EXAMINATIONS POLICY

February 2026 JPA and MVA

Date of next review: February 2027

This policy and appendices will be reviewed annually to ensure compliance with current regulations. (ICE 2026) (GRAC 2026)

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Contents

1.- AIMS AND OBJECTIVES:

- To raise the profile and status of examinations within the school.
- To ensure a positive educational experience for all candidates involved in sitting examinations.
- To provide a structure for staff in which formal summative assessments can take place and also provide an opportunity for staff development.
- To document all aspects of the centre examinations process, other relevant examination-related policies, procedures and plans.
- To inform and to provide support mechanisms for all centre staff involved in the examination process and to ensure that they clearly understand their roles and responsibilities.
- To ensure that all examinations and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions.
- To ensure that candidates understand the examination process, their behaviour and conduct in examinations as well as their responsibilities, and to provide appropriate support for candidates sitting examinations through the production of an Examination Handbook detailing Revision, Study and other Organisational Skills.
- To provide appropriate information to parents/carers on their role responsibilities in supporting candidates.

Little Ilford School will ensure that the examinations management and administration process is run effectively and efficiently, therefore:

- This policy will be reviewed annually by the Headteacher and Governors to ensure ways of working in the centre are accurately reflected and that examinations and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.
- This policy will be communicated to all relevant centre staff.
- This policy is included in the school's staff policies and handbook folder, in the policy folder for all staff to access.
- Staff will be made aware of the policy at the beginning of each academic year. It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

JCQ Centre Inspection Service

"The JCQ Centre Inspection Service will visit centres throughout the year to check on compliance. Centres must be permanently staffed between 8.30am and 3.30pm during term time. A senior member of staff, or a member of the exams office, must be available until such time that all afternoon examinations have been completed and examination scripts have been despatched or placed in the centre's secure storage facility for despatch the next working day.

Centres must cooperate with any visit from an Inspector. A senior member of staff, or a member of the exams office, must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility. Authorised Inspectors will present and identify themselves to the centre by means of a formal identity document."

2.- QUALIFICATIONS OFFERED.

The qualifications offered at Little Ilford School are decided by the Head of Centre, Senior Leadership Team and the Curriculum Team Leaders.

At Key Stage 4 (GCSE) the statutory tests and qualifications offered are GCSE, BTEC, ASDAN, OCR Level 1 and level 2 in Media, AQA Level 2 Certificate in Further Mathematics and Entry Level, and a range of vocational qualifications. More information about these qualifications can be found in the Curriculum section of the school website.

All candidates will be entitled to receive qualifications from an external Awarding Body.

Any decision not to enter a candidate for any individual GCSE subject for which they have studied will be taken in consultation with the candidates, parents/carers, SENCO, PAL, CTL and relevant member(s) of the SLT.

3.- THE EXAMINATIONS CYCLES.

The management and administration tasks required of the examinations process that needs to be undertaken are the following:

- planning
- entries
- pre-examinations and mock examinations
- examination time
- results and post-results

LIS mock examinations are held under external examination conditions as set out by the JCQ. The examination series to be used are decided by the Curriculum Team Leaders.

4.- ENTRIES, AMENDMENTS TO ENTRIES, LATE ENTRIES AND WITHDRAWALS.

The Examinations Officer will liaise with Curriculum Team Leaders regarding entries and tiers of entry for individual candidates and will make the examination entries to meet the deadlines set by the awarding bodies.

Curriculum Team Leaders and subject teachers select candidates for their examination entries and tier. Candidates or parents/carers can request a subject entry, change of level or withdrawal. In these cases, the candidate must first discuss the matter with the relevant subject teacher and Curriculum Team Leader. The Curriculum Team Leader must discuss it with the relevant PAL and SLT member(s), who will instruct the Examinations Office how to proceed.

If the deadline for entries set by the awarding body has passed, then the Curriculum Team Leader will be required to complete an amendment form, signed by the CTL and the SLT line

manager for Examinations and then passed to the Examinations Officer. The amendment fee will be charged to the department before any amendment takes place.

If the candidate has requested the amendment, then the candidate and parent will meet with the relevant teacher and CTL to discuss it. If the candidate or Parent/Carer still insists on an amendment the CTL will need to complete the amendment form, which must be signed by all (this is the candidate, the Parent/Carer and the CTL). The appropriate amendment fee must be received by Little Ilford School from the candidate together with the completed signed form before any changes are made. If the department has originated the amendment, then amendment fees will be charged to the department and the relevant completed form must be signed by the Curriculum Team Leader.

5.- EXAMINATIONS FEES

GCSE examination fees and BTEC registration fees are paid by Little Ilford School.

Late entries, amendments and withdrawal fees are paid by either the department or the candidate (whoever initiated the entry), as indicated above.

Little Ilford School will pay all normal examination fees, including re-sits for candidates whose absence was due to illness, as long as a medical certificate or doctor's letter has been provided.

Candidates who decide to sit an examination after the late entry or withdrawal deadline, who fail to sit an examination or do not meet the necessary controlled assessment requirements without medical evidence or evidence or other mitigating circumstances, will need to pay the relevant fees or reimburse these to Little Ilford School. Parents have to sign a declaration at GCSE entry evening.

If a candidate or parent/carer requests a late or amended entry, then the fee is charged to the candidate. In any case, candidates will not be charged for entries, changes of tier or withdrawals made by the Centre within the time allowed by the awarding bodies.

6.- ROLES AND RESPONSIBILITIES

a.- Headteacher (The Head of Centre).
"The Head of Centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies.

The Head of Centre may not appoint themselves as the examinations officer." [GR1]

- 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 in Examinations and Assessments (SMEA)

Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)

- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SMEA and NEA (and the instructions for conducting controlled assessment and coursework)
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration
- Ensures *"that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;"* [ICE 6]
- Ensures "that *the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.* [GR 5.3c]
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions.
- *In particular, heads of centre **must** familiarise themselves with sections 5.1, 5.3 and 5.4.* [GR 1.3]
- *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.* [GR 1.11]
- *The head of centre 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.* [GR 2.3]
- *Ensures* appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries, internally assessed marks. [GR 5.1b]
- *Ensures that there is* 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 through an examination series; [GR 5.3e]
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments; [GR 5.3f]
- Ensures all policies related to examinations and non-examination assessments are in place and that risks to the examination process are assessed, and appropriate risk management processes/contingency plans are in place (see appendix – examination contingency plan policy)
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required and as set out by JCQ
- Ensures internal appeals procedures are available where candidates disagree with a centre decision not to support an enquiry about results or not to appeal against the outcome of an enquiry about results.
- Ensures that procedures are in place for candidates to appeal internally assessed marks or request a review of the centre's marking of an assessment (when a centre is required to make reviews available)
- Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required.
- Liaises with Examinations Officer regarding emergency evacuation of examination hall and cancellation of examination session following emergency evacuation of any examination room.
- Ensures all staff access secure assessment material via awarding bodies' online systems, have a device complying with the awarding bodies's multi-factor authentication (MFA) requirements.

- Ensures that devices used for the purpose of multi factor authentication (MFA) are never shared by more than one member of staff.

b.- Examinations Officer

"The examinations officer or quality assurance coordinator is the person appointed by a Head of Centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments."
[GR 1]

- Understands the contents of annually updated JCQ publications including:
  General regulations for approved centres
  Instructions for conducting examinations
  Suspected Malpractice in Examinations and Assessments Post-results services (PRS)

- Is only responsible for the administration of the examinations, is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines for all relevant qualifications
- Support and liaise with the SENCO and Assistant SENCO in making applications for Access Arrangements, maintains relevant paperwork for inspection and invigilation of Access Arrangement candidates
- Recruits, trains and deploys a team of internal/external invigilators and appoints lead invigilators, as required, providing yearly training /update events for new and existing invigilators on the conduct of the examinations.
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues and that 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)
- Requests estimated / early entry information, where this may be required by awarding bodies, and final entry information from Curriculum Team Leaders, in a timely manner to ensure awarding body external deadlines for submission can be met and charges any late or other penalty fees to departmental budgets
- Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ and Little Ilford School, including information on:
  - examination clashes
  - arriving late for an examination
  - absence or illness during examinations
  - what equipment is/is not provided by the centre
  - food and drink in examination rooms
  - emergency evacuation procedures
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates when and how certificates will be issued.
- Ensures that confidential papers are counter checked "second pair of eyes" and logs completed
- At the point of delivery, the question papers still in their despatch packaging must be moved immediately to the secure room for checking
- The awarding body must be informed immediately if material has been received in error.
- Ensures examination paper confidentiality, identifies and confirms arrangements for the dispatch of candidate's examination scripts, submits marks and samples to awarding bodies/moderators to meet the external deadlines, dispatches scripts as instructed by JCQ and awarding bodies and keeps appropriate records to track dispatch

- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
- Supervises emergency evacuation of examination hall, liaises with Headteacher following emergency evacuation of any examination room and supervises actions following his/her decision, and ensures invigilators and candidates are aware of the emergency evacuation procedure.
- Liaising with SLT and the Headteacher, reports all suspicious or actual incidents of malpractice in accordance with the JCQ '*Suspected Malpractice in Examinations and* Assessments' Handbook.
- Liaises and reports to the relevant Pastoral Team and SLT any behaviour incidents to be dealt with.
- Provides SLT with an overview of the examination year, highlighting what went well and what could be developed/improved in terms of examinations management and administrative processes within the stages of the examination cycle
- Keeps records as required by JCQ and awarding bodies for the required period
- Provides an examination archiving policy that identifies information held, retention period and method of disposal.
- Ensures the Secure Room is only used for the purpose of administering secure examination material.
- Ensures that question papers are always kept in their sealed packets until signed out for the appropriate exam session.
- Ensures that accessing and printing secure files comply with JCQ requirements: *"The release time for electronic question paper materials will be set by the awarding body. It may be varied by the awarding body to protect the security of the examination."* (JCQ 4.4.12).

Conflicts of Interest (Examinations)

JCQ requires each centre to have a Conflicts of Interest (Examinations) Policy

This would confirm the centre is complying with the declaration and recording requirements outlined in GR (section 5.3i). For Conflict of Interest Policy see appendix 11 at the bottom of this document.

- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential examination materials are briefed on the requirements for maintaining the integrity and confidentiality of the examination materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- 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

c.- Senior Leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  General regulations for approved centres
  Instructions for conducting examinations
  Access Arrangements and Reasonable Adjustments

Suspected Malpractice in Examinations and Assessments
Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework)

- Ensure appropriate internal moderation, standardisation and verification processes are in place.
- 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.
- Ensure a documented emergency evacuation procedure for examination rooms is in place.
- Supports the SENCO and the Examinations Officer in identifying and implementing appropriate Access Arrangements.
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an examination room is evacuated (see appendix at the end of this document – Emergency Evacuation Procedure).
- Ensure support is provided for the Examination Officer and invigilators when dealing with disruptive candidates in examination rooms.
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.
- Identify centre staff who will be involved in the main summer results day(s) and their role.
- Ensures senior members of staff are accessible to candidates after the publication of results.
- Ensures the examination process is reviewed and works with the Examinations Officer to produce a plan of action to implement any required improvements identified in the review.
- Ensures enough middle and/or senior leaders' presence at the beginning of each exam to guarantee compliance with JCQ regulations within the centre; to provide support and assistance to the pastoral and examination teams with getting students settled and complying with exam conditions, minimising any possible incidences of misbehaviour or suspected malpractice.

d.- Special Educational Needs Co-ordinator (SENCO)

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  Access Arrangements and Reasonable Adjustments
- Employs good practice in relation to the Equality Act 2010
- Leads on the Access Arrangements and Adjustments process on all matters relating to assessing candidates and the administration of the assessment process, including the gathering of evidence to support the need for access arrangements for a candidate and the notification of access arrangements to parents/guardians
- Keeps relevant paperwork and evidence on file for JCQ inspection purpose and presents evidence of the assessor's qualification when requested by a JCQ Centre Inspector.
- Applies for approval through *Access Arrangements Online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Liaises with the Examinations Officer regarding examination time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate Access Arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)
- Is familiar with the contents of the use of word processors and laptops in examinations and assessments (see appendix at the end of this document – Word Processor and Laptop Arrangement Policy)

- In liaison with Examination Officers, ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main examination rooms
- Ensures examination information (JCQ information for candidates' information, individual examination 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 examinations and assessments

e.- Curriculum Team Leader (CTL)

- Ensures that the Examinations Office is notified by the end of September each year of any changes in the awarding body or syllabus for their subject and that teaching staff undertake key tasks, as detailed in this policy, within the examinations cycle, and meet internal deadlines set by the Examinations Officer and SENCO
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Meets the internal deadline for the return of information
- Informs the Examinations Officer of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual examinations plan and directs teaching staff to meet these
- Supports the SENCO in identifying and implementing appropriate Access Arrangements
- Ensures teaching staff delivering qualifications follow JCQ *Instructions for conducting controlled assessments* and / or *conducting non-examination assessments* and the specification provided by the awarding body (see appendix at the end of this policy – non-examination assessment policy).
- Provides information requested by the Examinations Officer to the internal deadline, including entries changes and / or withdrawals.
- Checks final entry submission information provided by the Examinations Officer and confirms that the information is correct
- When relevant, ensures teaching staff authenticate candidates' work to the awarding body requirements and provides required samples of work to the internal deadline.
- 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, in liaison with Examinations Officer, and ensures that at the end of the required period, the work is either returned to candidates or disposed of according to the requirements.
- Liaise with relevant staff changes to entries and withdrawal as previously indicated.

f.- Pastoral Achievement Leaders (PALs)

With the support of the Deputy Pastoral Achievement Leaders (DPALs):

- Informs the Examinations Officer and Curriculum Team Leaders of any changes to candidates' circumstances that might affect their entries as soon as possible.

- Supports the Examinations Officer and the SENCO in identifying and implementing appropriate access arrangements
- Supports the Examinations Officer and Curriculum Team Leaders in ensuring candidates meet deadlines for handing in documentation by the internally deadline set.
- Liaises with relevant staff changes to entries and withdrawal.
- Supports and liaise with the SENCO in making applications for Access Arrangements, maintains relevant paperwork for inspection and invigilation of access arrangement candidates
- Supports the Examinations Officer in ensuring that candidates and their parents are informed of the rules and regulations set by the JCQ and Little Ilford School, including information on:
    - examination clashes
    - arriving late for an examination
    - absence or illness during examinations
    - what equipment is/is not provided by the centre
    - food and drink in examination rooms
    - emergency evacuation procedures
    - when and how results will be issued and the staff that will be available
    - the post-results services and how the centre deals with requests from candidates when and how certificates will be issued
- Supervises and ensures procedures and protocols for candidates entering and exiting the examination hall are followed, that this is done in an orderly manner and follows the rules and regulations as set by the JCQ.
- Deals with all cases of misbehaviour as reported by Examination Officer.
- Must complete the attendance register before the end of the examination and completes the Candidate Identity Confirmation Form before the start of any exam for each exam venue.
- Ensures students line up in accordance with the protocol stated in this policy.
- Collects students who arrived late, after the start of the published starting time of the examination in order to:
    a) confirm the identity of the student
    b) ascertain the reason for lateness
    c) secure the integrity of the exam and to avoid any suspicions of malpractice
    d) check if there are any H&S or safeguarding issues with the student(s).

  Once these checks are made, the pastoral team will inform the Examinations Officer and will escort the student to the relevant examination venue. ·

- Is familiar with and supervises emergency evacuation of examination hall, liaises with Headteacher following emergency evacuation of any examination room and supervises actions following his/her decision and ensures invigilators and candidates are aware of the emergency evacuation procedure
- Assists and supports Examinations Officer, SLT and Headteacher, in suspicious or actual incidents of malpractice in accordance with the JCQ '*Suspected Malpractice in Examinations and* Assessments' Handbook.
- Supports Examinations Officer and SLT with an overview of the examination year, highlighting what went well and what could be developed/improved in terms of examinations management and administrative processes within the stages of the examination cycle
- Supports Examinations Officer by ensuring candidates who have incurred an examination amendment fee bring the relevant completed form and money by the internal deadline set, liaising with parents when relevant.

- Supports the Examinations Officer by following up candidate absences with immediate phone calls and, if necessary, home visits.

g.- Teaching staff

- Undertake key tasks, as detailed in this policy, within the examinations process and meet internal deadlines set by the Curriculum Team Leader, the Examinations Officer and SENCO
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Support the SENCO in identifying and implementing appropriate Access Arrangements
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed
- Ensure candidates check statements of entry and return any relevant confirmation required to the Examinations Officer
- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

h.- Invigilator

- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Attend training, update, briefing and review sessions as required
- Follow the procedure for verifying candidate identity provided by the Examinations Officer
- Seat candidates in examination rooms as instructed on the seating plan and confirmed absent candidates are clearly marked as such on the attendance register
- Collect all examination papers in the correct order at the end of the examination and securely return them to the examinations office
- Assist with emergency evacuation of examination hall, carry out emergency evacuation of all other examination rooms when the alarm sounds and assist with recommencing or cancellation of the examination session following return to the examination room
- Invigilators must be informed of those candidates with Access Arrangements. Invigilators must be made aware of the particular access arrangement(s) awarded.
- Invigilators must not open or read the question paper.
- Invigilators, Readers, Scribes and any other member of staff authorised to be in an exam room must not use their phones while in the examination room when exam papers are present. The phones must be put away, switched off or in silent mode and vibration turned off.
- Only one invigilator is allowed the use of a mobile phone in the examination room to get help easily without leaving the examination room and without disturbing the candidates. (12.8.c - JCQ)

i.- Reception staff

- Support the Examinations Officer with examination-related deliveries and dispatches and follow the process to record confidential materials delivered to the centre (Delivery log kept in reception) and issue to authorised staff with due regard to the security of confidential materials

- Support Examinations Officer by following up candidate absences by informing the relevant pastoral team of late arrival and keeping the student in reception until they are collected by a member of the pastoral team, who will proceed as indicated in section F.
- Inform Examinations Officer immediately when examination materials arrive and immediately completing the Confidential Materials Initial Point of Delivery Log.

j.- Site staff

- Support the Examinations Officer in relevant matters relating to examination rooms and resources and ensure examination rooms are available and set up according to JCQ and awarding body requirements as requested by the Examinations Officer
- Inform Examinations Officer immediately when examination materials arrive and immediately completing the Confidential Materials Receipt Secure Movement, Checks and Secure Storage Log.
- Ensure fire alarm testing, grounds or centre maintenance work does not disturb examination candidates in examination rooms
- Ensure the centre is open and accessible to centre staff and candidates, as required
- Work in collaboration with Examinations Officer with emergency evacuation procedures of examination hall and other examination rooms and carry out emergency evacuation of all other examination rooms when the alarm sounds. Advises Headteacher, SLT and Examinations Officer on recommencing the examination session or its cancellation.

k.- Candidates

By the term ‘candidates’ we refer to candidates and/or their parents/carers.

- Confirm entry information is correct or notify the Examination Officer of any discrepancies
- Authenticate their work as required by the awarding body
- Pay relevant entry fees for unauthorised absence from examinations
- Inform the centre of any absence in good time before the start of each examination
- Are required to arrive promptly and on time to sit all examinations and controlled assessments
- Are required to remain in the examination room for the full duration of the examination, including students with Access Arrangements who require extra time.
- Provide appropriate evidence to support special consideration requests, where required
- Follow rules and regulations on unauthorised materials in the examination room
- Post examinations, provide informed consent and fees, where relevant
- May arrange for certificates to be collected on their behalf by providing the Examinations Officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

7.- COMPLAINTS AND EXAMINATIONS APPEALS - For external qualifications - internal and external assessments.

7.1.- Internal assessments for external qualifications

Little Ilford School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skill. They will have been trained in this area
- Assessment evidence provided by the candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All candidate work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

A. If a candidate has any concerns about the marks awarded to their internal assessed work or by the procedures used in assessing their internal assessed work for public examinations i.e. controlled assessment/coursework/portfolios, he/she should discuss the **matter with the Head of** Department immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the candidate concerned.

B. The regulations for GCSE Entry level and Project Qualification Coursework Assignments and GCSE controlled Assessments state that:

- "The work you submit for the assessment must be your own"
- "You must not copy from someone else or allow another candidate to copy from you"
- "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice"

Teachers have the right to reject a candidate's work on the grounds of malpractice if any of the above regulations are broken.

The candidate, parent or carer of a candidate has the right to appeal against any decisions to reject to a candidate's internally assessed work on grounds of malpractice.

Written appeals procedure

The candidate, parent or carer of a candidate wishing to appeal against the procedure used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is TEN DAYS prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).

On a receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and Curriculum Team Leader not involved in the internal assessment decision. This enquiry will consider whether the procedure used in the internal assessment conformed to the published requirement of the awarding body and the JCQ Codes of Practice.

The outcome of the appeal will be reported in writing to the candidate, parent or carer (including relevant correspondence with the awarding body) before public examination results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the awarding body will be informed of any amendments.

"The centre agrees to...have in place, and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this

procedure are made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request.)" [GR5]

"The centre agrees to...have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an enquiry about results or an appeal" [JCQ Post-results services 5.14]

7.2. External assessments for external qualifications (Enquiries about results - EARs)

Any candidate who wants to query a mark/grade awarded by an Awarding Board upon issue of results should:

1. Contact the Examinations Officer and the subject teacher as soon as possible (but at least FIVE working days before the published deadline for EARs) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
2. Candidates should be aware that EARs can result in the marks/grades being raised, confirmed or lowered. Candidates must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.

