

• National Centre Number Register

• Centre inspections

• Centre Approval from individual Awarding Bodies

• Approval from individual Awarding Bodies to deliver individual qualifications

• Creating / updating of all Exams related policies

**Additional JCQ publication for reference:**

* Centre Inspection Service Changes
* Policies

**Specific JCQ publications for reference:**

* General Regulations for Approved Centres (section 5) § Instructions for conducting examinations (section 25)
* Access Arrangements and Reasonable Adjustments (section 5)
* Personal data, freedom of information and copyright

 **Additional JCQ publication for reference**:

* Information for candidates – Privacy Notice

 **Centre-specific information for reference**:

* Please refer to policies on website

**Before examinations (Entries and Pre-exams)** In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to

* In the absence of M Stimpson ( HoC ) responsibilities will be escalated to J Sheehy (Deputy Head)
* In the absence of J Sheehy (Deputy Head) responsibilities will be escalated to N Hinnem (SLT/Head of 6th Form. SENDCo)

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

* General Regulations for Approved Centres (section 3, 5)
* Instructions for conducting examinations (sections 16-30)
* Access Arrangements and Reasonable Adjustments (sections 6-8)
* A guide to the special consideration process (sections 2-7)

 **Main duties and responsibilities relate to:**

* Access arrangements and reasonable adjustments
* Making entries within deadlines set by awarding Bodies

**Additional JCQ publications for reference:**

* Key dates in the examination cycle § Guidance Notes for Transferred Candidates
* Alternative Site guidance notes
* Guidance notes for overnight supervision of candidates with a timetable variation
* Centre assessed work

 **Additional JCQ publication for reference:**

* Guidance Notes – Centre Consortium Arrangements
* Candidate information

 **Additional JCQ publications for reference**:

* Information for candidates documents
* Exam Room Posters

**During examinations (Exam time)** In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to

* In the absence ofM Stimpson ( HoC ) responsibilities will be escalated to J Sheehy (Deputy Head)
* In the absence ofJ Sheehy (Deputy Head) responsibilities will be escalated to N Hinnem (SLT/Head of 6th Form/ SENDCO)

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

 • General Regulations for Approved Centres (sections 3, 5)

• Instructions for conducting examinations (sections 16-30)

• Access Arrangements and Reasonable Adjustments (section 8) • A guide to the special consideration process (sections 2-7)

**Main duties and responsibilities relate to:**

 • Submitting grades/Marks

• Phonics Check

• Conducting examinations and assessments

• Handling Assessment paper

• Deploy Invigilators

 • Dispatch assessment papers

• JCQ Inspections

**Additional JCQ publication for reference:**

 • Guidance Notes – Very Late Arrival

• Malpractice

 • Retention of candidates’ work

**After examinations (Results and Post-Results)** In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to:

* In the absence of M Stimpson ( HoC ) responsibilities will be escalated to J Sheehy (Deputy Head)
* In the absence ofJ Sheehy (Deputy Head) responsibilities will be escalated to N Hinnem (SLT/Head of 6th Form/ SENDCO)

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

• General Regulations for Approved Centres (section 5)

**Main duties and responsibilities relate to:**

 • Results Additional JCQ publication for reference:

 • Release of Results notice

 • Post-results services and appeals

**Additional JCQ publications for reference:**

• Post-Results Services: Information and guidance to centres

 • JCQ Appeals Booklet (A guide to the awarding bodies’ appeals processes)

 • Cash-in

 • Certificates

• Collate results

 • EQA reports

# **Examination Policy and Procedures**

**Departmental Responsibilities**

To provide the Examinations Administrator with:

1. Accurate subject and module entry code details
2. Accurate candidate entry details
3. Organised coursework, including sample material in alphabetical order with all necessary paperwork included (front sheets on coursework, copy of assignments when needed, students’ declaration sheets signed, moderation sheets completed, additional breakdown lists of marks if needed etc.)
4. Changes to entries before final deadlines

Departments must also:

1. Store returned coursework from the summer until the end of October
2. Check entry details carefully and inform the Examinations Officer of any problems
3. Check results carefully and inform the Examinations Officer of any problems
4. Liaise with the Examinations Officer with regard to re-marks, request for return of scripts
5. Keep accurate records to ensure students are not entered for re-sits more than once.

**Examinations Administrator’s Responsibilities**

1. To pass on all materials received to relevant subjects
2. To enter students according to the wishes of the department
3. To inform departments of any changes to entries made by senior management
4. To parcel up and despatch coursework by the deadline date
5. To send coursework marks to the examination board
6. To deal with post results enquiries and requests for scripts
7. To organise access arrangements for candidates who require this

**Examination Entries**

If a student has followed a course leading to a public examination, the expectation is that they will be entered for that examination.

