



# Examinations Policy

2023-2024



Approved by:

Review Date:

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## Key Staff

Role	Name(s)
Head of centre	<b>Chris Steed</b>
Exams officer line manager (Senior leader)	<b>Julian Williams</b>
Exams officer	<b>Aidan Rothnie</b>
ALS lead/SENCo	<a href="#">Samantha Williams</a>

## Purpose

Atam Academy is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

The purpose of this examination policy is:

- To ensure that all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures, and plans are signposted to
- To ensure that the workforce is well informed and supported
- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

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

This examination policy will be reviewed annually by the head of centre, senior leadership team, examinations manager and the governors to ensure that ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions, and guidance.

This policy is communicated to all relevant centre staff by sharing in a Google Drive folder and is available on the school's website.

## Scope

- Internal and external examinations and assessments.

## Objectives

To ensure that internal and external examinations and assessments are run in compliance with the regulations from the JCQ (Joint Council for Qualifications).

To ensure good practice in the running of examinations and assessments at ATAM Academy, and to provide an equal and fair opportunity for all candidates undertaking examinations and assessments at the centre.

## Responsibilities

**The head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ *General Regulations for Approved Centres* booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3, and 5.4.



Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

**The examinations officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

**The headteacher/Principal on site (the head of centre) may not appoint themselves as the examinations officer.** A head of centre and an examinations officer are two distinct and separate roles.

The head of centre and/or examinations officer may operate across more than one centre. In such cases, the head of centre must ensure there is suitable senior leadership team support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan.

### Head of Centre responsibilities

**It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the *Instructions for conducting examinations ICE booklet*.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures*.

#### Head of centre:

- Overall responsibility for the school as an examination centre.
- Advises on appeals and Enquiries About Results (EARs).
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document suspected malpractice in examinations and assessments.
- Accounts for income and expenditures relating to all examination costs/charges.
- Understands the contents, refers to, and directs relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres (GR)
  - Instructions for conducting examinations (ICE)
  - Access Arrangements and Reasonable Adjustments (AA)
  - Suspected Malpractice – Policies and Procedures (SM)
  - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
  - A guide to the special consideration process (SC)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre
  - Maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
  - Has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service

- Ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Ensures that relevant members of centre staff respond promptly to actions raised by the JCQ Centre Inspection Service, understand that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section)
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

#### Recruitment, selection, training, and support

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examinations assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations officer (EO), and the ALS lead/SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints an ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the ALS lead/SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

#### External and internal governance arrangements

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent
  - The process is available on the Google Drive folder for exams and on the centre's website
- Has in place a member of the senior leadership team who will provide effective support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO

- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of the centre activities such as the delivery of qualifications and the conducting of examinations and assessments
- Makes sure that a teacher, a teaching assistant, a tutor, or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examinations

#### Delivery of qualifications

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up-to-date laboratory experience, or relevant training where required by the subject concerned

#### Public liability

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

#### Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  - The location of the centre's secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials
  - The secure room only contains exam-related material
  - There are between two and six keyholders only, each keyholder must fully understand their responsibilities as a key holder to the secure storage facility
  - Access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (the exams officer must be one of the keyholders) and staff approved by the head of centre are accompanied by a keyholder at all times.
  - Appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff
  - Appropriate arrangements are in place for handling secure electronic materials
  - The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - That when it is permitted to remove question paper packets from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened (if it is ever subsequently identified following this check that the wrong question papers packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)
- Makes arrangements to receive, check, and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication *ICE*
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

## Malpractice

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during, and after assessments have taken place
- Ensures any person involved in administering, teaching, or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data will be provided to the awarding body/bodies whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator, or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*
- Ensures irregularities are investigated and informs the awarding bodies 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, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures* and provides such information and advice as the awarding body may require