3. The subject teacher will review the candidate's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the candidate's predicted grades.

If the Department agrees to support the EAR, the Department will make a request, together with the candidate's consent form to the Examinations Officer before the published deadline for EARs. The cost of the enquiry will be met by the departmental budget.

If the EAR is successful the fee will be refunded.

If the Department does not agree to support the EAR, a candidate may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examination Officer, at least FIVE working days before the published deadline for EARs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed, dated and should include the daytime contact telephone number and email address (if possible) of the candidate, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated by telephone, email or 1st class letter post as appropriate within 24 hours of receipt. The decision is final.

If the Centre does not support the EAR the candidate may still proceed with the EAR but ALL costs involved will be paid by the candidate at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs. If the enquiry is successful the fee will be refunded to the candidate.

4. Outcomes following EARs will be forwarded by the Examinations Officer to the candidate as soon as they have been received from the Awarding Boards.

8.- OTHER PROCEDURE AND REGULATIONS
a.- Disability policy (examinations)

Little Ilford School recognises its duties towards disabled candidates as defined under the terms of the Equality Act 2010†, particularly Section 20 (7). This includes a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.

Where there is a need to make a reasonable adjustment, Little Ilford School will not charge a disabled candidate any additional fee in relation to the adjustment or aid.

b.- Food and drink in examination hall and examination rooms

In this centre we do not allow food in examination rooms except under exceptional circumstances at the Headteacher's discretion and in consultation to PAL and Examinations Officer. In some cases, a medical certificate or letter might be required.

Candidates can take bottled water into the examination rooms so long as all labels are removed.

"Food and drink may be allowed in the examination room at the discretion of the Head of Centre. However, this is on the condition that any food brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers." [ICE 11]

c.- Managing behaviour during examinations

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they have left.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

All incidents of poor, disruptive and/or inappropriate behaviour will be recorded by the invigilators on an Examination Incident Log, reported to the Examinations Officer and dealt with in accordance with JCQ regulations.

Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or JCQ will be followed by the Centre.

Malpractice associated with external examination for the purposes of this policy can include the following:

- Unlawfully obtaining, selling, using or distributing examination papers prior to examination sessions
- The possession of mobile phones or other electronic devices in the examination room (whether switched off or not)
  NOTE: A candidate with a medical condition, such as diabetes, may need access to their mobile phone during an examination. In this case, the phone can be handed to the invigilator in silent mode and vibration off. If this is not possible, additional invigilators will be needed where a candidate requires access to a mobile phone. Once in possession of their mobile phone for medical purposes, each candidate must be individually supervised.
- The passing of information between candidates during an examination
- Taking unauthorised material into the examination room

"The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room."

d.- Verifying candidate's identity procedure

Little Ilford School will provide a seating plan along with name and examination number indicating allocated rows and numbers. Desk will have labels so candidates can be identified (e.g. students with Access Arrangements).

The Pastoral Team will carry out identity checks at the time of the examination and will confirm students' identity and that students are seated according to the seating plan. A record confirming checks carried out will be kept and may be used as evidence in case of an inspection, as specified in section 5 paragraph f.

The Examinations Officer or senior member of staff will be able to confirm any identity if there are any concerns.

Little Ilford School has in place written procedures to verify the identity of all candidates at the time of the examination or assessment;" [GR 5] - Appendix 10 of this document.

e.- Special consideration

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Examinations Officer or an Invigilator to that effect at the earliest opportunity.

The candidate must support any claim for special consideration with appropriate evidence within 7 days of the examination (e.g. a Doctor's letter). The Examinations Officer will then forward a completed special consideration form to the relevant Awarding Body within 7 days of the last examination in the session in each subject.

f.- Results day programme

For the GCSE Summer 2026 series, students will receive their results via an app. For those students who do not, and wish to come to school, the centre will be open from 8.30am to 2pm on results day. Candidates must collect their results in person. If candidates wish any family members to collect their results on their behalf he/she must bring the candidate's written permission with them to school (see Examinations Officer for more information and support). Results will not be released without this authority and results will then be posted out to the candidate's home address on results day. Results will not be given out by telephone or fax under any circumstances. They will only be given out by email to the candidate's (not a family member's) email address under exceptional circumstances and in response to an email request to the Examinations Officer made by the candidate

Centre staff will be available on results day to discuss results with candidates.

"Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly." [PRS 6]

The centre must destroy any unclaimed certificates in a confidential manner after retaining them for a minimum of 12 months. A record of certificates that have been destroyed should be retained for four years from their date of destruction. This record should list the candidate number, the awarding body, the qualification(s) and the examination series

g.- Enquiries about results (EARs) and access to scripts

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

- If a result is queried by the Centre then the Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.
- If a result is queried by a candidate against the advice of the Centre then the expense will be charged to the candidate. Cheques for the full amount must be received, together with the appropriate signed authority by the candidate before the Centre will make the Enquiry.

Access to scripts:

- Candidates may ask the Centre to request the return of papers within 3 days' scrutiny of the results. The cost of this service will be charged to the candidate.
- Centre staff may request the return of scripts for teaching purposes. The consent of the candidates must be obtained for this and the cost will be borne by the Centre. Students will be issued with a consent form on Results Day for this purpose.
- GCSE re-marks cannot be applied for once a script has been returned.

"The centre agrees to… have in place written procedures for how it will deal with candidates' access to scripts, enquiries about results and appeals to the awarding bodies and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results;" [GR 5]

h.- Issue of certificates procedure

Year 11 candidates are invited to Awards Evening in mid-November when it is hoped that candidates will be able to attend to receive all the certificates they have received during their time at Little Ilford School. Candidates who are unable to attend the Presentation Evening may collect their certificates in person from school following the event. Certificates will not be given to anyone other than the candidate without the candidate's written permission.

i.- Examinations archiving

Little Ilford School will archive examinations for the period of time as specified by JCQ, after which they will be safely destroyed.

j.- Candidate late arrival.

The awarding bodies' published starting time is 9.00am for all morning examinations and 1.30pm for all afternoon examinations. (JCQ 6, 6.

If a candidate arrives late for an examination, after the start of the published starting time, he/she will remain in reception until collected by a member of the pastoral team, who will collect the students in order to:

a) confirm the identity of the student
b) ascertain the reason for lateness
c) secure the integrity of the exam and to avoid any suspicions of malpractice
d) check if there are any H&S or safeguarding issues with the student(s).

Once these checks are made, the pastoral team will inform the Examinations Officer and will escort the student to the relevant examination venue.

If a candidate arrives more than one hour after the published starting time for the examination, he/she may not be allowed to sit the examination

All late arrivals will be recorded and monitored on the log in the examination venue.

"*Advice: it is good practice for a centre to have a policy for late and absent candidates. Invigilators must be made aware of this policy.*

Advice: Centres should have their own internal procedures for dealing with candidates who persistently arrive late for examinations.
The Examinations Officer may need to liaise with a senior member of staff who has pastoral responsibilities." [ICE14]

k.- Candidate absence

If a candidate is ill and cannot attend an examination, they are asked to contact the school (or have someone contact school for them) before 8.30am and speak to the Examinations Officer. It is essential that medical or other appropriate evidence is obtained on the day of the absence. This should be given to the Examinations Officer at the earliest opportunity as it will be required by the examination board.

To be awarded a grade for a GCSE subject where a candidate misses all or part of an examination through illness or personal misfortune, a total of 40% of the total assessment must be completed.

If a candidate arrives at school for their examination and finds they are unwell they must speak to the Examinations Officer or a member of SLT immediately.

In exceptional circumstances special consideration may be applied for. Not all applications for Special Consideration are granted and the criteria is very specific. It will only be applied if all the criteria are met and a very small percentage of marks (between 0% and 5% in exceptional circumstances) are awarded to compensate for the disruption. Like Access Arrangements it DOES NOT give one candidate an advantage over another

Candidates must contact the Examinations Officer if they are unable to attend an examination. Failure to do so will be classed as "unauthorised" and the candidate may be charged for that

examination paper. If less than 40% of the assessment has been completed they will not receive a grade.

A member of centre staff (usually the PAL or receptionist) will follow up any absence.

"*Advice: it is good practice for a centre to have a policy for late and absent candidates.*

Invigilators must be made aware of this policy." [ICE14]

L.- Arrangements for unauthorised materials taken into the examination hall / examination room

Candidates' personal belongings will be stored outside the main examination hall.

Candidates must not be in possession of the following items: • AirPods; • earphones/earbuds; • iPods; • mobile phones; • MP3/4 players or similar devices; • watches; • smart glasses; • any other smart devices.

Unauthorised materials such as mobile phones and watches are not allowed into the examination hall or examination room. If brought to school, these must be handed in BEFORE the start of the examination and may be stored in the examination office or PAL's office only. Mobile phones and watches must not be handed into any other member of staff for safekeeping.

Little Ilford School will not be responsible for the loss or damage to these items.

Candidates sitting examinations in other designated rooms may be asked to store their personal belongings at the back of the room.

"…any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items."

Candidates will be instructed that all wrist watches are prohibited from the examination venue.as per the The Malpractice Commission's advice.

The centre will also provide calculators to all candidates which meet the awarding bodies' regulations.

Other unauthorised material such as notes, revision materials, flashcards, etc. found in the room during an examination or at the end of it, must be investigated. The Examinations Officer will inform the relevant examining board according to their procedures.

If these unauthorised materials are found on a student, whether using them or not during an examination, the relevant examining board must be informed and an investigation carried out. Statements from the candidate, all witnesses, invigilators, etc. must be obtained as soon as possible. A meeting with the Exam Officer, a member of the Pastoral Team and the SLT LM for exams, the candidate and their parents/carers must also take place, informing them of the incident and outlining the possible outcomes.

The Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert. Those candidates may be allowed extra time at the discretion of the centre.

Stationery, materials and other equipment. Use of calculators

"Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.

During an examination a calculator must not be able to offer any of these facilities: a. language translators; b. symbolic algebra manipulation; c. symbolic differentiation or integration; d. communication with other machines or the internet.

During an examination a calculator must not give access to pre-stored information. This includes: a. databanks, such as the periodic table (with the exception of scientific constants); b. dictionaries; c. mathematical formulae; d. text.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/ 11."

Only the official examination stationery and official additional answer sheets must be issued to the candidates. No other stationery, including paper for rough work, can be provided.

M.-Reviews of marking

Careful thought has to be given before making a remark request. Reviews of marking need to be paid for and are rarely successful. There is also the danger of students getting a lower grade than the one originally awarded.

In all cases, reviews of marking must be agreed with parents and students before these are requested. A document must be signed by all indicating so. It must also indicate that students and their parents/carers understand the possible outcomes of the remark.

If a remark is requested by the school, LIS will pay the remark fee. If a remark is requested by a student or their parent/carer, they will have to pay the remark fee before this is submitted to the examining board. Parents/Carers and the student must sign an agreement indicating that they understand and will accept the new grade. If the new grade is higher than the one granted by the examining board, LIS will reimburse the parents the remark fee.

