



GEORGE ABBOT SCHOOL

Policy Title:	Examinations Policy
Author:	Examinations Manager
Date of most recent review:	October 2018

The purpose of this examinations policy is:

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

Every student should be encouraged to complete examination/course preparations and coursework to the best of their ability.

The school is responsible for ensuring all students have the best possible chances of success in examinations and that students are not disadvantaged by organisational or curricular failures.

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

The examinations policy will be reviewed annually by the Senior Leadership Team (SLT) and Examinations Manager.

The Centre will follow Joint Council for Qualifications (JCQ) regulations throughout its exam process.

1. Exam Responsibilities

1.1 Head of Centre

- Overall responsibility for the school as an exam centre
- Delegates responsibility to the Examinations Manager for the efficient and timely administration of the exam process

1.2 Examinations Manager

Within this policy "Examinations Manager" is authorised by the Head of Centre to carry out duties including, but not limited, to the following:

- Operate within JCQ regulations, retain copies of all instructions and make available to Centre staff, Invigilators and candidates as requested
- Inform SLT, Inclusion Managers, Heads of Years (HoYs), Academic Strategic Leads (ASLs), Heads of Departments (HoDs) and other relevant support staff of examination information
- Maintain systems and processes to support the timely submission of exam entries to exam boards
- Produce and distribute exam timetables to candidates
- Receive and check reports from exam boards
- Ensure candidates/parents/guardians have a point of contact for all queries relating to exams
- Ensure candidates are fully aware of JCQ regulations and the expectations of them during the exam process

- Consult with ALS, HoDs/Subject Teachers to ensure that necessary assessments are completed on time and in accordance with JCQ guidelines
- Collate information on estimated entries and inform exam boards accordingly
- Receive, check and securely store all exam papers, pre-release material and exam stationery prior to the exam day
- Securely store all completed scripts and arrange for their appropriate dispatch for marking
- Make and track online applications for special considerations
- Produce and distribute seating plans
- Identify and manage exam timetable clashes
- Provide suitable Access Arrangements for students where identified by the SENCO/Specialist Assessor and in accordance to agreed Centre practices (see Section 6)
- Manage the external invigilators, including training and monitoring to ensure responsible conduct during exams
- Investigate and appropriately report claims of suspected malpractice
- Account for income and expenditures relating to all exam costs
- Arrange for dissemination of exam results and certificates to candidates
- Manage, in consultation with ALSs/HoDs, any appeals/review of marking requests
- Arrange for Certificate distribution to candidates.

1.3 Academic Strategic Leads(ASLs)/Head of Departments(HoDs)

- Accurately inform the Examinations Manager of specification information e.g. specification codes and component numbers
- Accurately inform the Examinations Manager of estimated and actual entries
- Provide the Examinations Manager with exam entry information before the appropriate deadlines
- Immediately inform the Examinations Manager of entry amendments or late entries
- Check entry information provided by the Examinations Manager and promptly report discrepancies and required changes
- Ensure that necessary coursework/assessment documentation is completed and submitted on time and in accordance with JCQ guidelines
- Timely dispatch of assessments to the moderator and safe storage on its return
- Inform the Examinations Manager of any anomalies regarding assessments
- Provide guidance to candidates regarding exam entries or amendments to entries
- Involvement in post-results procedures – identify applicable students
- As appropriate inform the SENCO/Specialist Assessor of access arrangements
- As appropriate inform the Examinations Manager of cases of special considerations as soon as possible
- Collate and submit to the exam board Centre Assessed Marks as prepared by HoDs
- Ensure all students are given notification of non-timetabled/practical assessment dates via the agreed communication process
- Advise the Examinations Manager of non-timetabled/practical assessment dates and any potential clashes
- All non-timetabled/practical assessments are entered onto the school calendar by completing and submitting to the Exams Office a Calendar Request Form.

1.4 Teachers

- As appropriate inform the SENCO/Specialist Assessor of access arrangements
- As appropriate inform the Examinations Manager of cases of special considerations as soon as possible
- Inform HoDs/Subject Teachers of entry requirements for candidates within their teaching group
- Inform candidates of specification restrictions relating to exams, e.g. the number of attempts allowed before certification of the qualification
- Prepare candidates for the exam, including their responsibilities during exams
- Assist in getting candidates into the exam room in the appropriate manner and identifying candidates
- Provide any exam and coursework information required by the HoDs/Subject Teachers
- Review any exam information required by the Head of Department
- Securely keep material completed under exam conditions to support applications for special considerations and until enquiry about results has passed

- Responsible for making and recording the appropriate teacher assessments for Curriculum subjects and keeping evidence to support these assessments
- Responsible for ensuring access arrangements are applied appropriately for coursework and controlled tasks.