## Policies/procedures

- The Malpractice Policy can be found in Appendix A of this policy
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or where the head of centre, the exams officer, or the SENCo is absent at a critical stage of the examination cycle)  
The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency  
All relevant centre staff must be familiar with the examination contingency plan.  
Consideration should be given as to how these arrangements will be communicated to candidates, parents, and staff should disruption to examinations occur
  - The exam contingency plan is located on the Google Drive folder for exams and on the centre's website
- The lockdown policy is located on the Google Drive folder for exams and on the centre's website
- Ensures an internal appeals procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers
  - The internal appeals procedure is located on the Google Drive folder for exams and on the centre's website
- Ensures the centre's equality policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting, and implementing access arrangements
  - The equalities policy is located on the Google Drive folder for exams and on the centre's website
- Ensures a complaints policy covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers
  - The complaints policy (exams) is located on the Google Drive folder for exams and on the centre's website

- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
  - The child protection/safeguarding policy (exams) is located on the Google Drive folder for exams and on the centre's website
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
  - The data protection policy (exams) is located on the Google Drive folder for exams and on the centre's website
- Ensures the centre has a whistleblowing policy in place
  - The whistleblowing policy (exams) is located on the Google Drive folder for exams and on the centre's website
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
  - The access arrangements policy is located on the Google Drive folder for exams and on the centre's website
- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:
  - A member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
  - A candidate being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
  - A member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
  - A member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
  - A member of centre staff is taking a qualification at another centre
- The conflicts of interest policy (exams) is located on the Google Drive folder for exams and on the centre's website

#### National Centre Number Register and other information requirements

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the centre
- Ensures the National Centre Number Register annual update is responded to by the end of October every year
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update by completion of the Head of Centre Declaration
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the exams officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:

- The centre status being suspended
- The centre not being able to submit examination entries
- The centre not receiving or being able to access question papers
- And, ultimately, awarding bodies could withdraw their approval of the centre

### Centre inspections

- Cooperates with the JCQ Centre Inspection Service, an awarding body, or a regulatory authority when subject to an inspection, an investigation, or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork, and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and **must** be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility.

### Exams Officer

- Understands the contents of annually updated JCQ publications including:
  - General Regulations for Approved Centres (GR)
  - Instructions for conducting examinations (ICE)
  - Suspected Malpractice – Policies and Procedures (SM)
  - Post-Results Services (PRS)
  - A guide to the special consideration process (SC)
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR) by the end of October every year
  - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
  - Informs the National Centre Number Register team **immediately** ([ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) if any changes occur after the National Centre Number Register annual update has taken place
  - (Where it may be applicable) Informs the National Centre Number Register Team no later than six weeks prior to moving to a new address or a re-location of the secure storage facility
  - Informs the National Centre Number Register team immediately of other changes in circumstances that could affect the centre's status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates, and deadlines
- Recruits, trains, and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the ALS lead/SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to

the integrity of the qualifications affected before the published deadline for entries for each examination series

- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials
- Manages the administration of all public and internal examinations.
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework, controlled assessments and nonexamination assessment is completed on time.
- Receives, checks and stores securely all examination papers and completed scripts.
- Makes applications for special consideration using the JCQ access arrangements and special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations and on the instruction and guidance of the SENCO.
- Identifies and manages examination timetable clashes.
- Line manages the examination administrator in organising the training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Submits candidates' NEA marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/review of marking requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.

### Senior leaders

- Are familiar with the contents, refer to, and direct relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres (GR)
  - Instructions for conducting examinations (ICE)
  - Access Arrangements and Reasonable Adjustments (AA)
  - Suspected Malpractice – Policies and Procedures (SM)
  - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
  - A guide to the special consideration process (SC)
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and ALS lead/SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

### SLT Link:

- External validation of courses followed at Key Stage 4.

- Provides support to ensure effective delivery of Examination Manager role.
- Facilitates contact time with students and parents in order to distribute information and materials.
- Ensures the correct conduct of non-examination assessments (including endorsements) which comply with “Instructions for conducting non-examination assessments” and awarding body subject-specific instructions
- Oversees the Examination process.

#### Subject Leaders:

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets (or electronic submission procedures) and declaration sheets.
- Oversight of the non-examination assessment process.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations manager.

#### Subject Teachers:

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALS lead/SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates’ names to heads of faculty.
- Agreement with heads of faculty any tiered entry requirements.
- Adherence to guidance on coursework and controlled assessment conditions, completion and deadlines, specifically JCQ publication “Instructions for completing controlled assessments”
- Adherence to JCQ publication “Instructions for conducting non-examination assessments”

#### Additional Learning Support (ALS) Lead/Special Educational Needs Coordinator (SENCo):

- Understands the contents, refers to, and directs relevant centre staff to annually updated JCQ publications including
  - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification
- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English translation for speakers of other languages, IT equipment to help candidates achieve their course aim.