Reviews of marking can only be requested by teachers/CTLs and approved by SLT LM if students meet one of these criteria:

1. Candidate is between 3 marks of the threshold
2. The grade represents an injustice when compared to their Predicted Grade

9.- STUDENTS EDUCATED OFF SITE SITTING EXAMINATIONS AT LITTLE ILFORD SCHOOL.

For small numbers of students (1-2) educated off site, they will arrive to school early for their exams and wait in reception to be collected by the year team who will check their attendance, confirm their identity and then be taken to the room(s) where they will be completing the exam,

away from the rest of their students. The rooms used can be one of the small meeting rooms in reception, in the Safeguarding area or the Conference Room.

At the end of the exam, students are taken to reception and dismissed. Students are not allowed back into school at the end of an exam. In case of having another exam in the afternoon, students will go home and come black for the exam and wait in reception as mentioned above.

For larger groups of students educated off site (about 5 students or more), they may sit their exams in the Evolve Centre. In this case, the students will line up outside the Evolve Centre and will be allowed in by invigilators. The year team will check their attendance and confirm their identity and sign the relevant document confirmation document. Calls are made for missing students.

At the end of the exams, students are dismissed from the Evolve Centre and are not allowed back into school. Students come back for their afternoon exam if they have one.

10.- LINK WITH OTHER POLICIES

This policy should be read in conjunction with:

- Non-examinations assessments policy,
- Examinations access arrangements policy,
- Word processor and laptop arrangement policy,
- Examinations contingency plan policy,
- Invigilation arrangements and conflict of interest policy,
- Malpractice policy,
- Data Protection policy
- Lockdown Policy (examinations)
- Child protection/safeguarding policy. Disclosure and Barring Service (DBS) clearance
- Equalities policy

Appendices to Examinations policy:

All the appendices must be read in conjunction with LIS' main Examinations Policy.

Appendix 1.- Non-examination assessments policy

This policy aims to:

- Cover procedures for planning and managing non-examination assessments
- Define staff roles and responsibilities with respect to non-examination assessments
- Manage risks associated with non-examination assessments

The Joint Council for Qualifications (JCQ) requires each examination centre to have a non-examination assessment policy. This is outlined in the JCQ's instructions for conducting non-examination assessments, which we refer to when carrying out non-examination assessments in our school.

This policy also takes into account the JCQ's guidance on post-results services and general regulations for approved centres.

This policy will be reviewed at the beginning of each academic year and should be read in conjunction with the assessment policy.

The JCQ explains that non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. The rules often vary across subjects. The stages are task setting, task taking and task marking.

Roles and responsibilities

This section sets out the key responsibilities of staff in relation to non-examination assessments. For more detailed guidance on the requirements for conducting non-examination assessments, staff should read the JCQ guidance referred to above.

1. Head of Centre

The Head of Centre is responsible for:

- Ensuring that the centre's non-examination assessment policy is fit for purpose
- Ensuring that non-examination assessments comply with JCQ guidance and awarding body subject-specific instructions
- Ensuring that JCQ's information for candidates is distributed to all candidates prior to assessments taking place
- Ensuring the centre's internal appeals procedure clearly details the procedure to be followed by candidates (or their parents/carers) appealing against an internal assessment decision, and that details of this procedure are communicated and made widely available and accessible
- Drawing to the attention of candidates and their parents/carers the centre's complaints procedure, for general complaints about the centre's delivery or administration of a qualification

2- Senior leaders

Senior leaders are responsible for:

- Ensuring that non-examination assessments comply with JCQ guidance and awarding body subject-specific instructions.

3 - Heads of Vocational Education / Vocational Coordinators (including CTLs - Heads of Departments,)

Are responsible for:

- Familiarising themselves with JCQ instructions for conducting non-examination assessment
- Understanding and complying with specific instructions relating to non-examination assessment for the relevant awarding body
- Ensuring that individual teachers understand their responsibilities with regard to non-examination assessment

- Ensuring that teachers use the correct task for the year of submission and take care to distinguish between tasks and requirements for legacy and new specifications, where relevant
- Obtaining confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s), where relevant, and ensuring that such materials are stored securely at all times
- Undertaking appropriate departmental standardisation of non-examination assessments

4- Teachers

Teachers are responsible for:

- Understanding and complying with JCQ instructions for conducting non-examination assessment
- Understanding and complying with the awarding body's specification, where provided, for conducting non-examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Marking internally assessed work to the criteria provided by the awarding body

5- Examinations Officer

The Examinations Officer is responsible for:

- Supporting the administration/management of non-examination assessment
- Ensuring key tasks are undertaken and key dates and deadlines met

6- Special Educational Needs Co-ordinator (SENCO)

The SENCO is responsible for:

- Ensuring that all relevant staff are aware of any Access Arrangements that need to be applied.
- Informing the Examinations Officer of candidates needing Access Arrangement with plenty of time so that the required support can be applied.

Task setting and task taking.

Where the centre is responsible for task setting, the Head of Vocational Education together with the Heads of Department (CTLs) and the teachers will do so in accordance with specific awarding body guidelines.

Candidates will complete task(s) set following the awarding body's specification and guidelines.

Teachers must ensure that candidates understand the assessment criteria for any given assessment task.

The teacher will also ensure that candidates understand the need to reference work, give guidance on how to do this, and ensure that candidates are aware that they must not plagiarise other material.

Guidance and feedback given to candidates must follow the examining board / awarding body specification. Failure to follow this procedure constitutes malpractice.

Authentication of candidates' work.

Supported by the Head of Vocational Education, Teachers will be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within his/her capabilities.

Where required by the awarding body's specifications:

- Candidates will sign a declaration to confirm that the work they submit for final assessment is their own unaided work
- Teachers will sign a declaration of authentication after the work has been completed confirming that:
    - The work is solely that of the candidate concerned
    - The work was completed under the required conditions
    - Signed candidate declarations are kept on file

If there is concern that malpractice may have occurred or the work is unable to be authenticated, the Examinations Officer, the Head of Vocational Education and Senior Leaders will be informed.

Task marking

1. Internally assessed work

Teachers are responsible for marking work in accordance with the relevant marking criteria, indicating how and why marks have been awarded.

Teachers will inform candidates of internally assessed marks as candidates are allowed to request a review of the centre's marking before marks are submitted to the awarding body.

This process will be overseen by the Head of Vocational Education throughout.

2- Externally assessed work

The format of external assessment will depend on the awarding body's specification and the component being assessed.

Teachers will ensure the attendance register is completed, clearly indicating those candidates who are present or absent.

Malpractice

The Head of Centre and Senior Leaders will make sure teaching staff involved in supervising candidates, as well as Readers and Scribes are aware of the potential for malpractice.

Teachers will familiarise themselves with the JCQ guidance on sharing assessment material and candidates' work.

Teachers will be vigilant in relation to candidate malpractice. Candidates must not:

- Submit work which is not their own
- Make their work available to other candidates through any medium, including social media
- Allow other candidates to have access to their own independently sourced material
- Assist other candidates to produce work
- Use books, the internet or other sources without acknowledgement or attribution
- Submit work that has been word processed by a third party without acknowledgement

- Include inappropriate, offensive or obscene material
- Use AI to complete their work whether partially or in its entirety.

Failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself. Malpractice will be reported to senior leaders or directly to the awarding body.

Enquiries about results (EAR)

See main examinations policy.

Appendix 2.- Emergency evacuation procedures and examinations contingency plan policy

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of examinations.
- To mitigate the impact of disruptions by providing actions or procedures to follow.

This plan complies with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres, which require all examination centres to have a written examination contingency plan/examinations policy.

This examination contingency plan policy is linked to the assessment policy and all its appendices.

It will be reviewed every year in the autumn term, or well in advance of each examination series. At every review, the policy will be shared with the governing board.

Responsibilities

- Head of Centre

The Headteacher is the Head of Centre, and will ensure that a written examination contingency plan/examinations policy is in place, which covers all aspects of examination administration.

- Staff and invigilators

Staff and invigilators involved in the centre's examination process are responsible for reading, understanding and implementing the emergency and contingency plans.

Candidates must be given the opportunity to sit the examination for its published duration.

Emergency Evacuation Procedures

In case of an emergency, the following emergency evacuation procedure for examinations from JCQ will be followed:

When dealing with emergencies you must be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Candidates must be advised to close their answer booklet.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Ensure candidates leave the room in silence
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination once it resumes.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send it to the relevant awarding body.
- A full report of the incidents must be produced and retained on file in case it is required by an awarding body.
- Any breach of question paper security or malpractice must be reported to the awarding body **immediately**.
- As each incident will be different, advice can be sought from the relevant awarding body as soon as it is safe to do so.
- An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged

Contingency plan

Below is a list of possible scenarios and actions.

Scenario	When to implement	Actions	Staff responsible
Examinations Officer extended absence at key points in the examination process (cycle)	**When the Examinations Officer is absent in the examination process (cycle).** **Key tasks required in the management and administration of the examination cycle not undertaken**	**Examinations Office Assistant will fulfil the duties of the Examinations Officer with the assistance and support of other members of the Senior Leadership Team and administration and invigilation teams.**	**AFI SLT TJA**

ALS lead /SENCO extended absence at key points in the examination cycle	**When the ALS lead/SENCO is absent in the examination cycle.** **Key tasks required in the management and administration of the access arrangements process within the examination cycle not undertaken**	**Head of Learning Support/Head of SEN to work with her team to ensure all candidates are tested and signed off**	**SLT JWH / JPU**
Teaching staff extended absence at key point in the examination cycle	**When teaching staff is absent for an extended period in the examination cycle.** **Key tasks not undertaken including:** ***Early/estimated entry information not provided to the Examinations Officer on time; resulting in pre-release information not being received*** ***Final entry information not provided to the Examinations Officer on time; resulting in:*** ***-candidates not being entered for examinations/assessments or being entered late*** ***-late or other penalty fees being charged by awarding bodies.*** ***Non-examination assessment tasks no set/issued/taken by candidates as scheduled***	**Ensure that all departments holdall marks and work centrally that can be accessed by the head of department. This should also be available to the SLT link for that department** **Head of department to make decisions based on data for that class on what entries should be made for those candidates in absence of a teacher.** **Schedules to be set at the start of the year for NEA so all are aware and processes to be put in place for those who are absent.**	**SLT CTLs KS4 coordinators**

