



LARCHES
HIGH SCHOOL

Exams Policy 2024/2025

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the exams policy

Role	Name(s)
Head of Centre	Mrs Christine Mitchell
Deputy Head/SENDCo	Miss Amy Shorrocks
Exams Officer Line Manager Deputy Head	Mrs Anita Shaw
Exams Officer	Miss Sharon Romain
SLT member(s)	Mrs Christine Mitchell
	Mrs Anita Shaw
	Miss Amy Shorrocks
	Miss Zoe Ellis

Purpose of the policy

Larches High School is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- All aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies and procedures
- All centre staff involved in the exams process clearly understand their roles and responsibilities
- All exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times for GCSE, Functional Skills, and Btec Awards.
- Exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff. Staff are fully informed of the contents of this policy. All staff emailed a copy of the policy prior to receiving exam invigilator training.

Roles and responsibilities overview

The Exams Officer is responsible for administration of all examinations.

Reception staff will support the Exams Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

Subject Co-ordinators/SLT are responsible for deciding the candidates to be entered for subjects and the levels for individual entries.

Attendance of pupils determines the level of entry – staff/SLT to decide which relevant examination is most applicable to the individual student.

Venue

Examinations will normally be held in a room(s) within the school site, which can offer pupils a quiet environment and which is most appropriate at the time for the number of candidates.

Pupils will be assembled outside the examination room and on entry silence must be maintained until the end of the examination, following JCQ regulations.

Timetables

Pupils/parents will be issued with timetables, sent via the post, in advance by the Examinations Officer. Pupils/Parents are expected to check individual timetables carefully and inform the Examinations Officer if there are any mistakes, check each exam and make sure that they know their candidate number. Parents/pupils are informed about the exam Contingency Day at the beginning of school year in Year 11.

Access arrangements

Pupils are assessed as to whether they need Access arrangements by the SENDCo and an external assessor – Joanne Gladders. The assessor is appropriately qualified as required by JCQ regulation in AA, section 7.3. A copy of their qualification certificate is in the front of the exam folder.

Pupils identified as requiring Access Arrangements (this will need to be their normal way of working); liaising with teaching staff to gather evidence, be applied for, and suitably provided for during examinations according to need.

Responsibility for examinations

The Head of Centre will ensure that SLT will provide support and guidance to the Exams Officer to ensure that the integrity and security of examinations and assessments are maintained throughout the exam series; and will ensure all staff comply with JCQ Instructions.

The Head of Centre will ensure that all staff comply with the instructions in the ICE booklet.

The Head of Centre/Exams Officer will ensure the relevant awarding bodies will be informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams.

The Exams Officer will adhere to protocol ensuring centre staff do not have access to examination materials prior to the examination. Staff are briefed on maintaining the integrity and confidentiality of the examination materials.

No centre staff will be entered for any examinations to be sat at Larches High School
Access will be restricted to only named members of staff approved by the Head of Centre.
Exams Officer/Head of Centre are the only key holders.

In order to avoid potential breaches of security an additional member of Centre staff **must** check the time, date and any other paper details **before** opening a packet.

A signed log will be kept of the Exams Officer and relevant staff member.

A log should also be kept of the time the papers are taken out of the secure storage.

Only 'live' confidential material will be stored in the secure storage.

Should the exam packet need to be split for different rooms, this will be done in the exam cupboard under secure conditions not in the exam rooms. Exam papers will be placed in secure/sealed envelopes to be taken to relevant exam rooms, no earlier than 90 mins prior to the exam start time.

Any printing must be carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials.

All exam stationery will be stored in the secure exam room.

Senior members of centre staff who have overall responsibility for preparing candidates for the examination may not be present at the start of the examination.

Authorised senior member of centre staff may only be present in the examination room if they are performing specific tasks.

Coursework

Subject Co-ordinators are responsible for the collection of coursework, the setting of deadline dates for subject teachers and the forwarding of marks to the Examination Officer by the due date.

The Subject Co-ordinators are also responsible for the despatch of sample coursework as requested, ensuring all declarations are enclosed, and the storage and disposal of returned coursework.

The Examination Officer is responsible for monitoring and collating all coursework marks, forwarding marks to the Awarding Bodies, passing moderator details and requests for coursework samples to subject co-ordinators.

Access to Scripts

In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened.

A member of SLT, additional to the person removing the question paper packets from secure storage (exams officer/ other member of SLT), must check the day, date, time, subject, unit/ component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded on the larches check form and

signed and dated. If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately.