If a HOD identifies a student whom they believe should NOT be entered, this information should be passed to the Head of Key Stage so the case can be discussed with the SLT. All outcomes will be communicated to the department.

**Late Entries/Changes to Entries**

Once the deadline dates have been reached (as indicated on the entries sheets by the Examinations Officer) payment for changes will have to be met either by the department concerned or the student dependent on who is requesting the change.

**Re-Sits**

All re-sits are to be paid for by the student. Prices are available from the Examinations Officer.

**Examination Reviews of Marking**

Reviews of marking can lead to a student’s examination result going down, remaining the same or improving. Students must be aware of this and must sign to give their permission.

The cost of reviews will be met by either the department or the student (dependent on who is making the request)

**Return of Scripts**

The cost of this is met by either the department or the student (dependent on who is making the request). Students must sign to give their permission for the return of their scripts and scripts must be kept in accordance with the guidelines set down by the examinations boards.

#

#

# **Internal appeals procedures**

St Michael’s is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St Michael’s is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates’ work, internal moderation and standardisation will ensure consistency of marking.

1. St Michael’s will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre’s marking before marks are submitted to the awarding body.
2. St Michael’s will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment.
3. St Michael’s will, having received a request for copies of materials, promptly make them available to the candidate.
4. St Michael’s will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. St Michael’s will provide a clear deadline for candidates to submit a request for a review of the centre’s marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.

1. St Michael’s will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body’s deadline.

7. St Michael’s will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

8. St Michael’s will instruct the reviewer to ensure that the candidate’s mark is consistent with the standard set by the centre.

9. St Michael’s will inform the candidate in writing of the outcome of the review of the centre’s marking.

10. The outcome of the review of the centre’s marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

# **Lockdown policy**

# **Purpose of the policy**

This policy details the measures taken at St Michael’s Catholic Grammar in the event of a centre lockdown during the conducting of examinations.

A lockdown may be required in the following situations:

* an incident or civil disturbance in the local community which poses a risk
* an intruder on the site with the potential to pose a risk
* local risk of air pollution, such as a smoke plume or gas cloud
* a major fire in the vicinity
* a dangerous animal roaming loose
* any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

St Michael’s has devised lockdown procedures after consulting GOV.UK [Stay Safe](https://www.gov.uk/government/publications/stay-safe-film) guidance.

With regard to conducting examinations, the focus before, during and after an exam will be:

* the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
* maintaining the integrity and security of the examinations/assessments process
* how to achieve an effective lockdown
* how to let people know what’s happening
* training staff engaged/involved in the conducting of examinations
* stay safe principles (Run, Hide, Tell)

# **Roles and responsibilities**

## **Head of centre**

* To ensure that a dedicated lockdown alarm is in place and recognised by all staff and candidates
* To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities
* To arrange appropriate training for all exams-related staff in lockdown procedures
* To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due it being locked down
* To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the exam room becomes unsafe
* To provide written lockdown procedures for exam room/invigilator use
* To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates

## **Senior leadership team (SLT)**

* To have accountability for all exams staff and candidates taking examinations during a lockdown  To run training/drills for examination candidates on lockdown procedures
* To inform parents/carers about the centre’s Lockdown policy in relation to the conducting of examinations
* To have a presence around exam room areas prior to the start of each exam session
* To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown
* To use the exam room attendance register(s) to compile a list of all candidates not accounted for

## **Exams Administrator**

* To train invigilators in the centre’s lockdown procedure
* Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown

# **Procedures to identify students in public exams**

**1. Seating & Identifying Candidates in an Exam Room**

**1.1 Exams Administrator**

* Ensures a procedure is in place to verify candidates
* Ensures invigilators are aware of the procedure
* Provides seating plans for exam rooms according to JCQ and awarding body requirements

**1.1.1 Verifying Candidate Identity Procedure**

* Candidates are identified in each exam room by the use of individual name cards on each desk.
* At the beginning of every exam a member of SLT is present to identify all students
* A private/external or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence…
* Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

**1.2 Invigilators**

* Follow the procedure for verifying candidate identity provided by the EA
* Seat candidates in exam rooms as instructed by the EA/on the seating plan

**1.3 School Procedures**

* St Michael’s Catholic Grammar School rarely accepts private/external candidates (special arrangements are made in these cases).
* All candidates in KS4 sit all their examinations in full school uniform.
* Our external invigilators are used during internal examinations to get to know the students during their pre-public examinations.

#

# **Whistleblowing Policy**

**Introduction**

 Whistleblowing at St Michael’s Catholic Grammar School is encouraged, not penalised, and staff are made aware that they have a duty to report any concerns they have about the conduct of examinations.