Invigilators - lack of appropriately trained invigilators or invigilator absence	***Failure to recruit and train sufficient invigilators to conduct examinations.*** ***Invigilator shortage on peak examination days*** ***Invigilator absence on the day of an examination.***	**Always ensure at a minimum of two extra invigilators are available should there be a shortfall** **Have an agency linked to the school who can send in invigilators as and when needed, the agency we use is Protocol for our invigilators** **Ensure there is a quick summary guide available to any outsourced invigilators so that they are aware of how the examinations system runs at Little Ilford School.**	**SLT** **JPA** **TJA**
Examinations rooms - lack of appropriate rooms or main venues unavailable at short notice	***Examinations Officer unable to identify sufficient/appropriate rooms during examinations timetable planning*** ***Insufficient rooms available on peak examination days*** ***Main examination venues unavailable due to an unexpected incident at examination time***	**Head of Centre to make decisions on what venues need to be freed up to the Examinations Officer and around the school in order for examinations to take place** **Where main examination venues are unavailable, classrooms, auditorium, dance studio can be used, if not then Little Ilford Learning Zone**	**SLT** **JPA** **TJA** **NIS** **Site Supervisors**
Failure of IT system	***MIS system failure at final entry deadline*** ***MIS system failure during examinations preparation*** ***MIS system failure at results release time***	**Ensure entries are made in good time** **Contact examination board to let them know entries will be late** **Contact the support officer at each examination board to inform them of failure and for further advice**	**JPA** **TJA**

Disruption of teaching time in the weeks before an examination– centre is closed for an extended period	**When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning**	**Seek advice from awarding organisations and JCQ.** **Communicate with parents, carers and candidates about the potential for disruption to teaching time and plans to address this.** **Have a contingency plan to facilitate alternative methods of learning, alternative venues or both (e.g. use of other nearby centres such as Essex Primary, St. Winefrides, Dersingham Primary, Salisbury, Avenue Primary, Sheringham and / or Kensington, Sir John Heron depending on number of candidates sitting the examination).** **Prioritise candidates who will be facing examinations shortly.** **Advise candidates, where appropriate, to sit examinations in the next available series.**	**Examinations Officer, Head of Centre, SLT.**

Candidates at risk of being unable to take examinations because of a crisis – centre remains open	**In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug**	**Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations Offer candidates an opportunity to sit any examinations missed at the next available series Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements**	**Examinations Officer, Head of Centre, SLT.**

Centre is at risk of being unable to open as normal during the examination period	**In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre forces it to close**	**Inform relevant awarding organisations as soon as possible** **Refer to emergency plans and/or health and safety policy, where appropriate** **Open for examinations and examination candidates only, if possible** **Use alternative venues in agreement with relevant awarding organisations** **Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements** **Offer candidates an opportunity to sit any examinations missed at the next available series, if possible**	**Examinations Officer, Head of Centre, SLT.**
Disruption in the distribution of examination papers	**In the event that there is disruption to the distribution of examination papers to centres in advance of examinations**	**Communicate with awarding organisations to organise alternative delivery of papers** **Arrange with examination boards for alternative means of receiving papers, e.g. electronically or alternative courier**	**Examinations Officer, Head of Centre, SLT.**
Disruption to the transportation of completed examination scripts	**In the event that there is a delay in normal collection arrangements for completed examination scripts**	**Communicate with awarding organisations to organise alternative delivery of papers** **Arrange with examination boards for alternative means of receiving papers, e.g. electronically or alternative courier**	**Examinations Officer, Head of Centre, SLT.**

Assessment evidence is not available to be marked	**In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts**	**Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers**	**Examinations Officer, Head of Centre, SLT.**
Centre is unable to distribute results as normal	**In the event that the centre is unable to access or manage the distribution of results to candidates**	**Contact awarding organisations about alternative options Make arrangements to access results at an alternative site Share facilities with other schools/colleges if possible**	**Examinations Officer, Head of Centre, SLT.**
National or local disruption to examinations	**Contingency day - Awarding bodies' standard contingency plan for examinations is Wednesday 24th June 2026**	**Centre will remind candidates that they must remain available until this date should an awarding body need to invoke its contingency plan.**	**Examinations Officer, Head of Centre, SLT.**

If using a number of rooms on one or more sites, as few packets as possible should be opened and within 60 mins of the starting time. If the packet of question papers is to be split, the question paper must be opened in the secure room and not in the examination room. The question paper packet must be re-sealed and placed back in the store room. The question papers extracted from the packet will be taken into the allocated room(s) in a sealed envelope and an invigilator must be present in the room at all times. Question papers must not be left unattended.

RELEASING QUESTION PAPERS: Unused question papers must not be released to any individual until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination

Appendix 3.- Examinations Access Arrangements, Reasonable Adjustments and Special Consideration Policy.

Note: This policy needs to be read in conjunction with the JCQ access arrangement and reasonable adjustment booklet -2017/2018 (https://www.jcq.org.uk/examinations-office/access-arrangements-and-special-consideration/regulations-and-guidance/acce)
Access Arrangements might be necessary to support candidates with a medical condition or learning difficulty, or those who are injured or otherwise disabled at the time of their assessment, to

access their examinations. Access arrangements do not exist to give candidates an unfair advantage, or to maximise a candidate's potential.
Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working.

Access Arrangements fall into two distinct categories: some arrangements are delegated to centres; others require prior JCQ awarding body approval.

a. Reasonable Adjustments

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment. A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements. How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate.

Duty to make a reasonable adjustment

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

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

Definition of Special Educational Needs: A candidate has 'special educational needs' as defined in the Education Act 1996 if he/she has a learning difficulty which calls for special education provision to be made.

Access arrangements may include, supervised rest breaks, extra time of up to 50%, Reader, Scribe, use of word processor, Prompter, oral language Modifier, sign language interpreter, practical Assistant, alternative accommodation away from the centre

Other arrangements for candidates with disabilities might be: amplification equipment, Braillers, closed circuit TV, colour naming by the invigilator for candidates who are colour blind, coloured overlays, low vision aid/magnifier, optical character reader scanners, separate invigilation with the centre.

In line with JCQ regulations, Little Ilford School will make all decisions with regard to access arrangements based upon whether the candidate has a substantial and long term impairment which has an adverse effect, in conjunction with the access arrangement being the candidate's normal way of working at Little Ilford School – demonstrating the involvement of the teaching staff in determining the need for the access arrangements.

Appropriate evidence of need will be available at Little Ilford School for inspection.

b. Assessment for Access Arrangements:

For candidates potentially requiring access arrangements, formal assessment and application to JCQ and other awarding bodies is carried out in years 10 and 11 and at other points, where necessary. When granted access arrangements are valid for 26 months. The most recent tests are binding and determine any subsequent Access Arrangements.

Any candidate with scores which indicate a substantial impairment will be considered for Access Arrangements. Specialist assessments for Access Arrangements will be carried out by an appropriately qualified assessor organised by the SENCO. Parents may request an independent assessment. However, Little Ilford School may elect to accept or reject a privately commissioned report. If rejected the SENCO or a member of the Senior Leadership team must provide a brief, written rationale to support this decision which must be available for inspection purposes. At Little Ilford School Examinations Officer, specialist assessors, SENCO and teaching staff all work together to ensure that appropriate Access Arrangements are put in place for all tests and examinations. If a candidate chooses continually not to use the agreed Access Arrangements either because their needs change or they do not feel it aids their learning or achievement, then Access Arrangements can be removed. If the SENCO and/or specialist assessor considers that Access Arrangements cease to be the candidate's 'normal way of working', they reserve the right to withdraw the permission, providing written confirmation to parents/careers.

When a need for Access Arrangements has been identified parents and candidates are informed, outlining the type of arrangements that have been awarded. A list of those who receive Access Arrangements is made available to all relevant staff.

A candidate with Access Arrangements can be seated either in the main examination hall or in a separate room, depending on their need and another member of staff might assist the candidate. An invigilator will always be present.

Where an invigilator additionally acts as a practical assistant, a reader and/or a scribe, the centre must additionally use a "roving" invigilator, who will enter the room at regular intervals to observe the conducting of the examination, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader/scribe in maintaining the integrity of the examination.

A reader and/or scribe is not allowed access to the question paper 60 mins prior to the awarding body's published starting time for the examination in order to prepare.

Little Ilford School will keep a record of the content of the training given to invigilators and those facilitating access arrangements.

c. Special consideration

This is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration must be applied for following a specific examination series. Candidates will be eligible for special consideration only if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

Applications for special consideration must be done by the Examinations Office on line or on paper (form 10 JCQ) with all supporting evidence by the deadline as set by JCQ or the awarding body. Applications will not be accepted if submitted directly by parents or candidates.

Appendix 4.- Word processor and laptop arrangement policy

The purpose of this policy is to outline the use of laptops/word processors for examinations and assessments at Little Ilford School.

A laptop/word processor cannot be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard or because he/she uses a laptop/word processor at home.

The use of a laptop/word processor MUST reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs. It cannot be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Candidates who would benefit from the use of a laptop/word processor could include candidates who have a learning difficulty which has a substantial and long term adverse effect on the ability to write legibly, a medical condition, a physical disability, a sensory impairment, planning and organisation problems when writing by hand or have poor handwriting.

A laptop/word processor will be provided with the spelling and grammar check facility and predictive text facility switched off.

Wordpad is the software installed on laptop/word processor used for examination purposes.

Laptops/word processors will be in good working order at the time of the examination. Candidates may use their answer booklet in addition to the laptop/word processor if they wish to do so.

Laptops/word processors must not include AI tools.

Only authorised memory sticks provided by the centre may be used, if appropriate.

Candidates must save their work at regular intervals.

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking (JCQ pt14.24 p25 2018).

Printing must be carried out after the examination is over and the candidate must be present to verify that the work printed is his/her own.

Candidates must ensure that their centre number, candidate number and unit code are typed or handwritten on each page.

A JCQ word processor cover sheet (Form4, printed from JCQ website) must be completed and attached to the candidate's script.

Appendix 5.- Invigilation arrangements, Timetable clashes and Conflict of Interest.

Invigilators will be used for external examinations. Recruitment of invigilators is the responsibility of the Examinations Officer and the Senior Leader. Examinations Officer will secure the necessary Disclosure and Barring Service (DBS) clearance for new invigilators.

Invigilators are timetabled and briefed by the Examinations Officer. There must be one invigilator for each group of 30 candidates or fewer, and at least one invigilator for 20 candidates or fewer sitting timed Art examinations.

Invigilators must not be current candidates at the centre.

Only senior members of the centre approved by the head of the centre and who have not had overall responsibility for the candidates' preparation for the examination may be present at the start of the examination.

A teacher who teaches the subject being examined, or a senior member of staff who has or has had overall responsibility for the candidates' preparation for the examination must not be an invigilator during the written examination or screen test, with the exception of Art teachers, where another invigilator should be present.
Any relative, friend or peer of a candidate in the examination room must not be the sole invigilator.

Invigilators must be familiar with the content of the Instructions for the contact of examinations booklet as published by JCQ (a copy must be available to invigilators in the main examination hall), JCQ warning to candidates, JCQ information for candidates and JCQ mobile phone and electronic device poster. A checklist will be available to invigilators as set on page 32 of JCQ examination booklet (2025-2026).