1.5 SENCO (Special Education Needs Co-ordinator)

- Responsible for adhering to the requirements as published in the JCQ *Adjustments for candidates with disabilities and learning difficulties*
- Fully complies with The Equality Act 2010 definition of disability in carrying out their role
- Identify candidates requiring access arrangements and arrange appropriate testing through the Centre's Specialist Assessor
- Delegates the applications for access arrangements to the Specialist Assessor using Access Arrangements Online/Centre Admin Portal and where relevant make written applications to exam boards
- Inform the Examinations Manager of required access arrangements by deadline dates
- Arrange for the provision of additional support to candidates to help them achieve course aims.

1.6 External Invigilators

- Know and follow JCQ regulations for conducting examinations at all times
- Assist in the transportation of exam material from the exams office before and after the exam
- Admit candidates into the exam room on time and in the appropriate manner ensuring they know they are under exam conditions
- Ensure candidates have been identified, marked present and any absentees and additional candidates are reported to relevant Centre staff
- Open and distribute exam papers and other materials to candidates
- Read erratum notices
- Respond to candidate queries and refer as necessary to the Examinations Manager
- Supervise candidates in a quiet unobtrusive manner
- Supervise candidates who need to leave the exam room during the exam
- Collect exam papers in the correct order at the end of the exam and return them with any other material to the exams office
- Dismiss candidates in an orderly manner at the end of the exam
- Supervise clash candidates between exams
- Report any instances of suspected malpractice to the Examinations Manager.

1.7 Candidates

- It is expected that parents/guardians will take responsibility alongside candidates where appropriate
- Check interim and final exam timetables
- Immediately refer any queries to teachers, HoDs/Subject Teachers or the Examinations Manager
- On the day of the exam check their individual candidate exam timetables, plasma overhead screens and arrive at the exam room before the scheduled start time of the exam
- To be fully prepared for exams with all the required equipment
- To ensure exam conditions on personal conduct are abided by
- To have read and understood all exam material published onto School website under Parents\Examinations
- To inform the school of any difficulties attending exams, such as unexpected late arrival on the exam day, absence or disadvantage on the exam day due to illness or personal misfortune
- To understand specification restrictions relating to exams, e.g. the number of attempts allowed before certification of the qualification
- Understand controlled assessment/coursework/non examination assessment regulations, complete work by deadlines given and sign a declaration that authenticates this work as the candidate's own.

2 The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre, Deputy Heads and the ASLs.

The qualifications offered are:

- GCSE
- A Levels
- Entry Level Certificate
- BTECs
- Digital Applications (CiDa/DiDa)
- Cambridge Nationals
- City & Guilds

The subjects offered for these qualifications in any academic year may be found in the Year 8 Key Stage 4 Curriculum booklet for that year. Where there is a change of specification from the previous year the HoDs must inform the Examinations Manager by the first week of July before teaching commences in September. This may be done as part of the estimated entry information collected by the Examinations Manager annually during July or may be provided earlier.

George Abbot will only accept exam entry requests from students in Years 9 and above.

Decisions on which subjects and the associated exams a candidate should take will be made in consultation with the candidate, parents/carers, SENCO, Subject Teachers, HoDs, ASLs and HoYs.

2.1 Key Stage 3

- All students will follow the appropriate programme of study as determined by the school
- The school will consider the use of intervention or booster strategies for candidates judged unlikely to attain minimum expected grades

2.2 Key Stage 4 & 5

- All candidates will be entitled, and able, to achieve an entry for qualifications from an external awarding body
- The school will consider the use of intervention or booster strategies for candidates judged unlikely to attain minimum expected grades
- Candidates will be required to complete coursework, controlled assessments and non-examination assessments, and sit exams to complete the qualification

3 Exam Seasons and Timetables

External exams are scheduled in:

- November (re-takes for GCSE Maths and English Language only)
- May/June (Summer series)
- Together with additional windows for last opportunity legacy specifications/BTEC Units and others as appropriate

The exam board will publish which exams are available during each series. HoDs will decide which exam series to enter candidates for and which candidates should be entered and the tier, with ASLs signing off. This information should be passed to the Examinations Manager before the appropriate deadline.

Once final timetables are available from the exam board the Examinations Manager will produce and distribute exam timetables via Schoolcomms (hardcopy where appropriate).

Formal Yr11 Mocks will take place in December. The exam timetable will be approved by the Deputy Head, Student Development & Progress and the Assistant Head, School Organisation. Candidates will be entered by HoDs. Candidates will be provided with an exam timetable and these will be distributed via Schoolcomms (hardcopy where appropriate).

