



**RUSHEY MEAD**  
**ACADEMY**

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**Exams Policy**

1. Exam responsibilities.
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3. Exam Seasons & Timetables.
4. Entries, entry details and late entries.
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### **The purpose of this exam policy is:**

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

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

This Exam Policy will be reviewed every two years.

This Exam Policy will be reviewed by the Principle, Senior Leadership Team, Exam's Manager and agreed by the governors.

### **1. Exam Responsibilities**

#### **Principle**

- Overall responsibility for the Academy as an exam centre.
- The Principle is responsible for reporting all suspicions or actual incidents of malpractice to the Exams Manager. The Principle has the authority to remove a candidate from the examination room, but only should do so if the candidate would disrupt others by remaining in the room. Refer to the JCQ document '*Suspected malpractice in examinations and assessments.*'

#### **Exams Manager**

Manages the administration of external and internal exams:

- Advises the Senior Leadership Team, Heads of Faculty, Teaching Staff other relevant support staff of examination timetables and application procedures as set by the various exam boards
- Advises Heads of Faculty with regards to enquiries about results in accordance with JCQ regulations.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary controlled assessments/coursework are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations.*

- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the senior exam invigilator and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' controlled assessment/coursework marks, tracks despatched and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges the distribution of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- The exams assistant assists the exams manager and deputises in the absence of the exams manager.

### **Heads of Faculty/Academy/Curriculum**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### **Teaching Staff**

- Completing necessary tiers of entry, estimated grades and controlled assessment/coursework marks for each awarding body.

### **SENCO/EAL Department**

- A candidate's special needs requirements are determined by the SENCO and educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

- Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Manager.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Manager.
- Data protection forms for access arrangements must be signed by each candidate.
- Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Manager.
- Invigilation and support for access arrangement candidates will be organised by the Exams Manager.

- Any personal information regarding students that require access arrangements must be kept secure in the exams office.

### **Senior invigilator/invigilators**

- Non-teaching invigilators will be used for external exams.
- The recruitment of invigilators is the responsibility of the Exams Manager and the HR administrator.
- Securing the necessary DBS clearance for new invigilators is the responsibility of the HR administrator.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Senior Invigilator.

### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework and controlled assessment regulations and signing a declaration that authenticates the work as their own.
- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- The Exams Manager will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

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

The statutory tests and qualifications offered at this centre are decided by the Heads of Faculty and the Senior Leadership Team.

The statutory tests and qualifications offered are Midyis, GCSE's, BTECs, Entry Level, Adult Literacy, Adult Numeracy and vocational qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the end of the autumn term.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, Heads of Faculty. Final decision will be made by the Principle.

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

### **3.1 Exam seasons**

Mock examinations are scheduled in November and December, usually with one time slot per subject. Full examination conditions apply.

External exams are usually scheduled for May / June.

### **3.2 Timetables**

Once confirmed, the Exams Manager will circulate the exam timetables for internal exams and external exams.

## **4. Entries, entry details and late entries**

### **Entries**

Candidates are selected for their exam entries by the Heads of Faculty and the subject teachers.

Any change of entry or withdrawal from an examination after the Awarding Body deadline is chargeable to either the candidate or faculty

The centre does accept entries from external candidates.

### **Late entries**

Entry deadlines are circulated to Heads of Faculty via email.

Late entries are authorised by the Heads of Faculty and the Exams Manager

## **5. Exam Fees.**

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by faculties unless:

- Students do not fulfil the course requirements.
- Students fail to attend lessons.
- Students fail to attend the examination.
- Students/Parent request that a change be made.
- In these cases the student's family will be responsible for payment.

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

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications.

Consideration regulations and guidance are consistent with the law.

## **7. Examinations Days**

The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the Senior Invigilator.

The Premises Manager is responsible for setting up the allocated rooms.