An examination room incident log will be used to record any irregularities.

Invigilators are responsible for ensuring that a particular examination is conducted as set by JCQ and the relevant awarding body and must inform the Examinations Officer and the Head of Centre if they are suspicious about the security of the examination papers and/or of malpractice.

All new invigilators will attend a training session and all existing invigilators must attend an update meeting. Little Ilford School will keep a record of the content of the training given to invigilators and those facilitating access arrangements. A record of this training must be retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Invigilators must arrive at the centre at least 30 mins prior to the indicated examination starting time.

In case of timetable clashes, Little Ilford School will follow the procedures set by JCQ (point 7, page 24 (2025-2026 booklet).

Only a 5 mins warning to candidates is permitted.

Appendix 6.- Malpractice policy

Any malpractice needs to be reported to the Examination Office and to the Senior Leader.
If a candidate is suspected of malpractice, the invigilator must warn the candidate who might be removed from the examination room and made aware that he/she might be disqualified by the awarding body.
Suspected malpractice will be reported to the awarding body by the Examinations Officer.
The Head of Centre has a duty to monitor and report immediately potential malpractice by invigilators and centre staff to the awarding body.
The Head of Centre is responsible for investigating suspected malpractice.

What does this policy affect?

What is malpractice and maladministration?

‘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 use 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:
    - o gives rise to prejudice to candidates
    - o compromises public confidence in qualifications
    - o compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
    - o damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre - Suspected Malpractices 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

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

Suspected malpractice

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

Appendix 1 - Changes 2025/2026

Purpose of the policy: The purpose of this policy is to confirm how Little Ilford School manages

malpractice under normal delivery arrangements in accordance with the regulations To confirm Little Ilford 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 (GR 5.3)

General Principles: Candidate malpractice and **Centre staff malpractice**

Preventing Malpractice: 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 2025-2026
Instructions for conducting examinations (ICE) 2025-2026
Instructions for conducting coursework 2025-2026
Instructions for conducting non-examination assessments 2025-2026
Access Arrangements and Reasonable Adjustments 2025-2026
A guide to the special consideration process 2025-2026
Suspected Malpractice: Policies and Procedures 2025-2026
Plagiarism in Assessments
AI Use in Assessments: Protecting the Integrity of Qualifications
A guide to the awarding bodies' appeals processes 2025-2026

To confirm Little Ilford School 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 (GR 5.3)

Procedure for planning and managing conflict of interests

The process

In accordance with the regulations, Little Ilford School 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

Little Ilford School has in place:
• Robust processes to prevent and identify malpractice, as outlined in section 24 (pg 53) 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:

Security of assessment materials

Little Ilford School:

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 of whom must fully understand their responsibilities as a key holder to the secure storage facility. This is signed by HOC

- access to the secure room and secure storage facility is restricted to the authorised two to six 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 authorized members of centre staff and correct papers are opened (2nd eyes check) all logs are kept and recorded

- appropriate arrangements are in place for handling secure electronic materials

Listening files downloaded 24hrs before and saved on USB – only 2 members of exam staff have access to Secure Download service –

- 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 paper 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 Instructions for conducting examinations (2 nd eyes check, confidential logs, delivery logs.

• 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 about them will be provided to the awarding body (or 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

> *o General Regulations for Approved Centres 2025-2026; Instructions for conducting examinations (ICE) 2025-2026; Instructions for conducting coursework 2025-2026; Instructions for conducting non-examination assessments 2025-2026; Access Arrangements and Reasonable Adjustments 2025-2026; A guide to the special consideration process 2025-2026; Suspected Malpractice: Policies and Procedures 2025- 2026; Plagiarism in Assessments; AI Use in Assessments: Protecting the Integrity of Qualifications; A guide to the awarding bodies' appeals processes 2025-2026/*

Informing and advising candidates

The candidates are informed in assemblies and at Entries Evening of what Malpractice is and how it can affect them in line with current JCQ's policy guidance (Suspected Malpractice Policies and Procedures).
For any assessments that could be affected by the use of AI, the teaching staff will inform the candidates of the regulations of if/when AI technology can be used, and also the consequences of its misuse. Staff have been directed towards the AI Use in Assessments: Protecting the Integrity of Qualifications guidance.

🎬 Staff should: • Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content

🎬 Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments For more information on AI misuse, see JCQ's 'AI Use in Assessments: Protecting the Integrity of Qualifications'. Any misuse of AI tools may be treated as malpractice.

🎬 Informing and advising candidates. A candidate briefing is held at the start of each academic year and, again, before the start of the summer exam season. This briefing will highlight best practice and also covers examples of learner malpractice (as outlined in appendix B).

Candidates are informed of the 'Warning to Candidates' and 'Unauthorised Items' posters which are also outside all exam rooms. The suggested wording for invigilators' announcements at the beginning of written examinations also details what can and cannot be done in the exam environment and is read out at the beginning of every exam. This is also reiterated in assemblies, GC, Entries Evening.

Identification and reporting of malpractice

As soon as suspected malpractice is suspected during the exam process, the Examinations Officer is made aware (if it is during the examinations. remove the unauthorised material and let the student continue the exam) and discusses with the witness(es) the incident and logs this on the appropriate JCQ form, signed also by the witness(es). The candidate is then informed of the incident and the potential impact that it may have on their results. They are asked if they agree with the statement and if they would like to add a statement. The witness is also asked to write a

statement. Parents are seen the following day by the Examinations Officer and Assistant Headteacher.

The checklist on Form M1 is followed for candidate malpractice.

The checklist on Form M2/M3 is followed for centre/staff maladministration/malpractice.

Reporting suspected malpractice to the awarding body

• The exams officer or 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 the candidate subject of a malpractice investigation and the parents /carer 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. Parents are invited to come and meet with the Examinations Officer and Assistant Headteacher in charge of examinations.

Appeals against decisions made in cases of malpractice

Little Ilford School 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

Responsibilities

Head of centre

• notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of Malpractice

• review and sign any malpractice cases prior to submission

• 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

• pass on details of any sanctions and action in cases where this is indicated

Senior Leaders

• Ensure that centre staff are aware of the requirement to adhere to the examinations regulations, instances that class as Malpractice and the Malpractice Process

Exams Office/officer

• Complete the administrative process for any cases of Suspected Malpractice
• Identify and follow the awarding body's administrative process for malpractice
• Retain the records of any cases of Malpractice.

With reference to the JCQ guidance for Teachers & Assessors - AI Use in Assessments: Protecting the Integrity of Qualifications:

Students complete the majority of their examinations 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. Teachers are well versed on checking for the use of AI.

All suspected cases of AI will be reported to the exam board for suspected malpractice.

Identification and reporting of malpractice: Escalating suspected malpractice issues

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

Reporting suspected malpractice to the awarding body

- 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.

- 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. 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 case to the relevant awarding body, accompanied by the information obtained during the course of their enquiries. 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 to Form JCQ/M1 will be used when reporting candidate cases; for centre staff, formJCQ/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 (To) 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.
Under heading **Appeals against decisions made in cases of malpractice, p**rovide the individual with information on the process and time frame for submitting an appeal, where relevant.

Appendix 7.- Appeals- Internal Appeals Procedures.

Key staff involved in the Internal Appeals Procedures:

Andrew Finn	Headteacher
Matilde Vaquera	Assistant Headteacher
Joyce Pascal	Examinations Officer

1. Appeals against internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Little Ilford School and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms Little Ilford School's compliance with JCQ's General Regulations for Approved Centres 2025-2026 that the centre will:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body, inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Deadlines for the submission of marks

Date	Qualification	Details	Examination series
24/03/2026	**GCSE**	**EDUQAS/WJEC DRAMA COMP 1**	**Summer 26**
05/05/2026	**GCSE**	**EDUQAS/WJEC - ALL OTHER SUBJECTS**	**Summer 26**
07/5/2026	**GCSE**	**Final date of submission of centre assessed maks (AQA, STEP UP)**	**Summer 26**
15/05/2026	**GCSE**	**Final Submission of centre assessed marks (OCR)**	**Summer 26**
15/05/2026	**GCSE**	**Final date for submission of centre assessed marks (PEARSON)** **For GCSE Art and design, centres must submit their centre marks a minimum of 48 hours before their moderation visit.**	**Summer 26**

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

Little Ilford School ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE's, including the marking and quality assurance /internal standardisation processes which relevant teaching staff are required to follow.

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

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the marking standards to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Little Ilford School will:

- Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
- Inform candidates that they may request copies of materials (generally, as a minimum, a copy their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 5 calendar days
- Inform candidates they will not be allowed access to original assessment material unless supervised
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 calendar days of receiving copies of the requested materials and completing the internal appeals form.
- Allow 5 calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline or the submission of marks.
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the Head of Centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

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

The procedure is informed by the JCQ publications Instructions for conducting non-examination assessments (6.1), Reviews of marking (centre assessed marks) suggested template for centres. and Notice to Centres -Informing candidates of their centre assessed marks.

2. Appeals against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

This procedure confirms Little Ilford School 's compliance with JCQ's General Regulations for Approved Centres 2025-2026 that the centre will:

> have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged will be provided by the Examination Officer.

Candidates are also made aware of the arrangements for post-results services and the availability of senior members of centre staff immediately after the publication of results, before they sit any examinations by. A letter will be signposted with all this information.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)

This is the only service that can be requested for objective tests (multiple choice tests)

- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)

This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)

- Service 3 (Review of moderation)

This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, the centre will:

1. Consider accessing the script by:

a. (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or

b. (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate

2. Collect informed written consent/permission from the candidate to access his/her script
3. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
4. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
5. Collect informed written consent from the candidate to request the RoR service before the request is submitted

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (RoR service 1 or 2), first advise the candidate to access a copy of his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee for this service) for the centre to submit this request
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline

set by the centre by providing informed written consent (and the required fee for this service) for the centre to submit this request
- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the internal appeals form at least 5 calendar days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of his/her, before the internal deadline for submitting a RoR].

Following the RoR outcome, an external appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the Head of Centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 5 calendar days of the notification of the outcome of the RoR. Subject to the Head of Centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Examinations Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Examinations Officer will keep a record/log of all complaints/appeals, which will include the outcome and outcome date.

Internal appeals forms are kept with the Examinations Officer.

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Appendix 8.- Whistleblowing policy

<u>Introduction</u>

Whistleblowing at Little Ilford School is encouraged, not penalised, and staff are made aware that they have a duty to report any concerns they have about the conduct of examinations.

The head of centre and governing board at Little Ilford School aim to create and maintain an approach to examinations that reflects an ethical culture, and encourages staff and candidates to be aware of and report practices that could compromise the integrity and security of examinations.

In compliance with section 5.11 of the JCQ's General Regulations for Approved Centres (1), Little Ilford School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding body immediately of any alleged, suspected or actual 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 (2) and provide such information and advice

as the awarding body may reasonably require.