4 Entries, External Entries and Late Entries

4.1 Entries

HoDs, with Subject Teachers, will decide which candidates to enter for exams and, if relevant, at which tier. This information must be submitted to the Examinations Manager within the deadlines given.

Candidates or parents/guardians can request via HoDs:

- That a candidate is entered for an exam (first entry)
- That a candidate is entered for a re-sit of an exam
- A change to the tier entered
- A withdrawal of an entry

Before each exam series, the importing of the basedata and creation of marksheets will be undertaken by the Exams Office.

All school entries will be captured on an Entry Marksheet which will be undertaken by the Exams Office. HoDs/Subject Teachers will be required in SIMS to check these entries.

Completed Marksheets must be checked within SIMS by the given deadline as communicated by the Examinations Manager. Marksheets will then be locked and any further changes/amendments must be emailed to exams@georgeabbot.surrey.sch.uk.

4.2 Private Entries

This Centre will accept private entries from candidates currently on roll. Private Entries will be entered by the Exams Office from completed forms submitted by the appropriate deadline date.

This Centre accepts external private entries only in exceptional circumstances from former candidates only or where there is a valid connection to the Centre for A Level and GCSE examinations. An administration charge of £30 will be levied against the candidate to cover all relevant administration costs in addition to the cost of each exam component. External Entries will be entered by the Exams Office from completed private entry forms submitted by the appropriate deadline date.

Where a candidate wishes to take a foreign language not on the School curriculum, the Centre will only agree to enter the candidate provided their tutor/appropriate adult is willing to conduct the oral exam according to JCQ regulations and where the parent/tutor provide their sign off that the student is being taught the correct specification. It remains the parent/tutor's responsibility to ensure that all material/information required to conduct the oral exam is understood by them and the student. It is also the responsibility of the Parent/Tutor to ensure that all material/forms are understood and completed before any examination sat. An administration fee of £30 will be charged in addition to the exam unit costs for all non-taught language exams.

5 Exam Fees

The Centre will pay all normal exam fees on behalf of candidates. "Normal exam fees" are one entry per candidate per subject or module. The Centre will pay late entry or amendment fees resulting from changes requested by the Centre. Where late entries or amendments occur as a result of the appropriate deadline not being met by the Department, the appropriate charges will be levied against the Department.

Candidates may be liable for fees resulting from entries or changes to entries which are against the advice given by the Centre and result in additional fees or where Candidates have not met the appropriate deadlines.

Candidates or Departments will not be charged for withdrawals or amendments made by the proper procedures provided these are made within the time allowed by the awarding bodies.

The Centre may pay some or all fees (which fall outside of the scope of normal fees as defined above) in cases of hardship when a parent or guardian is unable to meet the cost. The Centre requests that a parent or

guardian who is unable to meet the cost of a request for an entry, change to an entry or withdrawal discusses the case with the ASLs/HoDs or the Exams Office, who will then liaise with the ASLs/HoDs. A decision will be made based upon whether it is deemed an appropriate entry, change or withdrawal for the candidate.

6 The Equality Act 2010, Special Needs, Access Arrangements and Special Considerations

6.1 The Equality Act 2010

The Equality Act 2010 covers general qualifications. All Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

The Centre will recognise its duties towards disabled candidates as defined under the terms of The Equality Act 2010. The Centre will explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the Centre provides to disabled candidates in administering their examinations.

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO/Specialist Assessor who will arrange for appropriate testing through the Centre's Specialist Assessor.

The SENCO/Specialist Assessor will provide subject teachers and the Examinations Manager with details of candidates with special educational needs who are following a line of study leading to an exam. The SENCO/Specialist Assessor will agree with subject teachers any special arrangements that candidates require during both the course and the exam.

The SENCO/Specialist Assessor is responsible for requesting modified papers as appropriate from the exam boards and ensuring this is captured on the access arrangements list for candidates.

The SENCO/Specialist Assessor will inform the Examinations Manager of access arrangements that need to be managed and put in place for any disabled candidates on an individual basis, in order for the Centre to meet its obligations under The Equality Act 2010.

The ordering of modified papers using *Access Arrangements on-line* will be the responsibility of the Specialist Assessor and nominated member of staff within the VI Unit.

The SENCO/Specialist Assessor will assist the Examinations Manager during a general JCQ Inspection for the Access Arrangements element.

6.3 Access Arrangements

An access arrangement is an additional arrangement made available to a candidate which allows them access to an exam equal to that of other candidates. An arrangement may be long term and must therefore reflect the candidate's normal way of working, such as the use of a sign language interpreter, or a temporary requirement such as a scribe for a student with a broken arm.