The head of centre and governing board at St Michael’s Catholic Grammar aim to create and maintain an approach to examinations that reflects an ethical culture, and encourages staff and students to be aware of and report practices that could compromise the integrity and security of examinations.

 In compliance with section 5.11 of the JCQ’s General Regulations for Approved Centres, St Michael’s Catholic Grammar 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 incidents of malpractice or maladministration, involving a candidate or a 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** and provide such information and advice as the awarding body may reasonably require.

This policy requirement has been added within General Regulations for Approved Centres in response to the recommendations within the report of the *Independent Commission on* *Examination Malpractice*.

This policy sets out the whistleblowing procedures at St Michael’s Catholic Grammar. It has been produced by Rosalynne Wallis who is also a member of the senior leadership team. She is fully aware of the contents of this policy and will escalate any instances of malpractice to the relevant awarding body/bodies.

This policy also sets out the principles which allow members of centre staff and students to feel confident in reporting instances of actual, alleged or suspected malpractice to relevant members of senior leadership.

**Purpose of the policy**

 This policy:

• Encourages individuals to raise concerns, which will be fully investigated by appropriately trained and experienced individuals.

 • Identifies how to report concerns.

• Explains how such concerns will be investigated and sets expectations regarding the reporting of outcomes.

• Provides details of relevant bodies to whom concerns about wrongdoing can be reported, including awarding organisations and regulators.

 • Includes a commitment to do everything reasonable to protect the reporter’s identity, if requested.

 • Sets out how those raising concerns will be supported.

This policy also details the steps that could be taken by an individual involved in the management, administration and/or conducting of examinations if St Michael’s Catholic Grammar School fails to comply with its obligation to report any alleged, suspected or actual incidents of malpractice or maladministration.

 **The Whistleblower**

A whistleblower is defined as a person who reports an actual or potential wrongdoing and is protected by the Public Interest Disclosure Act 1998, providing they are acting in the public interest.

 If the person raising the issue is a worker, this will be considered as whistleblowing. This includes agency staff and contractors.

 **Reporting**

If a member of centre staff involved in the management, administration and/or conducting of examinations (such as exams officer, exams assistant or invigilator), a student or a member of the public (such as a parent/carer) has a concern or reason to believe that malpractice has or will occur in an examination or assessment, concerns should normally be raised initially with Mrs R Wallis, Examination’s Officer.

However, there may be times when it may be more appropriate to refer the issue direct to the governing board, most often when the allegation is against the head of centre.

 **Examples of malpractice**

 In addition to the centre wide Whistleblowing Policy, this exams-specific policy, includes reference to exams-related breaches including, but not limited to, the following:

 • Failure to comply with exam regulations as set out by the Joint Council for Qualifications (JCQ) and its awarding bodies.

 • A security breach of the examination paper.

 • Conduct of centre staff which undermines the integrity of the examination.

 • Unfair treatment of candidates by either giving an advantage to a candidate/group of candidates (e.g. by permitting a candidate an access arrangement which is not supported by appropriate evidence), or disadvantaging candidates by not providing access to the appropriate conditions (providing a ‘level playing field’).

 • Possible fraud and corruption (e.g. accessing the exam paper prior to the exam to aid teaching and learning).

 • Abuse of authority (e.g. the head of centre/members of the senior leadership team overriding JCQ and awarding body regulations).

• Other conduct which may be interpreted as malpractice/maladministration.

**Whistleblowing procedure**

If the individual does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, that individual could consider making their disclosure to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

For members of centre staff, it is likely that the Public Interest Disclosure Act (PIDA) offers you legal protection from being dismissed or penalised for raising certain serious concerns (‘blowing the whistle’). Whistleblowing rights under PIDA are day one rights. This means that the worker does not need the same two years’ service that is needed for other employment rights.

In order to investigate concerns effectively, the awarding body should be provided with as much information as possible/is relevant, which may include:

• The qualifications and subjects involved

 • The centre involved

 • The names of staff/candidates involved

• The regulations breached/specific nature of suspected malpractice

 • When and where the suspected malpractice occurred

• Whether multiple examination series are affected

• If the issue has been reported to the centre and what the outcome was

• How the issue became apparent

Members of the public are not protected by PIDA, but the awarding body will make every effort to protect their identity if that is what they wish, unless the awarding body is legally obliged to release it

Alternatively, a worker could consider making a disclosure to Ofqual as a prescribed body for whistleblowing to raise a concern about wrongdoing, risk or malpractice.