This policy requirement has been added within General Regulations for Approved Centres in response to the recommendations within the report of the *Independent Commission on Examination Malpractice* (3).

This policy sets out the whistleblowing procedures at Little Ilford School It has been produced by Maty Vaquera who is also a member of the senior leadership team and responsible for handling any cases of whistleblowing. She is fully aware of the contents of this policy and will escalate any instances of malpractice to the relevant awarding body/bodies.

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

Purpose of the policy

This policy:

- encourages individuals to raise concerns, which will be fully investigated by appropriately trained and experienced individuals
- identifies how to report concerns
- explains how such concerns will be investigated and sets expectations regarding the reporting of outcomes
- provides details of relevant bodies to whom concerns about wrongdoing can be reported, including awarding organisations and regulators
- includes a commitment to do everything reasonable to protect the reporter's identity, if requested
- sets out how those raising concerns will be supported.

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

The Whistleblower

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

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

Reporting

If a member of centre staff involved in the management, administration and/or conducting of examinations (such as Examinations Officer, examinations assistant or invigilator), a candidate or a member of the public (such as a parent/carer) has a concern or reason to believe that malpractice has or will occur in an examination or assessment, concerns should normally be raised initially with Maty Vaquera, Assistant Headteacher, the member of the senior leadership team with oversight of examination administration.

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

Examples of malpractice

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

- Failure to comply with examination regulations as set out by the Joint Council for Qualifications (JCQ) and its awarding bodies
- A security breach of the examination paper
- Conduct of centre staff which undermines the integrity of the examination
- Unfair treatment of candidates by either giving an advantage to a candidate/group of candidates (e.g. by permitting a candidate an access arrangement which is not supported by appropriate evidence), or disadvantaging candidates by not providing access to the appropriate conditions (providing a ‘level playing field’)
- Possible fraud and corruption (e.g. accessing the examination paper prior to the examination to aid teaching and learning)
- Abuse of authority (e.g. the head of centre/members of the senior leadership team overriding JCQ and awarding body regulations)
- Other conduct which may be interpreted as malpractice/maladministration

Whistleblowing procedure

If the individual does not feel safe raising the issue/reporting malpractice within the centre, or they

have done so and are concerned that no action has been taken, that individual could consider making their disclosure (4) to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

For members of centre staff, it is likely that the Public Interest Disclosure Act (PIDA) (5) offers you legal protection from being dismissed or penalised for raising certain serious concerns ('blowing the whistle'). Whistleblowing rights under PIDA are day one rights (6) . This means that the worker does not need the same two years' service that is needed for other employment rights.

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

- The qualifications and subjects involved
- The centre involved
- The names of staff/candidates involved
- The regulations breached/specific nature of suspected malpractice
- When and where the suspected malpractice occurred
- Whether multiple examination series are affected
- If the issue has been reported to the centre and what the outcome was
- How the issue became apparent

Members of the public are not protected by PIDA, but the awarding body will make every effort to protect their identity if that is what they wish, unless the awarding body is legally obliged to release it (7) . Alternatively, a worker could consider making a disclosure to Ofqual (8) as a prescribed body for whistleblowing to raise a concern about wrongdoing, risk or malpractice.

Anonymity

In some circumstances, the whistleblower might find it difficult to raise concerns with the nominated member of the senior leadership team. If a concern is raised anonymously, the issue may not be able to be taken further if insufficient information has been provided. In such instances, and if appropriate, the allegation may be disclosed to a union representative, who could then be required to report the concern without disclosing its source. Alternatively, whistleblowers or others with concerns about potential malpractice can report the matter directly to Ofqual, who is identified as a 'prescribed body' (9) .

Awarding organisations are not prescribed bodies under whistleblowing legislation; however, awarding organisation investigation teams do give those reporting concerns the opportunity for anonymity.

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

Candidates

Candidates at Little Ilford School are made to feel comfortable discussing/reporting malpractice issues of which they are aware. The regulations surrounding their assessments, and wider academic integrity, will be reiterated to candidates who are undertaking, or who are about to undertake, their courses of study.

***References*:**

(1) Reference www.jcq.org.uk/examinations-office/general-regulations/

(2) Reference www.jcq.org.uk/examinations-office/malpractice/

(3) Reference www.jcq.org.uk/examination-system/imc-home/

(4) Reference www.jcq.org.uk/examinations-office/malpractice/public-interest-disclosure-act/

(5) Reference Public Interest Disclosure Act 1998 www.legislation.gov.uk/ukpga/1998/23/contents

(6) Reference https://protect-advice.org.uk/pida/

(7) Reference www.ocr.org.uk/administration/generalqualifications/assessment/malpractice/whistleblowing/

(8) Reference www.gov.uk/guidance/ofquals-whistleblowing-policy

(9) Reference www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies

Appendix 9.- Protocol for Mocks and GCSE examinations

<u>Time of examinations and arrangements for candidates, including those with Access Arrangements (AA):</u>

- All GCSE AM examinations will start at 9:00 am. This time will be the same for mock examinations (subject to change).
- All GCSE PM examinations start at 1:15 pm. In some cases, early lunch may be need to be arranged for candidates sitting the examination.
- All mock examinations will mirror the GCSE arrangements so that students become familiar with the protocol and processes.

Lining up:

- All candidates taking an examination must line up according to the published seating plan and where instructed, <u>including</u> candidates with AA (Access Arrangements).

- Candidates who need Readers or Scribes and/or have extra time will also line up in the same area as the rest of the candidates.
- AA candidates must not be instructed to go to and/or to line up outside their published examination room(s)
- Both SENCo and DSENCo plus the allocated member(s) of staff and/or SLT will be with the candidates, helping when lining them up and getting into the examination venues.

a) AM and PM examinations

Students will line up where indicated, according to their published seating plan and do so in silence. Students must enter their exam venue in silence and ready to be scanned/checked by invigilators and other members of staff.
Exams regulations such as no phones, watches, etc. must be observed.

Prevention of malpractice -Scanning and checking candidates

a) Collecting phones and other forbidden items:

- Only members of the pastoral team can collect candidates' phones, smart watches and other devices or other unauthorised materials deemed illegal for examination purposes. This will be done in the morning before candidates enter their examination venues.
- Candidates should not hand such forbidden items to any other member of staff. In this case, the item will not be returned until the following day.
- Phones and smart watches will be given back to candidates by the Pastoral Team at the end of the day in the usual manner. To ensure a smooth process when returning phones, it can be suggested that those who also have afternoon examinations, place their phones inside a different box.

b) Scanning and checking candidates:

- When candidates are lining up get ready to be scanned and checked for when they enter the exam venue as pockets being inside out.
- Candidates wearing a hijab, will be asked to show their ears to a female teacher/invigilator to ascertain they are not hiding a device.
- Candidates wearing a PPE mask must also show that there is nothing inside their masks.
- Hands and wrists will be checked. If there are marks or any kind of writing, etc., candidates will wash the marks out, returning as soon as possible to be checked again.
- Wrappers and other labels need to be removed before entering the Sports Hall or exam venue.
- Candidates will also be scanned with wands.
- Coats and bags will be located in a designated area out of the reach of students.
- AA candidates will be checked as they enter the examination room(s) by an invigilator or member of pastoral/SLT team, as the rest of the candidates. Their belongings must also be out of reach.

- Candidates will not have access to their bags or coats after they have been checked or during the examination. Should candidates need to get something out of their bags or coats, they must be escorted and be closely supervised by a member of staff.
- One member of the Pastoral Team will take the register inside the examination hall/Auditorium and call home for missing candidates. Register of AA candidates will be taken by invigilator or t D/PAL.
- Member of staff dismissing candidates, must arrive at least 5 minutes before the end of the examination.
- Candidates who have examinations in the afternoon will be dismissed from Rectory Road exit and will not be allowed to come back into the main building unless they have a detention or intervention.
- If candidates have an after school detention or intervention, they will remain seated and will be escorted to the detention room by the pastoral team once all candidates have been dismissed.
- Candidates with AA will be dismissed from the examination rooms at the end of their allocated time and will be escorted down by their Readers / Scribes or invigilators.

In case of rain:

- For large examinations, candidates will go to the auditorium or the dining hall. One row will be called at a time and will be taken into the Sports Hall.
- For other examinations with a small number of candidates, all candidates will go to the dining hall or the Dance Studio (tbc at the time), where they will be called in row order, both for AM and PM examinations.
- In all cases, candidates with AA need to be called in first and taken to their examination rooms by their Reader or Scribe.

Candidates who are late :

If a candidate arrives late for an examination, after the start of the published starting time, he/she will remain in reception until collected by a member of the pastoral team, who will collect the students in order to:

e) confirm the identity of the student
f) ascertain the reason for lateness
g) secure the integrity of the exam and to avoid any suspicions of malpractice
h) check if there are any H&S or safeguarding issues with the student(s).

Once these checks are made, the pastoral team will inform the Examinations Officer and will escort the student to the relevant examination venue.

If a candidate arrives more than one hour after the published starting time for the examination, he/she may not be allowed to sit the examination

All late arrivals will be recorded and monitored on the log in the examination venue.

In addition, for Mock examinations, all late or absent candidates will be given the opportunity to do their missed examination after school, supervised by their teachers. It should not be expected that invigilators would supervise these examinations.

Prayers:

- Candidates must bear in mind that their examinations take priority over their prayers
- Prayers will need to take place in another room if the Auditorium or the Dance Studio are needed for examinations

Appendix 10.- Escalation Process.

If the Head of Centre is absent, the escalation process will be as follows:

Andrew Finn	Headteacher (Head of Centre)
Jenny Evans	Deputy Headteacher
Matilde Vaquera	Assistant Headteacher

If the SLT member who oversees examinations is absent, the escalation process will be as follows:

Naveen Ahmed	Deputy Headteacher
Nazmul Islam	School Business Manager

Little Ilford School has in place a member of the senior leadership team who:

- provides support and guidance to the Examinations Officer
- ensures that the integrity and security of examinations and assessments is maintained throughout an examination series
- ensures centre staff undertake key tasks within the examinations process and meet internal deadlines set by the Examinations Officer
- makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during an examination.

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

Little Ilford School 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

Little Ilford School 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 solely assigned to examinations for the purpose of administering secure examination materials
- appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
- access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (ensuring only persons authorised by the Head of Centre and the Examinations Officer are allowed access to the centre's secure storage facility as one of the two to six key holders)
- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- 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 Instructions for conducting examinations
- 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
- obtains written approval from the relevant awarding body before permitting a third party to deliver any part of a qualification including assessments
- takes an ethical approach and works proactively to avoid malpractice among candidates and staff
- takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- ensures risks to the examination 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 staff absence)

Appendix 11.- Conflict of Interest Policy

All centres, must declare to examination boards any conflict of interests that may occur between members of staff and examination candidates. The examination boards i.e. AQA, OCR, Pearson, WJEC (Eduqas) require the details of any potential conflict in for each of the Summer exams series.