The Exams Manager and an experienced Invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates

In practical exams subject teachers can be available in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. If a member of subject staff should gain access to an examination paper during an external exam then they must not leave the examination room until 1 hour after the published start time. Papers will be distributed to Heads of Faculty at the end of the exam session.

## **8. Clashes and Special Consideration.**

### **Clash candidates**

The Exams Manager will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Manager, or an Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The exams office will then submit an online special consideration request to the relevant awarding body within seven days of the exam.

## **9. Controlled Assessment and Appeals against Internal Assessments.**

### **Non-examined Assessments**

Candidates who have to complete non-examined assessment should do so by the deadline set by the awarding body.

Heads of Faculty will ensure all requested work is ready for despatch at the correct time. The Exams Manager will keep a record of what has been sent when and to whom.

Marks for all non-examined assessed work are submitted to the awarding bodies by the Exams Manager and the Heads of Faculty.

### **Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their non-examined assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by 30 June to the Principle (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Principle's findings will be notified in writing, copied to the exams office and recorded for Awarding Body inspection.

## **10. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)**

### **Results**

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses (candidates to provide sae).

Arrangements for the Academy to be open on results days are made by the Principle and the Premises Manager.

The provision of staff on results days is the responsibility of the Exams Manager

## **Enquiries about Results**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking or the result is within 3 marks of the next grade according to the grade boundaries.

If a result is queried, the Exams Manager will submit a re-mark request using the online secure site at a cost to either the Faculty or candidate. The Exams Office will pay if it will make a difference to the centre's overall results.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

## **Access to Scripts**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

## **Certificates**

Certificates are collected by candidates from the centre and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised by letter to do so. Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for two years.

## **11. Conflict of Interests**

Conflict of interest occurs when:

- A member of staff employed by the centre is taking a qualification at the centre which includes internally assessed components/units
- A candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate

When conflict of interest occurs, it is the responsibility of the Head of Centre to ensure the relevant awarding bodies are informed.

It is the Examinations Officer who is responsible for maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

## **12. Malpractice/Maladministration**

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

- Gives rise to prejudice to candidates
- Compromises public confidence in qualifications
- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Malpractice includes maladministration and instances of non-compliance with the regulations, and includes activity such as failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or failures of compliance with JCQ regulations in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms. This list is not exhaustive.

Rushey Mead Academy is obliged to notify the qualifications regulators of certain malpractice incidents, in accordance with the regulators' conditions. The following are types of malpractice:

- Breach of security
- Deception
- Improper assistance to candidates
- Failure to co-operate with an investigation
- Maladministration
- Candidate malpractice

### **Head of Centre Responsibilities**

- Notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in coursework or non-examination assessments before the authentication forms have been signed by the candidate. If staff malpractice is discovered in coursework or non-examination assessments, the head of centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s)
- Report malpractice using the appropriate forms
- Be accountable for ensuring that the centre and centre staff comply at all times with the awarding body's instructions regarding an investigation
- Ensure that if it is necessary to delegate the gathering of evidence to a senior member of centre staff, the senior member of centre staff chosen is independent and not connected to the department or candidate involved in the suspected malpractice.
- Ensure there is no conflict of interest which might compromise the investigation
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice.
- Make information requested by an awarding body available speedily and openly
- Co-operate with an enquiry into an allegation of malpractice and ensure that their staff do so also, whether the centre is directly involved in the case or not
- Ensure staff members and candidates are informed of their individual responsibilities and rights as set out in this document
- Forward any awarding body correspondence and evidence to centre staff and/or provide staff contact information to enable the awarding body to do so
- Pass on to the individuals concerned any warnings or notifications of penalties, and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

These responsibilities extend to instances of suspected malpractice involving private candidates entered through the centre.

Failure to comply with these requirements may itself constitute malpractice.