- Adherence to JCQ publication “Access Arrangements, Reasonable Adjustments and Special Consideration”

#### Head invigilator/invigilators:

- Attend/undertake training (on the current regulations), update, briefing, and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Familiar with the roles and responsibilities of the invigilator as defined by JCQ.
- Must be conversant with the content of the JCQ publication “Instructions for conducting examinations”, which must be applied at all times.
- Will formally report any suspected incidences of malpractice.
- Collection of examination papers and other material from the examination’s office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examination’s office.
- Assistance with paperwork and dispatch of examination papers as necessary.
- Will attend training as provided, and read all relevant material issued.

#### Reception staff

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

#### Site staff

- Support the EO in relevant matters relating to exam rooms and resources

#### Candidates:

- Confirmation and signing of entries.
- Understanding coursework, controlled assessment and non-examination assessment regulations and signing a declaration that authenticates the coursework/assessment as their own, where necessary.
- Adherence to all “Information for Candidates” JCQ publications outlining the responsibilities and conduct of candidates

## The Examinations Package

#### The qualifications offered:

- The qualifications offered at this centre are decided by the Principal and the senior leadership team.
- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the parents/carers, heads of subject, SENCo, and the Senior Leadership Link.  
The final decision rests with the school.

#### Examination Timetables:

- Draft timetables for external examinations will be issued to students for checking.
- Once confirmed, final timetables will be issued to students. Details will also be made available on the school calendar and website.

### Entries:

- Candidates are selected for their examination entries by the subject leaders and SLT for Curriculum.
- Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal.
- The centre will only accept entries from external candidates in exceptional circumstances, once agreed by the Principal.

### Late entries:

- Entry deadlines are circulated to heads of subject via email.
- Late entries are authorised by the principal and examinations manager.

### Examination fees:

- The centre will pay all normal examination fees on behalf of candidates.
- Late entry or amendment fees are paid by departments.
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

## Planning

### Information sharing

#### Head of centre

- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SM, and NEA (and the *Instructions for conducting coursework*) and SC

#### Exams officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

### Information gathering

#### Exams officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates, and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of mock exams

#### Senior leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information

- Inform the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Note the internal deadlines in the annual exams plan and directs teaching staff to meet these

## Disability, access arrangements and special consideration

### Arrangements for students with disability

- ATAM Academy understands its duties towards disabled candidates as defined under the terms of the Equality Act 2010.
- We will explore and provide access to suitable courses
- We will make reasonable adjustments to the service we provide to disabled candidates and submit relevant applications to do so
- Approved access arrangements will be applied during the course, and relevant applications for approval will be made
- Further information can be found in our Disability Policy

### Access arrangements and special consideration:

- ATAM Academy is committed to making its courses accessible by all.
- We will ensure that any request for access arrangements is considered fairly and appropriate testing of candidates is undertaken
- Where appropriate, an access arrangement application will be made and applied where approved.
- Applications for special consideration will be made where appropriate.
- Further information can be found in our Access Arrangements Process.

### Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures the ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

### ALS lead/SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liases with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent** forms from candidates where required and ensures **Data protection confirmation(s)** by the examinations officer or SENCo are completed
- Applies for **approval** through **Access arrangements online (AAO)** via the **Centre Admin Portal (CAP)**, where required or through the awarding body where qualifications sit outside the scope of AAO

- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what and what is not permissible in the exam room
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations
  - This policy can be found on the Google Drive folder for exams and on the centre's website
- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations, and best meets the needs of individual candidates and remaining candidates in main exam rooms
  - This policy can be found in the Access Arrangements policy, located on the Google Drive folder for exams and on the centre's website

#### Senior leaders and Teaching staff

- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments

### Internal assessment and endorsements

#### Head of centre

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. internally assessed marks
- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated, and marked, or assess and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to make non-examination assessments. And/or fully qualified assessors for the verification of centre-assessed components
- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications with include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)
  - This policy can be found on the Google Drive folder for exams and on the centre's website

- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement.

### Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark, and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation, and verification processes are in place
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate, or Project qualifications (and CCEA GCE unities AS and A-level qualifications) follow *JCQ Instructions for conducting coursework* and the specification provided by the awarding body
- Ensure teaching staff delivering reformed GCE & GCSE specifications (which include components of non-examination assessment) follow *JCQ Instructions for conducting non-examinations* assessments and the specification provided by the awarding body
- For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body
- Ensure teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place
- Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### Exams Officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant *JCQ Information for candidates documents* that are annually updated

## Invigilation

### Head of centre

- Ensures relevant support is provided to the EO in recruiting, training, and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)

- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

#### Exams Officer

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides thorough training for new invigilators on the current instructions for conducting examinations and an update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

### Entries: roles and responsibilities

#### Estimated entries

##### Exams officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
  - It is assumed that all students attending a timetabled course at Atam Academy will be entered for that qualification. However, the EO will request HoDs provide preliminary information on candidates who may be withdrawn from courses or additional entries
  - The EO will make the estimated entries on the awarding bodies' extranet sites by their deadline
- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications

##### Senior leaders

- Provide entry information requested by the EO to the internal deadline
- Inform the EO immediately of any subsequent changes to entry information

#### Final entries

##### Head of centre

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries

## Exams officer

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification
- Final entries collection and submission procedure
  - The deadline for the May/June series of GCE and GCSE exams is the 21<sup>st</sup> of February
  - It is assumed that all students attending a course at Atam Academy will be entered for that qualification. The EO will make preliminary entries in Arbor based on this assumption
  - The EO will request information from HoDs about any additional entries, such as community languages, and make those entries on Arbor
  - As entries can be withdrawn with a refund up until the high late fee date, if there is any ambiguity about a candidate being entered for a qualification, the EO and HoDs will err on the side of entering the candidate
  - Tiers are provisional at this stage and may be subject to change based on later data analysis and discussion between teachers. These can be changed without a fee up until the high late fee deadline
  - Once the entries are in Arbor, the EO will print entry reports for HoDs. HoDs will check and return these to the EO, signed and with amendments
  - Any amendments will be made in Arbor and another entry report will be printed for the HoD to check
  - Once confirmed and signed, the EO will submit the entries to the awarding bodies via EDI

## Senior leaders

- Provide information requested by the EO to the internal deadline
- Inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
  - changes to candidate personal details
  - amendments to existing entries
  - withdrawals of existing entries
- Check final entry submission information provided by the EO and confirms information is correct

## Late entries

### Exams officer

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

## Senior leaders

- Minimise the risk of late entries by
  - following procedures identified by the EO in relation to making final entries on time
  - meeting internal deadlines identified by the EO for making final entries

## Candidate statements of entry

### Exams officer

- Provides candidates with statements of entry for checking

### Teaching staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO

### Candidates

- Confirm entry information is correct or notify the EO of any discrepancies

## Pre-exams: roles and responsibilities

### Access arrangements and reasonable adjustments

#### ALS lead/SENCo

- Ensures appropriate arrangements, adjustments, and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments, and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

### Briefing candidates

#### Exams officer

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam



- absence or illness during exams
- what equipment is/is not provided by the centre
- food and drink in exam rooms
- unauthorised items in exam rooms
- when and how results will be issued and the staff that will be available
- post-results services information and how the centre will deal with requests from candidates
- when and how certificates will be issued

## Dispatch of exam scripts

### Exams officer

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

## Internal assessment and endorsements

### Head of centre

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

### ALS lead/SENCo

- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

### Teaching staff

- Support the ALS lead/SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

### Senior leaders

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

### Exams officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre

- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

#### Candidates

- Authenticate their work as required by the awarding body

#### Invigilation

##### Exams officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment, and updates experienced invigilators on any regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the ALS lead/SENCo regarding the facilitation and invigilation of access arrangement candidates

##### ALS lead/SENCo

- Liaises with the EO regarding facilitation and invigilation of access arrangement candidates

##### Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series

#### JCQ Centre Inspections

##### Exams officer or Senior leader

- Will accompany the Inspector throughout a visit

##### ALS Lead/SENCO or relevant Senior leader (in the absence of the ALS lead/SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