Conflict of Interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could potentially use that

information or their position to give an unfair advantage to a close friend or relative entered for an examination/assessment **at this or any other centre**. A Conflict of Interest also occurs if any member of our centre's staff is entered for an examination/assessment.

'Related People' are those with whom the member of staff has a close relationship. It would certainly include spouses, children and siblings, but would also include close friends, relatives and members of the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece, etc., would count if the contact with that person was close and frequent.

"Entering members of staff for qualifications at their own school/college should be a last resort, when the individual has been unable to find an alternative. In this case the Head of Centre must ensure that the:

- *usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials*
- *member of staff does not receive any preferential treatment."*

The **conflict of interest** process is designed to protect the integrity of the exams system, and also helps to ensure that staff members at schools and colleges are protected if there is an allegation of malpractice due to a perceived, or real, personal interest. .

Any member of staff affected by this, must complete a **Declaration of Interest form** and handed in to JPA by the end of February, before the exam series start. This form is at the end of this policy and can also be obtained from the Examinations Officer.

Appendix 12.- Procedures

A. Procedures to verify the identity of all candidates at the time of the Examination or assessment
B. Procedures for how the centre will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies
C. Process to check the qualification of the centre's assessors and that the correct procedures are followed

A.- PROCEDURES TO VERIFY THE IDENTITY OF ALL CANDIDATES AT THE TIME OF THE EXAMINATION OR ASSESSMENT

Verifying candidate's identity procedure

Little Ilford School will provide a seating plan along with name and examination number indicating allocated rows and numbers. Heads of Year will take the attendance register to verify candidates' identity and that they are seated in the allocated seats.

The Examinations Officer or senior member of staff will be able to confirm any identity if there are any concerns.

“The centre agrees to... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment;” [GR 5]

B.- Enquiries about results (EARs) and access to scripts

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

- If a result is queried by the Centre then the Head of Centre will investigate the feasibility of asking for a re-mark at the Centre’s expense.
- If a result is queried by a candidate against the advice of the Centre then the expense will be charged to the candidate. Cheques for the full amount must be received, together with the appropriate signed authority by the candidate before the Centre will make the Enquiry.

Access to scripts:

- Candidates may ask the Centre to request the return of papers within 3 days’ scrutiny of the results. The cost of this service will be charged to the candidate.
- Centre staff may request the return of scripts for teaching purposes. The consent of the candidates must be obtained for this and the cost will be borne by the Centre.
- GCSE re-marks cannot be applied for once a script has been returned.

“The centre agrees to… have in place written procedures for how it will deal with candidates‘ access to scripts, enquiries about results and appeals to the awarding bodies and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results;” [GR 5]

C.- Process to check the qualifications of the centre’s assessor and the procedure followed.

The specialist centre assessor is appointed at the start of each academic year by the Head of Centre with the assistance of the SENCO. The specialist assessor must either be: · A qualified Psychologist registered with the Health & Care Professions Council (HCPC). · A specialist assessor with a current SpLD Assessment Practising Certificate, awarded by BDA. A specialist assessor with a postgraduate qualification in individual specialist **assessment at or equivalent to** Level 7. The Head of Centre will check that the centre’s specialist assessor’s qualifications meet the JCQ required levels. The SENCO will monitor that the assessment process is correctly carried out. Our school’s specialist assessor is:

Julian Whiddett who holds the following qualifications

Level 7 Diploma in Teaching and Assessing learners with Dyslexia/Specific Learning difficulties (November 201

Level 5 Diploma in Teaching learners with Dyslexia (November 2011)

Appendix 13.- Forms- non-entries, withdrawal, change of tier, late entry and Declaration of Interest forms.

GCSE NON-ENTRIES FORM Summer 20____ Completed forms must be received by Examinations Officer by the deadline.	
DATE:	
CANDIDATE FORENAME:	
CANDIDATE SURNAME:	
TUTOR GROUP:	
EXAMINATION CANDIDATE NO:	
SUBJECT:	
SUBJECT TEACHER:	
DATE SUBJECT STARTED IF MPA:	
APS:	
Please indicate if HAT, PPG, SEN, LAC.	
PROGRESS 8:	
IMPACT ON EBACC:	
ACTIONS TAKEN BY TEACHER AND CTL TO SUPPORT CANDIDATE TO THIS STAGE:	
REASON FOR NON-ENTRY REQUEST:	

REQUESTED BY:	
CTL's SIGNATURE and date:	
SLT LM's SIGNATURE and date:	
SLT EXAMINATIONS LM's SIGNATURE and date:	
PARENT/CARER INFORMED (MEETING, PHONE CALL - indicate) and date:	
DATE DISCUSSED AT SLT:	
WITHDRAWAL AUTHORISED – IWI's SIGNATURE (compulsory).	
Examinations office use only: ***Action taken:*** ***Sent to Examination board via EDI : Yes/no*** ***Date:*** ***Signature:***	

NOTE: If the deadline for entries set by the awarding body has passed, CTL will need to complete a WITHDRAWAL REQUEST FORM and the amendment fee will be charged to the relevant department. Only completed forms with all signatures and all information will be processed.

GCSE WITHDRAWAL REQUEST FORM Summer 20____

<u>Completed forms</u> must be received by Examinations Officer by the deadline.

DATE:	
CANDIDATE FORENAME:	
CANDIDATE SURNAME:	
TUTOR GROUP:	
EXAMINATION CANDIDATE NO:	
SUBJECT:	
SUBJECT TEACHER:	
DATE SUBJECT STARTED if MPA:	
APS:	
Please indicate if HAT, PPG, SEN, LAC.	
PROGRESS 8:	
IMPACT ON EBACC:	
ACTIONS TAKEN BY TEACHER AND CTL TO SUPPORT CANDIDATE TO THIS STAGE:	
REASON FOR WITHDRAWAL REQUEST:	
REQUESTED BY:	
CTL's SIGNATURE and date:	
SLT LM's SIGNATURE and date:	

SLT EXAMINATIONS LM's SIGNATURE and date:	
PARENT/CARER INFORMED (MEETING, PHONE CALL – indicate) and date:	
WITHDRAWAL AUTHORISED – IWI's SIGNATURE (compulsory to proceed).	
IF REQUESTED AFTER, DEPT TO BE CHARGED:	
DATE:	
Examinations office use only: ***Action taken:*** ***Sent to Examination board via EDI : Yes/no*** ***Date:*** ***Signature:***	

NOTE: If the deadline set by the awarding body has passed, then the amendment fee will be charged to the relevant department. Only completed form with all signatures and all information will be processed.

GCSE LATE ENTRY FORM Summer 20____	
DATE:	

CANDIDATE FORENAME:	
CANDIDATE SURNAME:	
TUTOR GROUP:	
EXAMINATION CANDIDATE NO:	
SUBJECT:	
TEACHER:	
SUBJECT TEACHER:	
DATE SUBJECT STARTED IF MPA:	
APS	
Please indicate if HAT, PPG, SEN, LAC.	
PROGRESS 8:	
REASON FOR LATE ENTRY:	
REQUESTED BY:	
CTL'S SIGNATURE and date:	
SLT SUBJECT LM'S SIGNATURE and date:	
SLT EXAMINATIONS LINE MANAGER'S SIGNATURE and date:	
PARENT/CARER INFORMED (MEETING, PHONE CALL) & DATE:	

TO BE CHARGED: PARENT / DEPT/ (SCHOOL only if MPA after deadline)	
AMOUNT:	
DATE:	
Examinations office use only: ***Action taken:*** ***Sent to Examination board via EDI : Yes/no*** ***Date:*** ***Signature:***	

NOTE: Please indicate clearly if a parent / guardian, candidate or teacher is requesting the late entry and the reason.
Only completed form with all signatures and all information will be processed.

GCSE CHANGE OF TIER FORM SUMMER 20_____ **<u>Completed forms</u> must be received by Examinations Officer before the deadline to be able to process it without incurring in a fee.**	
DATE:	
CANDIDATE FORENAME:	
CANDIDATE SURNAME:	
TUTOR GROUP:	

CANDIDATE EXAMINATION NO:	
SUBJECT:	
APS:	
Please indicate if HAT, PPG, SEN, LAC.	
PROGRESS 8:	
TEACHER:	
PAPER (E.G. PAPER 3):	
CURRENT TIER:	
NEW TIER:	
REASON FOR CHANGE OF TIER:	
REQUESTED BY (teacher / parent / candidate):	
CTL'S SIGNATURE:	
SLT SUBJECT LM'S SIGNATURE:	
SLT EXAMINATIONS LINE MANAGER'S SIGNATURE:	
PARENT/CARER INFORMED (INDICATE IF MEETING, PHONE CALL) & DATE:	
IF AFTER DEADLINE, PARENT / DEPT TO BE CHARGED:	

AMOUNT TO PAY:	
DATE PAYMENT RECEIVED:	
Examinations office use only: ***Action taken:*** ***Sent to Examination board via EDI : Yes/no*** ***Date:*** ***Signature:***	

NOTE: Please indicate clearly if a parent / guardian, candidate or teacher is requesting the change of tier and the reason.
If the deadline for changes set by the awarding body has passed, then the amendment fee will be charged to the relevant department / parents. Only completed form with all signatures and all information will be processed AND ONLY WHEN PAYMENT HAS BEEN RECEIVED FROM PARENT.

Declaration of Interest form 2025/26 – Little Ilford School – Centre No 13222

To comply with the regulations, the centre is required to manage conflicts of interest and inform the relevant awarding body/bodies (by the published deadline for entries for each examination series) of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units, **and**

maintains clear records of **all instances** where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- centre staff are taking qualifications at their centre which **do not** include internally assessed components/units
- centre staff are taking qualifications at other centres

To ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)/role(s)	
Subject(s) you teach (if applicable to your role)			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the **2025/26** academic year)

☐ I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)
Steps I have taken to seek an alternative centre at which to take the qualification(s)			

☐ I am teaching and preparing a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)for a qualification(s) which includes an internally assessed component/unit

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)				
Candidate number			Relationship to me	
Qualification(s) being taught and prepared for	Awarding body	Qualification type	Specification (Subject)	

☐ I am a member of exams office staff and have a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments at this centre or another centre

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)	
Where the candidate is being entered	☐ This centre ☐ Another entering centre (tick box as applies)

Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)		Entering centre number (if known)	

☐ I am taking a qualification at this centre which does not include internally assessed components/units

☐ I am taking a qualification at another centre

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)	Exam series
Entering centre name			Entering centre number (if known)	

☐ I have none of the above statements to declare

Date declaration(s) made: Signature to confirm declaration(s):

This completed form (including date and signature) must be returned to the Exams office by **Friday 13th February 2026**

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you.

All records are subject to inspection by the JCQ/awarding body on request and will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (for the relevant exam series).

FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflicts of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place t o manage the risk represented by the COI