## **Examples of Malpractice**

The following are examples of malpractice. This is not an exhaustive list and as such does not limit the scope of the definitions. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

### **Centre staff malpractice**

#### **1. Breach of security**

Any act which breaks the confidentiality of question papers or materials, and their electronic equivalents, or the confidentiality of candidates' scripts or their electronic equivalents. It could involve:

- Failing to keep examination material secure prior to an examination
- Discussing or otherwise revealing information about examinations and assessments that should be kept confidential, e.g. internet forums/social media
- Moving the time or date of a fixed examination beyond the arrangements permitted within the JCQ publication Instructions for conducting examinations. Conducting an examination before the published date constitutes centre staff malpractice and is a clear breach of security
- Failing to adequately supervise candidates who have been affected by a timetable variation (this would apply to candidates who are subject to overnight supervision by centre personnel or where an examination is to be sat in an earlier or later session on the scheduled day)
- Releasing candidates early from a timetabled assessment (e.g. before 10 a.m. for a morning session examination)
- Permitting, facilitating or obtaining unauthorised access to examination material prior to an examination
- Failing to retain and secure examination question papers after an examination in cases where the life of the paper extends beyond the particular session, e.g., where an examination is to be sat in a later session by one or more candidates due to a timetable variation
- Tampering with candidate scripts, controlled assessments, coursework or non-examination assessments after collection and before despatch to the awarding body/examiner/moderator (this would additionally include reading candidates' scripts or photocopying candidates' scripts prior to despatch to the awarding body/examiner)
- Failing to keep secure computer files which contain candidates'-controlled assessments, coursework or non-examination assessments.

### **Deception**

Any act of dishonesty in relation to an examination or assessment including, but not limited to:

- Inventing or changing marks for internally assessed components (e.g. non-examination assessments) where there is no actual evidence of the candidates' achievement to justify the marks awarded
- Manufacturing evidence of competence against national standards
- Fabricating assessment and/or internal verification records or authentication statements
- Entering fictitious candidates for examinations or assessments, or otherwise subverting the assessment or certification process with the intention of financial gain (fraud)
- Substituting one candidate's-controlled assessment, coursework or non-examination assessment for another's
- Providing misleading or inaccurate information to an awarding body, candidates and/or parents.

## **Improper assistance to candidates**

Any act where assistance is given beyond that permitted by the specification or regulations to a candidate or group of candidates, which results in a potential or actual advantage in an examination or assessment.

For example:

- Assisting candidates in the production of controlled assessment, coursework, non-examination assessment or portfolios, beyond that permitted by the regulations
- Sharing or lending candidates'-controlled assessment, coursework or non-examination assessment with other candidates in a way which allows malpractice to take place
- Assisting or prompting candidates with the production of answers
- Permitting candidates in an examination to access prohibited materials (dictionaries, calculators etc.)
- Prompting candidates in an examination/assessment by means of signs, or verbal or written prompts
- Assisting candidates granted the use of a Communication Professional, an Oral Language Modifier, a practical assistant, a prompter, a reader or a scribe beyond that permitted by the regulations.

## **Failure to co-operate with an investigation**

- Failure to make available information reasonably requested by an awarding body in the course of an investigation, or in the course of deciding whether an investigation is necessary
- Failure to investigate on request in accordance with the awarding body's instructions or advice
- Failure to investigate or provide information according to agreed deadlines
- Failure to immediately report all alleged, suspected or actual incidents of malpractice to the awarding body.

## **Maladministration**

Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms, etc. For example:

- Failing to ensure that candidates'-controlled assessment, coursework, non-examination assessment or work to be completed under controlled conditions is adequately completed and/or monitored and/or supervised
- Failure, on the part of the head of centre, to adhere to awarding body specification requirements in the delivery of non-examination assessments, endorsements and other projects required as part of a qualification. These include the GCSE Computer Science Programming Project and GCSE English Language Spoken Language Endorsement
- Inappropriate members of staff assessing candidates for access arrangements who do not meet the criteria as detailed within Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments
- Failure to use the correct tasks/assignments for assessments
- Failure to train invigilators and those facilitating access arrangements adequately, e.g. readers and scribes, leading to non-compliance with the JCQ publications.
- Failing to issue to candidates the appropriate notices and warnings
- Failure to inform the JCQ Centre Inspection Service of alternative sites for examinations
- Failing to post notices relating to the examination or assessment outside all rooms (including Music and Art rooms) where examinations and assessments are held