**Anonymity**

 In some circumstances, the whistleblower might find it difficult to raise concerns with the nominated member of the senior leadership team. If a concern is raised anonymously, the issue may not be able to be taken further if insufficient information has been provided. In such instances, and if appropriate, the allegation may be disclosed to a union representative, who could then be required to report the concern without disclosing its source. Alternatively, whistleblowers or others with concerns about potential malpractice can report the matter direct to Ofqual, who is identified as a ‘prescribed body’. Awarding organisations are not prescribed bodies under whistleblowing legislation; however, awarding organisation investigation teams do give those reporting concerns the opportunity for anonymity.

 A whistleblower can give his/her name, but may also request confidentiality; the person receiving the information should make every effort to protect the identity of the whistleblower.

**Students**

 Students at St Michael’s Catholic Grammar School are made to feel comfortable discussing/reporting malpractice issues of which they are aware. The regulations surrounding their assessments, and wider academic integrity, will be reiterated to students who are undertaking, or who are about to undertake, their courses of study.

#

#

# **Word Processor Policy**

Key staff involved in awarding and allocating word processors for exam

|  |  |
| --- | --- |
| **Role** | **Name(s)** |
| SENDCo | Mr N Hinnem |
| Exams Administrator | Mr N De Lord |
| Exams Administrator Line Manager | Mrs R Wallis |
| IT Manager | Mr G Williams |

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy to AA and ICE relate to/are directly taken from the [Access Arrangements and Reasonable Adjustments 2021-2022](https://www.jcq.org.uk/wp-content/uploads/2021/11/AA_regs_21-22_FINAL.pdf) and [Instructions for Conducting Examinations](https://www.jcq.org.uk/wp-content/uploads/2021/08/ICE_21-22_v6.pdf) publications.

**Introduction**

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

(AA 4.2.1)

The purpose of an access arrangement 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.

(AA 4.2.2)

Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

(AA 4.2.3)

Candidates may not require the same access arrangements in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCos must consider the need for access arrangements on a subject-by-subject basis.

**Purpose of the policy**

This policy details how St Michael’s Catholic Grammar complies with AA (chapter 4) Adjustments for candidates with disabilities and learning difficulties and (chapter 5.8) Word processor when awarding and allocating a candidate the use of word processor in his/her exams.

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

**The use of a word processor**

The centre will

* allocate the use of a word processor to a candidate where it is their normal way of working within the centre (AA 5.8.1)
* award the use of a word processor to a candidate if it is appropriate to their needs

Needs may include

* + a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly
	+ a medical condition
	+ a physical disability
	+ a sensory impairment
	+ planning and organisational problems when writing by hand
	+ poor handwriting (AA 5.8.4)
* only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
* not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)
* consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
* consider the needs of the candidate at the start of the candidate’s course leading to a qualification based on evidence gathered that firmly establishes the candidate’s needs and ’normal way of working’ in the classroom, internal tests/exams, mock exams etc. and confirm arrangements in place before the candidate takes an exam or assessment (AA 4.2.4)
* provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

The centre will not

* simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home (AA 5.8.4)

**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 (AA 4.2.4)
* where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

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

A candidate using a word processor is accommodated in main venue with the main cohort, unless they require separate invigilation for the use of a reader/scribe or other access arrangement.

In compliance with the regulations the centre

* provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body’s specification says otherwise (ICE 14.20)
* 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 exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)
* ensures the candidate is reminded to ensure that his/her centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22)

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination and printed off his/her typed script, he/she is instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

* ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
* ensures the candidate is reminded to save his/her work at regular intervals. (or where possible, an IT technician will set up ‘autosave’ on each laptop/tablet)
* instructs the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking (ICE 14.24)

(ICE 14.25)

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 in good working order at the time of the exam
* 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 and is not connected to an intranet or any other means of communication
* 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
* is cleared of any previously stored data

**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 her own
* a word processed script is attached to any answer booklet which contains some of the answers
* a word processor cover sheet (Form 4) is completed and included with the candidate’s typed script (according to the relevant awarding body’s instructions)

**The criteria St Michael’s Catholic Grammar uses to award and allocate word processors for examinations**

|  |
| --- |
| The ‘normal way of working’ for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology. **The use of word processors**There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate’s normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.Needs might include where a candidate has, for example:* 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
* poor handwriting

The only exception to the above where the use of a word processor may be considered for a candidate would be* on a temporary basis as a consequence of a temporary injury at the time of the assessment
* where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Candidates will not be awarded a word processor just because they prefer to use one rather than handwriting, or because they use a laptop at home.**Arrangements for the use of word processors at the time of the assessment**Appropriate exam-compliant word processors will be provided by the exams officer in liaison with the IT department and the SENDCo. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body’s published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.  |