Candidates requiring access arrangements must sign a Data Protection Notice giving consent to the Centre to share their personal details with awarding and regulatory bodies.

The SENCO/Specialist Assessor and VI Department are responsible for ensuring that applications for access arrangements are made using *Access Arrangements On-line* or in writing to the appropriate awarding body. All applications must be made by the deadline imposed by awarding bodies before each exam series. The Centre deadline for all Access Arrangements for a summer exam series will be the Friday before the February half term. The Centre will not accept any applications for Access Arrangements after these deadlines except for emergency Access Arrangements on the day of the exam.

The SENCO/Specialist Assessor will have in place a statement available to Parents/Carers which details the criteria the Centre uses to award and allocate word processors for exams.

Parents/Guardians/Carers seeking private reports to support an Access Arrangement for a summer exam series must ensure that this report is submitted to SLT before the Christmas holidays for review and approval.

The SENCO/Specialist Assessor is responsible for informing the Examinations Manager of candidates requiring long term access arrangements, arranging testing and providing appropriate evidence to support an application for access arrangements.

Candidates are responsible for informing the Examinations Manager of any factors which may require a temporary arrangement. Medical evidence may be required to support an application for access arrangements. However, in some circumstances the Examinations Manager or other appropriate Centre staff may be able to authenticate an application where the need is obvious, e.g. a broken arm.

Applications for access arrangements, including all supporting evidence, will be retained on file in a secure environment within the SENCO/Specialist Assessor's department. These may be subject to inspection by JCQ as part of an access arrangement inspection or an examination inspection.

The Examinations Manager is responsible for ensuring that appropriate arrangements are in place for candidates to take exams. The rooming and support of such candidates will be arranged in conjunction with the SENCO/Specialist Assessor and invigilation will be provided by members of the invigilation team. Any arrangement for disabled candidates will be managed on an individual basis to enable the Centre to meet its obligations under The Equality Act 2010.

Subject Teachers are responsible for ensuring access arrangements are appropriately applied to all assessments internal and external.

Before the main exam series students/parents will be required to sign off access arrangements that have been granted.

6.4 Special Considerations

Special Considerations can be submitted for:

- Candidates who are present for assessment but disadvantaged by illness or misfortune
- Candidates who are absent for a timetabled component/unit for acceptable reasons

The Examinations Manager is responsible for ensuring that applications for special consideration are made either on-line or in writing to the appropriate awarding body as soon as it is known a special consideration is required. All applications must be made by the deadline imposed by awarding bodies.

Candidates are responsible for informing the Centre (the Examinations Manager, HoYs, a teacher or an invigilator) of any factors preventing the candidate from attending an exam, any factors which may affect or may have affected the candidate's performance during an exam. Centre staff notified of such cases must inform the Examinations Manager immediately.

Medical evidence from a professional may be required to support an application for special consideration. However, in some circumstances the Examinations Manager or other appropriate Centre staff may be able to authenticate an application where the need is obvious, e.g. bereavement at the time of the exam.

Evidence requested from the candidate to support an application for special consideration must be supplied to the Examinations Manager.

Applications for special consideration, including supporting evidence, will be retained on file by the Examinations Manager. These may be subject to inspection by JCQ as part of an access arrangement or examination inspection.

The Examinations Manager is responsible for forwarding to teaching staff any requests for additional evidence

received from awarding bodies. Teaching staff are responsible for providing this evidence to the awarding body promptly and informing the Examinations Manager of any problems with doing so.

If a candidate is ill at the time of their exam, the Examinations Manager, where possible, will endeavour to apply for a Special Consideration if applicable.

7 Suspected Malpractice in Examinations and Assessments

This Centre will follow and adhere to the JCQ *Suspected Malpractice in Examinations and Assessments* guidance.

8 Examination Season

8.1 Managing Invigilators

- Invigilators are recruited and used for both internal and external exams
- The recruitment of invigilators is the responsibility of the Examinations Manager
- The Examinations Manager is responsible for ensuring that all new Invigilators complete and provide the necessary documents for a Disclosure & Barring Service (DBS) check using the online application system. The associated fees are paid by the Centre
- The processing of all DBS checks is the responsibility of the Head of Centre's PA
- All new Invigilators will be given a copy of the Recruitment Process Policy by the Examinations Manager
- All new Invigilators will be required to sign up to the DBS Update Service
- All Invigilators will undertake the online Safeguarding training
- Training of Invigilators is the responsibility of the Exams Team
- The timetabling of Invigilators and briefing on exam days is the responsibility of the Exams Team
- Maintaining 3 monthly visits to school to ensure validity of DBS process.