#### Seating and identifying candidates in exam rooms

##### Exams officer

- Ensures a procedure is in place to verify the identity of all candidates
  - Candidates' identity will be verified through use of school's MIS, ID badges and registers been taken as students enter examinations
  - Candidates' seats will have labels with their name, photograph, and candidate ID number
- Ensures invigilators are aware of the procedure

- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

#### Invigilators

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

#### Security of exam materials

##### Exams officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only (the exams officer must be one of the keyholders), each keyholder must fully understand their responsibilities as a keyholder to the secure storage facility
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer\*. Other members of centre staff may assist with printing and collation provided they are under supervision.

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

##### Reception staff

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

## Teaching staff

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

## Timetabling and rooming

### Exams officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)
- The examinations manager and vice principal will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays in line with JCQ guidelines. Appropriate documentation will be completed and delivered to JCQ as necessary.
  - Should the potential need for overnight supervision be identified, the EO will notify the SLT line lead and the Head of centre. A meeting with the affected candidate and his/her parents will be arranged where the possible options are laid out (usually, complete three exams in a single day or undertake overnight supervision)
  - The EO will explain the JCQ regulations about overnight supervision, that the candidate must remain isolated for the duration of the overnight supervision from the Internet, media, and anyone except for the designated supervisor. The EO will explain that the awarding bodies will be notified of these arrangements and that breaching these rules may result in disqualification
  - The candidate, the designated supervisor, and the Head of centre will sign a form stating that they understand the requirements and the consequences of failing to adhere to them
  - On the days of the exams affected by overnight supervision, the candidate will be escorted to and from the main reception by a senior leader, who will hand them over to the designated supervisor to collect
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the ALS lead/SENCo regarding rooming of access arrangement candidates

### ALS lead/SENCo

- Liaises with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

### Site staff

- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

## Alternative site arrangements

### Exams officer

- (Where/if applicable to the centre) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

## Internal exams

### Exams officer

- Prepares for the conduct of internal exams under external conditions (where applicable to the centre)
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation (where applicable to the centre)

### ALS lead/SENCo

- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

### Teaching staff

- Provide exam papers and materials to the EO
- Support the ALS lead/SENCo in making appropriate arrangements for access arrangement candidates

## Exam time: roles and responsibilities

### Access arrangements

#### Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams
  - applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

### Candidate absence

- Candidates are briefed prior to the start of the exam series of the importance of punctuality to exams, and of the consequences of arriving 'very late' to the exam. They are expected to be present at exams line-up at 8.30 for AM exams at 1.30 for PM exams

- Attempts will be made by the Year 11 head of year, family support worker, or other member of staff to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.
- If a candidate is absent, the pastoral team will make contact to verify the circumstances of the absence. Information will be forwarded to the EO and, if appropriate, an application for special consideration will be made

#### Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

#### Candidates

- Are re-charged relevant entry fees for unauthorised absence from exams

#### Candidate late arrival

##### Exams officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to timescale
- Warns candidates that their script may not be accepted by the awarding body

##### Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

#### Candidate late arrival procedure

- Candidates are briefed prior to the start of the exam series of the importance of punctuality to exams, and of the consequences of arriving 'very late' to the exam. They are expected to be present at exams line-up at 8.30 for AM exams at 1.30 for PM exams
- Candidates who arrive late to the exam but prior to the 'very late' cut-off point will be escorted from main reception to the exam venue. They will be allowed the full allocated time for the exam, and the invigilators will note down the start and end time
- If a candidate is very late (comes under centre supervision one hour after the published start time for the exam), the EO will make a judgement on whether or not to allow the candidate into the exam, based on the length of the exam, the lateness of the candidate, and any other mitigating circumstances. If the candidate is allowed into the exam, the EO must report this to the awarding body via the CAP
- Using the exam log, the EO will identify any candidates who are persistently late, and will forward those names onto the pastoral team to arrange interventions for that candidate

#### Conducting exams

##### Head of centre

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

## Exams officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

## Dispatch of exam scripts

### Exams officer

- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch

## Exam Papers and materials

### Exams officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures this second pair of eyes check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

## Exam rooms

### Head of centre

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
  - Only water in a clear bottle without labels is permitted in the exam venue
  - Invigilators may provide candidates with water in clear cups
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates
  - Candidates are not permitted to leave an examination room within the first 60 minutes of an examination commencing.