- Not ensuring that the examination venue conforms to the requirements as stipulated in the JCQ publication Instructions for conducting examinations
- Failing to prevent the introduction of unauthorised material into the examination room, either prior to or during the examination (NB this stops the use of the examination room to coach candidates or give subject-specific presentations, including power-point presentations, prior to the start of the examination)
- Failing to remind candidates that any mobile phones or other unauthorised items found in their possession must be handed to the invigilator prior to the examination starting
- Failure to invigilate examinations in accordance with the JCQ publication Instructions for conducting examinations
- Failure to have on file for inspection purposes accurate records relating to overnight supervision arrangements
- Failure to have on file for inspection purposes appropriate evidence, as per the JCQ publication Access Arrangements and Reasonable Adjustments, to substantiate approved access arrangements processed electronically using the Access arrangements online system
- Granting access arrangements to candidates who do not meet the requirements of the JCQ publication Access Arrangements and Reasonable Adjustments
- Granting access arrangements to candidates where prior approval has not been obtained from the Access arrangements online system or, in the case of a more complex arrangement, from an awarding body
- Failure to supervise effectively the printing of computer-based assignments when this is required
- Failing to retain candidates'-controlled assessments, coursework or non-examination assessments securely after the authentication statements have been signed or the work has been marked
- Failing to maintain the security of candidate scripts prior to despatch to the awarding body or examiner
- Failing to despatch candidates' scripts, controlled assessments, coursework or non-examination assessments to the awarding bodies, examiners or moderators in a timely way
- Failing to notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice
- Failing to conduct a thorough investigation into suspected examination or assessment malpractice when asked to do so by an awarding body
- Breaching the published arrangements for the release of examination results
- Inappropriate retention or destruction of certificates
- Failing to recruit learners with integrity, including the recruitment of learners who have not met the qualification's minimum entry requirements wherever stipulated and/or the recruitment of learners who are unable or otherwise unlikely to complete the qualification

### **Candidate malpractice**

For example:

- The alteration or falsification of any results document, including certificates
- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
- Collusion: working collaboratively with other candidates, beyond what is permitted; • copying from another candidate (including the use of technology to aid the copying)
- Allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment
- The deliberate destruction of another candidate's work

- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- Failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information on-line
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication
- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio
- Allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment
- The misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials)
- Being in possession of unauthorised confidential information about an examination or assessment
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- The inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- Plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing
- Theft of another candidate's work
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor
- Facilitating malpractice on the part of other candidates
- Behaving in a manner so as to undermine the integrity of the examination

## Gathering Evidence

The person gathering evidence on an allegation of candidate malpractice within a centre must collect the evidence and submit a report to the awarding body.

The person gathering evidence must have no personal or other conflict of interest in the outcome of that investigation.

### Further Details

[Malpractice 20-21 v2-1.pdf \(jcq.org.uk\)](#)

**Rushey Mead Academy  
Exams Policy**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason for Change</b>
0.1	22.04.2015	JST	Review of policy.
0.2	30.10.2017	JST	Changes to how the policy will be monitored have been implemented. The Governing Body will no longer review the policy annually. Governors will be updated kept informed of when policies are introduced, reviewed, updated, replaced, approved or retired. Governors will be sent a policy summary update in advance of each local governance committee meeting. Details of the Exams Contingency Plan are introduced.
0.3	12.02.2020	JST	Review of policy to ensure we still comply to JCQ guidelines. Amended the responsibility of recruiting new invigilators is the Exams Manager and Data Services Manager.
0.4	22.04.2021	AGL	Conflict of interest and Malpractice/Maladministration sections added to the policy.