8.2 Exam Days

- The Examinations Manager will source all venues suitable for exams and make bookings using the Room Booking system
- For exams requiring the Use of Large Spaces, the Examinations Manager will liaise with appropriate Centre staff before the start of any exams series to ensure all affected Centre staff are made aware of the priority the Exams Office requires for these venues
- Candidates requiring access arrangements will be roomed accordingly to the guidelines as set out by JCQ
- Premises are responsible for the setting up of the large spaces
- The Examinations Manager will inform the Premises Manager of venues required, dates and seating plans
- The Examinations Manager will make question papers, exam stationery and any other materials required available to the invigilating team for distribution to candidates
- The Examinations Manager/Assistant Examinations Officer/Lead Invigilator or SLT/Inclusion Manager will start all exams in accordance with JCQ guidelines
- Teaching staff may be present before the start of the exam outside the exam venues to assist with admitting students into the exam venue and the identification of candidates but are not allowed in the exam venues. Teaching staff must not read exam papers or remove exam papers from the exam venue
- Invigilators are not permitted to advise on which questions should be attempted
- Exams papers will be distributed to ASLs/HoDs 24hrs after the exam by the Examinations Manager
- Centre staff may be called upon to enter the exam room during the exam to assist the Examinations Manager with a potential problem relating to the exam paper
- Subject teachers are permitted in practical exams to be on hand in case of technical difficulties
- The JCQ Centre Inspection Service and awarding body representatives may visit centres during exams to carry out permitted inspections. In doing so they are authorised to enter the exam room and question Centre staff and Invigilators on exam arrangements.

8.3 Candidates

- Candidates are expected to comply with the Centre's published rules regarding dress and behaviour. Candidates who do not comply with these rules will be reported to HoY/SLT and may have the non-

uniform privilege withdrawn

- This Centre follows JCQ guidelines regarding conduct during exams. Candidates who are disruptive will be handled according to these guidelines and may be subject to penalties or sanctions with the awarding bodies
- Candidates are responsible for bringing with them into an exam any equipment required to complete the exam. The Centre will only supply exam board materials
- Candidates are not permitted to have on them any unauthorised items such as, but not limited to, calculator case and instructions leaflets, iPods, Mobile Phones, Smart Watches, Tom-Tom Watches, MP3/4 players, fitbits, any potential technological/web enabled sources of information. Unauthorised items brought into the exam room must be handed in to an Invigilator. Mobile phones and electronic devices must be switched off and placed into bags or left at home. Candidates should appreciate there is no secure storage for these items
- Digital watches that signal a beep on the hour are not permitted in the exam venues
- Wrist watches must be removed and placed either into bags or put on the exam desk
- Personal belongings remain the responsibility of candidates and the Centre accepts no liability for their loss or damage
- Bags will be stored either at the back or front of the exam venue
- Candidates are only permitted to leave the examination room for genuine purposes and must be appropriately supervised. Candidates who leave the exam room are not permitted to have contact with anyone outside of the exam room or have access to any unauthorised items
- Candidates in large venues will be required to stay for the duration of the exam paper and will not be permitted to leave earlier
- It is the responsibility to the Examinations Manager to inform candidates of when exams are scheduled; this is usually by way of an examination timetable detailing all exams for which the Centre has made entries. Exam timetables produced by the Exams Office will be distributed to candidates via Schoolcomms (hardcopy where appropriate)
- The candidate is responsible for ensuring they know which exams they have been entered for and when the exam is scheduled
- Invigilators/SLT/HoYs are responsible for providing the names of any candidate who is absent at the start of the exam to the Attendance Officer/Examinations Managers. The Attendance Officer will attempt to establish the reason for the absence and if necessary attempt to make contact with the candidate. The Examinations Manager will keep exam venues informed of the status of any absences.
- Candidates who arrive late for an exam will be handled in accordance with JCQ guidelines. Candidates will be allowed the full time for the exam. However, it should be noted that the awarding body has the right not to accept the script. In making their decision the awarding body will consider the extent to which the security of the exam can be guaranteed
- Candidates who arrive after the exam has ended will not be allowed to take the exam and they will not be awarded marks for the component
- Candidates who are absent from an exam due to illness will need to provide a Doctor's note for a Special Consideration to be applied for
- Candidates who are entered for an exam by the Centre but are absent with no valid reason provided, will be invoiced by the Centre
- Candidates must bring their school lanyard to all exams which should be taken out of the holder and placed on the exam desk. Candidates who have not been issued with school lanyards will attend exams in full school uniform
- External candidates must always sign in at Elmslie Office and wear a visitor's lanyard and have photo ID.