- Candidates may request to leave the examination room for a genuine purpose after 1 hour, requiring an immediate return to the examination room.
- The student must be accompanied by a member of staff at all times during this absence. These absences should be minimal.
- Toilet breaks will be only be permitted in exceptional circumstances or where there is a medical need.

#### Exams officer

- The examinations manager will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.
- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

#### Senior leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place
  - The emergency evacuation procedure is available on the Google Drive folder for exams and on the centre's website
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

#### Site staff

- Site management is responsible for setting up the allocated rooms.
- Ensure exam rooms are available and set up as requested by the EO
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

#### Invigilators

- Conduct exams in every exam room according to JCQ Instructions for conducting examinations and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions

#### Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam



- Candidates are responsible for bringing their own equipment.
  - Some spare equipment will be made available. Tracing paper and compasses will be provided.

#### Staff present in the examination room

- Examination and invigilation staff will start all examinations in accordance with JCQ guidelines.
- Subject staff will not be permitted to enter the examination rooms.
- Papers must not be read by subject teachers or removed from the examination room before the end of a session.
- Any unused examination papers will be distributed by the Examinations Manager to heads of subject the day after the examination session.

#### Irregularities

##### Head of centre

- Ensures (as required by an awarding body) any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

##### Senior leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

##### Exams officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Completes any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

##### Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

##### Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times and in all internal and external examinations and controlled assessments.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates need to make the most of their examination time and absences from the room cause disturbance for other candidates.
- Candidates must follow the JCQ "Instructions for Candidates" regulations. Any deviance from this will be dealt with by the SLT link in accordance with JCQ guidelines.

## Special consideration

- The special consideration policy is available on the Google Drive folder for exams and on the centre's website

### Senior leaders

- Provide signed evidence to support eligible applications for special consideration

### Exams officer

- Processes eligible applications for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

### Candidates

- Provide appropriate evidence to support special consideration applications, where required

## Unauthorised items

### Arrangements for unauthorised items taken into the exam room

- Candidates are reminded of the rules about unauthorised items prior to the start of the exam series and of the consequences of bringing them into the exam room
- Candidates are also reminded at the start of each exam. Before the exam starts, the lead invigilator will allow them to hand in any unauthorised items. Once the exam starts, any unauthorised items found on a candidate's person will constitute malpractice
- If an invigilator finds an unauthorised item, the EO must be contacted immediately. The invigilator will confiscate the item, but the candidate will be allowed to complete the rest of the paper
- The EO will speak with the candidate after the end of the exam. A senior leader must be present if a search is required. If malpractice has been found, the EO will enact the malpractice policy accordingly.

### Invigilators

- Are informed of the arrangements through training

## Internal exams

### Exams officer

- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

### Invigilators

- Conduct internal exams as briefed by the EO

## Results and post-results: roles and responsibilities

### Internal assessment

#### Senior leaders

- Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensures work is returned to candidates after the retention period or disposed of according to the requirements

## Managing result day(s)

### Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

### Exams officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

### Results day programme

- Candidates will receive individual results slips on results days in person at the centre.
- Results will not be issued over the telephone or to a third party.
- Results will be issued to staff and pupils on the advised results days, and not before.
- Arrangements for the school to be open on results days are made by the head of centre.
- The provision of staff on results days is the responsibility of the senior leadership team.
- Should it not be possible for a candidate to collect their results in person they may nominate a representative. If possible, the examinations manager should be informed in writing prior to results day. On results day the representative should also provide the examinations manager with a letter of authorisation from the candidate, and their birth certificate or passport.

### Site staff

- Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

## Accessing results

### Head of centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

### Exams officer

- Informs candidates in advance of when and how results will be released to them for each exam series
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

## Post Results Service

Following the issue of results, the post results service becomes available. This enables centres to make an enquiry about a result (EAR). This service covers a clerical re-check or a review of marking

An enquiry about a result will be made by the centre.