The question paper packets must be taken from the secure storage no earlier than 60 mins prior to the starting time for the examination.

The papers are to be checked and opened with two people in the secure room and securely transferred to the appropriate room folders to be taken to each examination room as close to the start of the examination as possible.

The question papers must not be left unattended.

Handling Secure Electronic Materials

Invigilators

All Invigilators are competent and fully trained, understanding what is and what is not permissible.

Regular training, update, briefing and review sessions as required will be given to Invigilators.

Examination Guidance

Exam start times	Morning 09.00	Afternoon 1.00
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Candidates arriving very late, an hour after the published start time, will not be allowed to enter the exam room and will be marked absent for the exam. ie. Arriving after 10am for morning exams and after 2.30pm for afternoon exams.

The candidate may be given the opportunity to sit the exam but we cannot guarantee the script will be accepted by the awarding body.

- Pupils are required to arrive for an examination at least 15 minutes before the published time
- Pupils will not be allowed to leave the examination room until the end of the examination, except for medical emergencies
- A clock will be clearly positioned in the examination room for candidates.
- JCQ Warning to candidates and unauthorised posters will be displayed outside the exam room. (Appendix 4 and Appendix 7) (ICE 11.17)
- Pupils will be given a timetable of examinations prior to the exam series

- All examination equipment will be provided by the school, there will therefore be no bags allowed in the examination room.
- In the case of GCSE and Functional Skills examinations; Larches High School will ensure all pupils are easily identified by individual photo/candidate number cards placed on the exam desks.
- Pupils will be seated in the examination room in specific order as deemed necessary and a seating plan will be kept on file.
- Pupils will not be allowed in the examination room wearing a wrist watch, iwatch, mobile phones, mp3 players, smart watches, or other similar types of electronic equipment.
- Pupils will not be allowed to take drinks into the exam room, if a drink is required during the examination this will be provided by the school. Calculator lids will be removed prior to exam.
- Any pupils involved in any malpractice will be removed from the examination room and the Awarding Body informed immediately. A report will be sent to the relevant exam board.
- Any pupils being disruptive will be removed from the examination room to enable other candidates to continue undisturbed. If a pupil is removed from the examination room the Head of Centre will make a decision as to whether the pupil can continue with the exam in another room based on the information received from the invigilators. In line with JCQ regulations the pupil will not be allowed to leave the premises until one hour after the official start time.
- Pupils to be reminded to check their candidate details are added and signed appropriately. If any amendment is needed to name/paper reference etc after collecting the script this must be countersigned by a member of staff.
- Any pupils arriving for an exam under the influence of drugs or alcohol will not be allowed to sit their exam.
- Coursework/Controlled Assessment. If any candidate or their parents/carers disagrees with a coursework/controlled assessment they should contact the Examinations Officer for a copy of the school's formal appeals procedure.

Identifying Candidates

Invigilators must identify all candidates sitting the exam and complete the attendance register. This will then be verified by a member of SLT or the exams officer. All candidates have photographic evidence on their allocated seating plan to ensure identification has been established.

Any private/ external candidate or transferred candidate who is not known to the school or college will be met by a member of SLT and must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination /assessment, e.g. a passport or photographic driving licence.

Malpractice – See also Appendix 10

The school, 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

We ensure 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*

The school ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.

As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require.

The school ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or where the head of centre, the examinations officer or SENDCo is absent at a critical stage of the examination cycle).

Conflicts of Interest

The exams officer and SLT will ensure that the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:

- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
- a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate

The exams officer and SLT will maintain clear records that confirm the measures taken /protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:

- a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
- a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
- a member of centre staff is taking a qualification at another centre

Exam Clash

Should there be an exam clash, two exams timetabled for the same date time, parents/pupils will be informed. Pupils will be supervised as per JCQ guidelines, taking the next exam after no longer than a 15 minute break, or as appropriate.

Candidate absence

Should a candidate fail to attend for an exam the parent/guardian will be contacted by the Attendance officer. We will try to encourage the pupil to attend.

Failure to attend for an examination may result in the parent/guardian being invoiced for the relevant entry fee.

If a candidate is genuinely ill, please obtain a doctor's note and we will apply for special consideration. This can only be done on receipt of the note.

Should a pupil sit the exam whilst ill with an infectious disease, they will sit in a separate room from other candidates. The candidates script will be placed in a plastic wallet and advice sought from the relevant exam board. Should any bodily fluids be spilt on the paper ie nose bleed, once again paper should be placed in a plastic wallet and exam board informed.

Internal appeals

Please see appendix 6

Escalation process

Please see appendix 9