8.4 Candidates with Exam Clashes

The Examinations Manager is responsible for making arrangements for supervising candidates required to take an exam at a different time to other candidates. Candidates will be advised of the arrangements individually by the Exams Office. If appropriate in exceptional circumstances, this may include overnight supervision arrangements.

Candidates who have two examinations timetabled for the same examination session that total 3hrs or less will only be entitled to a 20 minute supervised break between papers and no revision will be allowed, in accordance with JCQ guidelines.

Candidates who have two examinations timetabled for the same examination session that total over the 3hrs will be managed by the Centre and will have a longer supervised break and will be entitled to revise under JCQ guidelines.

9 Coursework, Controlled Assessment, Non Examination Assessment and Centre Assessed Marks

9.1 Coursework

- Candidates required to prepare coursework must do so by the deadline imposed by the subject teacher
- HoDs/Subject Teachers are responsible for ensuring coursework is completed according to exam board instructions
- The Examinations Manager is responsible for forwarding to HoDs any correspondence received from awarding bodies relating to coursework
- HoDs must ensure all coursework is dispatched on time and a record of posting obtained
- HoDs will record what has been sent, when and to whom
- HoDs must provide copies of marks for all internally assessed work to the Examinations Manager
- Cases of suspected malpractice will be investigated by HoDs/Subject Teachers/Examinations Manager in accordance with JCQ regulations.

9.2 Controlled Assessment

- The Centre must ensure that it has Controlled Assessment guidelines in place for Staff
- Controlled assessment tasks will be issued by awarding bodies. Each assessment has a shelf life and it is the responsibility of the subject teacher to ensure they are using the correct task for the year of assessment
- Assessment tasks are available via the examination boards secure website. HoDs are responsible for requesting the assessment task from the Examinations Manager
- The subject teacher must ensure the requirements of the assessment, including levels of supervision, are adhered to
- The subject teacher must ensure that deadlines are adhered to
- During the assessment period all assessment material including mark schemes and candidates work must be stored securely. At the end of each session subject teachers must collect and store securely work which is being produced over several sessions
- Subject teachers must ensure electronic work, including that which is stored on memory sticks etc. is stored securely so it cannot be accessed and amended between sessions
- HoDs must ensure that copies of all marks are provided to the Examination Manager
- Cases of suspected malpractice will be investigated by HoDs/Subject Teachers/Examinations Manager in accordance with JCQ regulations.

9.3 Non Examination Assessment

The Centre will adhere to the Non Examination Assessment policy for internal assessment for reformed GCE/GCSE qualifications, where internal assessment is the only valid means of assessing essential knowledge and skills that cannot be tested by timed written papers.

9.4 Centre Assessed Marks

The Centre is obliged to inform candidates of all centre assessed marks before submission to the relevant Awarding Body deadline dates. Candidates may request a Review of Marking on their Centre Assessed Mark and the Centre will be obliged to undertake this review and inform the candidate of the outcome before submission of these marks to the Awarding Body. Candidates should refer to the Internal Appeals Process which can be found on the school website under Parents\Examinations.

10 Results, Summer Season Results, Review of Results (RORs) and Access to Scripts (ATS)

10.1 Results

- The Examinations Manager is responsible for ensuring the Centre receives results on the scheduled day

and by the agreed method

- The Examinations Manager is responsible for reviewing results for completeness and preparing for distribution to appointed Centre staff and candidates
- Results for the November and January series will be distributed to candidates via registers during Form time
- The Examinations Manager is responsible for liaising with awarding bodies to ensure special consideration requests have been processed
- The Examinations Manager is responsible for investigating any issues relating to results
- The Examinations Manager is responsible for ensuring the embargo is in place on SIMS on the date the results are released by the awarding bodies and removed at the appropriate time on the date results are released to candidates.

10.2 Summer Season Results

- The Examinations Manager is responsible for informing candidates of the Centre's summer results days procedure
- The Examinations Manager is responsible for liaising with senior Centre staff to ensure early access to the school
- The Head of Centre is responsible for making staff available on results day
- The Examinations Manager is responsible for liaising with awarding bodies on missing or partial results received
- Yr13, Yr12 and Yr11 Candidates will be invited to collect results in person from the school. Candidates unable to attend in person and who want to receive results via an alternative method must provide written authority to the Exams Office to give the results to a third party
- The Examinations Manager is responsible for ensuring results requiring posting are dispatched promptly for those not collected in person
- Candidates must check their personal details carefully and inform the Examinations Manager of any changes required. The Examinations Manager will inform awarding bodies of changes promptly to ensure certificates are produced using accurate information
- Centre staff or candidates should raise any concerns about results to the Examinations Manager in accordance to the JCQ guidelines
- Other Year group results (excluding Yr11-13) will be distributed at the beginning of new academic year
- External candidate results will be posted out on results day
- All results will be available to all exam candidates via Go4Schools with Grade information only on results day.