- Prior to results day, senior leaders and subject leads will review candidates' marks and will identify where a review of marking might be appropriate.
- The decision to review the marking lies solely with the centre.
- Candidates will then be contacted on results day, or within one week of results day to ask for their written permission to request a review of marking
- Students should be aware that a review of marking can result in the marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence.
- The examinations manager will submit the review of marking request.
- Candidates will be informed of the outcome of a review or marking within 2 days of it being returned to the academy.
- Candidates should be aware that a review of marking can take up to 20 calendar days to be returned once it has been submitted.
- Any student who wishes to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:
  - Speak to the subject lead on results day or as soon as possible thereafter (but at least 10 working days before the published deadline for EARs) in person to discuss the mark/grade.
  - If the academy agrees to support the EAR, the examination manager will obtain the student's consent and will make the EAR request on the student's behalf, as per the procedure outlined above.
  - If the academy does not support the EAR the student may appeal against the decision, using the Internal Appeals procedure. See Internal Appeals Policy

#### Internal Appeals

- ATAM Academy has a written internal appeals policy relating to internal assessment decisions. This policy also details the procedure to manage disputes when a candidate disagrees with a centre decision not to support an Enquiry about Results (EAR)
- Candidates may appeal against an internal assessment that contributes to the final grade of the qualification (a non-examination assessment). The appeal may be that procedures have not been followed, or may be to request of review of marking of the assessment.
- Candidates may appeal against a centre decision not to support an EAR.

#### Head of centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

## Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above **Briefing candidates** and **Access to Scripts, Reviews of Results and Appeals Procedures**)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

## Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

## Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

## Analysis of results

### Data officer

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre) <https://tableschecking.education.gov.uk>

## Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed

- Examination certificates and results are the property of the individual student, and are to be either collected in person, presented in person at awards evening, or collected by a third party requiring a signed letter of authority which will be retained for future reference.
- Enquiries for replacement certificates will be directed to the Awarding Body's web-sites - candidate must agree to pay the costs incurred.
- The centre retains certificates for 12 months as per the JCQ requirement.

### Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

## Exams review: roles and responsibilities

### Exams officer

- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

### Senior leaders

- Work with the EO to produce a plan to action any required improvements identified in the review

## Retention of records: roles and responsibilities

### Exams officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy
- Provides an exams archiving policy that identifies information held, retention period and method of disposal

## APPENDIX A: Malpractice and Maladministration

### Introduction

'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- a breach of the Regulations
- a breach of awarding body requirements regarding how a qualification should be delivered
- a failure to follow established procedures in relation to a qualification

which:

- gives rise to prejudice to candidates
- compromises public confidence in qualifications
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre (SMPP 1)

All allegations of malpractice or maladministration will be pursued in accordance with JCQ: Suspected Malpractice in Examinations and Assessments, Policies and Procedures

### Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

#### Examples of candidate malpractice:

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- Collusion - working collaboratively with other candidates, beyond what is permitted.
- Copying from another candidate (including the use of IT to aid the copying).
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- Making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework, or the contents of a portfolio.
- Plagiarism- unacknowledged copying from published sources or incomplete referencing. This includes using AI, as per the JCQ document 'AI Use in Assessments: Protecting the Integrity of Qualifications – Guidance for Teachers & Assessors';
- Impersonation - pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.

### Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe

Examples of centre staff malpractice:

- Breach of security (e.g. permitting, facilitating or obtaining unauthorised access to examination material prior to an examination, tampering with candidate scripts or controlled assessments or coursework after the collection and before despatch to the awarding body/examiner/moderator, failing to keep candidates' computer files secure which contain controlled assessments or coursework).
- Deception (e.g. inventing or changing marks for internally assessed components where there is no actual evidence of the candidates' achievement to justify the marks awarded, fabricating assessment and/or internal verification records or authentication statements).
- Improper assistance to candidates (e.g. assisting or prompting candidates with the production of answers; assisting candidates in the production of controlled assessments or coursework, or evidence of achievement, beyond that permitted by the regulators, permitting candidates in an examination to access prohibited materials (dictionaries, calculators, assisting candidates granted the use of an oral language modifier, a practical assistant, a prompter, a reader, a scribe or a sign language interpreter beyond that permitted by the regulations).
- Failure to co-operate with an investigation.
- Maladministration (e.g. failing to issue candidates the appropriate notices and warnings, failing to ensure that candidates' coursework or work to be completed under controlled conditions is adequately monitored and supervised).

### Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

### Purpose of policy

To confirm that Atam Academy:

- has in place a written malpractice policy which covers all qualifications delivered by the centre and details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body

### General principles

In accordance with the regulations Atam Academy will

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations 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

### Preventing malpractice

Atam Academy has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures
- This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance: General Regulations for Approved Centres 2023-2024; Instructions for conducting examinations (ICE) 2023-2024; Instructions for conducting coursework 2023-2024; Instructions for conducting non-examination assessments 2023-2024; Access Arrangements and Reasonable Adjustments 2023-2024; A guide to the special consideration process 2023-2024; Suspected Malpractice: Policies and Procedures 2023-2024; Plagiarism in Assessments; AI Use in Assessments: Protecting the Integrity of Qualifications; A guide to the awarding bodies' appeals processes 2023-2024

### Informing and advising candidates how to avoid committing malpractice in examinations/assessments

Candidates are informed and advised on how to avoid committing malpractice and examinations and assessments in the following methods:

- Assemblies presented by the exams officer, Vice Principal, and pastoral team, which will cover the following
  - What constitutes malpractice – unfairly granting oneself an advantage or disadvantaging another candidate in an assessment or examination
  - Examples of malpractice
  - A warning about the use of AI in coursework and non-examination assessments that constitutes malpractice
  - Possible use of social media
  - That Atam Academy has robust procedures in place for identifying and dealing with malpractice
  - That Atam Academy has a duty to report all suspected, alleged, or actual cases of malpractice to the awarding bodies, and that this can result in a range of outcomes from a warning, to loss of marks, to disqualification
- Signposting the JCQ *Information for Candidates* documents in emails to parents
- Reminders from teachers at the commencement of coursework and NEAs
- Invigilator announcements at the start of each examination

### AI Use in assessments

Students complete the majority of their exams and a large number of other assessments under close staff supervision with limited access to authorised materials and no permitted access to the internet. The delivery of these assessments should be unaffected by developments in AI tools as students must not be able to use such tools when completing these assessments. There are some assessments in which access to the internet is permitted in the preparatory, research or production stages. The majority of these assessments will be Non-Examined Assessments (NEAs), coursework

and internal assessments for General Qualifications (GQs) and Vocational & Technical Qualifications (VTQs). JCQ's guidance which is designed to help students and teachers to complete NEAs, coursework and other internal assessments successfully is followed in relation to these assessments.

The following JCQ support resources will also be used to help teachers understand and prevent AI misuse and to help students to better understand the rules for use of AI in assessments: Information Sheet for Teachers, Senior Leader Presentation for Teachers, Poster for Students, Teacher Presentation for Students.

### Identification and reporting of malpractice

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels.

- Any suspected malpractice must be reported to the exams officer as soon as possible. The exams officer will record the details of the allegation in a tracker document and begin the investigation
- It is important that the suspected malpractice is reported as soon as possible, as statements will need to be collected from affected students and staff
- Should the exams officer not be available, the suspected malpractice should be reported to the Vice Principal or the Year 11 Pastoral Team

### Reporting suspected malpractice to the awarding body

The head of centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication Suspected Malpractice: Policies and Procedures.

The head of centre will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carer/ appropriate adult is kept informed of the progress of the investigation.

Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals.

Once the information gathering has concluded, the head of centre (or other appointed information-gatherer) will submit a written report summarising the information obtained and actions taken to

the relevant awarding body, accompanied by the information obtained during the course of their enquiries.

Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used.

The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The head of centre will be informed accordingly.

### Communicating malpractice decisions

Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible. The head of centre will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The head of centre will also inform the individuals if they have the right to appeal.

### Appeals against decisions made in case of malpractice

Atam Academy will:

- Provide the individual with information on the process and timeframe for submitting an appeal, where relevant
- Refer to further information and follow the process provided in the JCQ publication *A guide to the awarding bodies' appeals processes*

The decision to appeal the outcome of a case of malpractice lies with the head of centre. Please see the Internal Appeals Procedure (Exams) available on the Google Drive folder and on the centre's website for details.