10.3 Review of Results (RORs)

- A number of services are available. It is the responsibility of the Examinations Manager to inform Centre staff and candidates what services are available and their associated deadlines and cost
- Candidates seeking a ROR must provide the full cost of the service to the Centre before the Centre can process the request with the relevant awarding body
- Centre staff or candidates may request an ROR if there are reasonable grounds for believing there has been an error in marking
- Candidates must discuss concerns about results with HoDs or other appropriate Centre staff. The Examinations Manager will make available results documentation to assist in ROR decision making
- A request for ROR must be immediately passed to the Examinations Manager in accordance with the deadlines published by JCQ
- Before an ROR is submitted to the awarding body the candidate must provide the Centre with their consent to request an ROR as grades can either go up or down
- The Centre may wish to initiate an ROR for a group of candidates, e.g. a whole class. In such circumstances each candidate must provide consent. The cost for this Centre cohort ROR will be picked up by the requesting Department
- Candidates must note an ROR will result in one of three possible outcomes; the result may remain the same, the result may be adjusted up, or the result may be adjusted down. Candidates must accept these possible outcomes when authorising an ROR
- The Examinations Manager will forward all RORs to the Awarding Body following the Awarding Body's procedures

- Where a candidate has requested an ROR and their overall grade has improved, the candidate will receive a refund
- All forms and relevant costs with deadline dates are published on the main school website under Parents\Examinations
- The result of an ROR is communicated by the awarding body to the Centre and the Centre will inform the candidate via the email address provided on the ROR form
- All changes to results will be reflected on the various School systems.

10.4 Access to Scripts (ATS)

- Both the Centre and the candidate are able to request access to scripts: either a photocopy or an original. In both cases the request must be made to the awarding body by the Centre
- The candidate will be liable for any charges for ATS if the Centre does not have a need for the script to be returned
- Centre staff may request scripts to help understand the result awarded or for teaching purposes. In the case of teaching purposes the candidate must provide written consent. The cost for access to scripts for teaching and learning purposes will be picked up by the requesting Department
- Scripts which are subject to an ROR will not be sent to the Centre until after the enquiry is complete
- The Centre will hold candidate scripts securely and will only be make them available to Centre staff
- Scripts must not be tampered with in any way until after the earliest destruction date as stipulated by JCQ. Candidates who have tampered with returned scripts which then need to be retrieved by the awarding body before the earliest destruction date are liable for malpractice sanctions and penalties as defined in JCQ regulations
- Scripts, no longer required by the Centre, will be destroyed securely. In all cases no script will be destroyed before the earliest destruction date as stipulated by JCQ
- If a candidate has requested the return of an original script a review of marking cannot not be requested.

10.5 Appeals following Review of Results (RORs)

- Appeals can only be submitted by the Head of Centre on behalf of a candidate
- An appeal against a moderation decision cannot be made on behalf of an individual candidate
- Appeals can only be submitted after the outcome of an ROR has been reported to the Centre
- An appeal will only be made if the Head of Centre genuinely believes that the Awarding Body has not followed due procedures:
 - Has used procedures that were consistent with regulatory requirements
 - Has applied its procedures properly and fairly in arriving at its judgements
 - For AS, A-level and Project qualifications only, has not properly applied the mark/the mark could not have been given by a trained and standardised marker who had appropriate subject knowledge and who had exercised his/her academic judgement in a reasonable way
- If a candidate has requested an original hard copy script which has been returned to the Centre under Access to Scripts, it cannot form part of an ROR or a subsequent appeal.

11 Internal Appeals Process

The Centre is obliged to have an Internal Appeals Process in place for the procedure of raising an appeal for Centre Assessed Marks, Review of Results, Malpractice decisions and decisions made in respect of Access Arrangements and Special Considerations. This can be found on the School website under Parents\Examinations.

12 Certificates

- For the summer series certificates are dispatched by awarding bodies to arrive at the Centre by mid-November
- Students not returning to George Abbot will be able to collect their certificates from the Centre within a window in early January. Candidates will be asked for proof of identify before certificates will be released. Alternatively, candidates can nominate another individual to collect on their behalf. Again, proof of identify will be required, but requests should be communicated to the Exams Office in advance by email: exams@georgeabbot.surrey.sch.uk
- Alternatively if students would like their certificates posted, a charge of £3 will be made for these to be

sent by recorded delivery. All students wishing to utilise this service must advise and pay the Exams Team in advance by cash/cheque (payable to George Abbot School) by completing the form on the school website and submit this together with payment

- Candidates returning to George Abbot will receive their certificates during tutor time and will be required to check and sign before certificates are released
- Replacement certificates are only issued if the candidate agrees to pay the cost incurred. It is the candidate's responsibility to initiate replacement Certificates with the Boards directly. Where it is proven the Centre has mislaid a certificate the Centre will be liable for the cost
- Certificates issued before the result of an ROR requiring re-issue due to a change in mark will be replaced without charge by the Awarding Body
- Awarding Bodies have strict guidelines for the re-issue of certificates and offer a number of alternatives for confirming results when certificates are not available. The candidate should refer to the website of the Awarding Body for details
- The Centre will retain any uncollected certificates for 1 year in accordance with JCQ guidelines. In addition, this Centre will hold any uncollected certificates for an additional year after which they will be securely destroyed in accordance with JCQ regulations and General Data Protection Regulations (GDPR).

13 Emergency Planning

13.1 Emergencies during the Exam

- In the event of an emergency during an exam requiring candidates to leave the exam room, e.g. a fire alarm, candidates should follow the instructions of the invigilating team
- Invigilators are responsible for leading candidates out of the building to the designated assembly point
- The Invigilator must take with them the exam register so it is known which students are present. The Examinations Manager will inform the person coordinating the roll call of students of confirmation. If returning to the exam venue, registers must be taken back with the Invigilator
- For exams that are not in one of the main large venues, Invigilators must take the registers with them and where possible, the examinations papers
- Invigilators must supervise candidates as closely as possible to prevent any discussion about the exam
- Candidates who fail to follow the instructions of Invigilators may not be allowed to complete the exam or may have subsequent work disregarded
- Centre staff not involved in the co-ordination of other students and who have made their own presence known to their line manager may assist with the supervision of candidates outside of the exam room
- Invigilators must record the time of the incident and its duration. Candidates are allowed the full working time set for the exam
- When permitted back into the building Invigilators are required to settle candidates as quickly as possible and ask that they record on their script the point at which the interruption occurred
- The Examinations Manager is responsible for preparing a full report of the incident and the action taken. This must be retained on file and will only be disposed of after the all RORs are completed
- Where applicable the Examinations Manager will apply for special consideration
- Where an exam cannot continue due to a major incident, the Centre's Examinations Contingency Plan will be followed and liaison with the Awarding Body will take place, as appropriate.

13.2 Major Incidents affecting Exams

In the event of an incident, whether limited to the Centre or not, e.g. a viral outbreak within the Centre or a pandemic outbreak, the Centre will follow guidance provided by the Department for Education (DfE) together with relevant School Policies.

14 Exam Information and Retention

The Centre will hold exam information for 6 years plus 1. After this period data will be securely destroyed in accordance with General Data Protection Regulation (GDPR) requirements.

15 Useful websites

Centre staff and candidates may find the following websites useful. This is not a comprehensive list of relevant websites.

15.1 Exams Boards

www.aqa.org.uk

www.qualifications.pearson.com/en/home

<https://qualifications.pearson.com>

www.ocr.org.uk

www.wjec.co.uk

Exam board websites contain a vast amount of information for candidates, teaching staff and examination officers including specification information, past exam papers and mark schemes.

15.2 Others

www.jcq.org.uk

The Joint Council for Qualifications (JCQ) represents the seven largest providers of qualifications nationally - AQA, City & Guilds, CCEA, Edexcel, OCR, SQA and WJEC. JCQ enables the member bodies to act together to provide common administrative arrangements and deal with both regulators and the media. JCQ's website contains all of the regulations which the Centre and candidates must comply with.

www.ofqual.gov.uk

Office of the Qualifications and Examinations Regulator (Ofqual). Ofqual is the regulator of qualifications, tests and examinations in England. They are responsible for monitoring awarding bodies to ensure they operate in fair and consistent manner, provide value for money and meet the needs of learners and employers.

16 External Candidates

This Centre only offers assistance to external candidates where there is a valid connection to the school.

In addition to the fee charged per exam entry, a £30 administration fee will be charged per student to cover costs associated with making these entries.

17 Information

17.1 Requests for Information

If the Exams Office receive a request by a former pupil for past exam history/information or a verification company, the Exams Office will aim to respond to any requests received within 30 days. If a verification company request exam result data, the Exams Office will only respond where we have student permission.

The Exams Office is only obliged to retain exam information for 6 + 1 years, in accordance with the Records Management and Data Protection guidelines.

17.2 Exams Information Webpage

It is the responsibility of the Examinations Manager to ensure that the Exams webpage is kept up to date and maintained with appropriate information.