



# **EXAMINATIONS & EXTERNAL QUALIFICATION POLICY MIDDLEWICH HIGH SCHOOL**

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## **Rationale**

To set out the school's approach to all examinations and their assessment whether by external examination, NEA, controlled assessment or other internal KS4 trial exams.

To follow the criteria set by the Joint Council for Qualifications and relevant Awarding Bodies (EB's).

To provide an efficient compliant exam system with clear guidelines for all users.

This document will be reviewed yearly following publication of JCQ General Regulations and associated documents.

## **Main Responsibilities**

Head of Centre: Overall responsibility

Deputy Headteacher: Line manager for Exams Officer/Contingency

Data Manager: Quality Assurance of all aspects of the exams process with support from DHT.

Exams Officer: Management of all aspects of the exams process with support from DHT.

Head of Dept: Provide timely entry information when requested.

Ensure all NEA/Controlled Assessments are conducted within Awarding Body and Joint Council for Qualifications Guidelines.

SENDCO: Collation of evidence and application of access arrangements for students with additional needs

Invigilators: Preparation and supervision of exam room/students as required

## **Access to Fair Assessment**

- We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate route.
- Our policy is based on the concepts of equality, diversity, clarity, consistency, and openness
- We endeavour to ensure that the processes are implemented in a way which is fair and non-discriminatory

## **Access**

- Students are made aware of the existence of this policy and have open access to it. It can be found online at [www.mhs.school](http://www.mhs.school)
- All staff are made aware of the contents and purpose of this policy
- This policy is regularly reviewed and may be revised in response to feedback from students, teachers, parents/carers and external organisations

## **What students can expect from us**

- We aim to ensure that all assessment of work is carried out fairly and in keeping with requirements of the relevant awarding body

- All portfolio-based work will be assessed fairly against qualification standards. All staff involved will be fully trained
- Internal assessments will be carried out fairly and according to awarding body instructions
- Externally marked tests and exams will be carried out according to the requirements of the relevant awarding body
- Relevant course information that can be shared with parents and carers will be given.
- Learning outcomes, performance criteria and other elements of learning and assessment to be made clear at the outset of the course and when assignments are set
- Appropriate assessment opportunities will be given during the course with feedback provided on the quality of the work.

## **Cheating and Plagiarism**

A fair assessment of a student's work can only be made if that work is entirely the students own. Therefore, students can expect an awarding body to be informed if:

- They are found guilty of copying, giving, or sharing information or answers, unless part of a joint project
- They receive any outside help from any person.
- They use an unauthorised aid during a test or examination
- They use AI and submit any work for assessment that is not their own
- They copy another student's answers during a test or examination
- They talk or communicate with another student during a test or examination
- In accordance with section 5.3(K) of the *JCQ General Regulations for Approved centres*, teachers and assessors must only accept work for qualification assessment which is the student's own.

All allegations of cheating or plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body. If a student feels they have been wrongly accused of cheating or plagiarism, they should be referred to the Complaints Policy.

NB – the above list is not exhaustive

## **Examinations**

### **Departmental Responsibility**

Head of Department or nominated staff member will liaise with the Exams Officer (EO) regarding entries and all other exam related matters.

Departments will be responsible for ensuring that deadlines are met and that entries are checked with the EO.

### **Prior Attainment**

In the case of students joining the school during Yr10/11, entries may be governed by prior attainment. In such cases the EO will contact the previous centre for details and validate with awarding bodies if necessary.

## **Late Entries**

All possible action must be taken to avoid late entries. Where the late entries are due to departmental reasons, the department concerned will be responsible for the late fees.

## **Amendments**

Amendments (including change of tier) and withdrawal requests must be made via email to the EO before the specified deadline. Any requests received after the EB deadline may be charged back to the department.

## **External Exams**

The EO is responsible for the organisation and conduct of all external exams including the timely submission of entries to EB's, Results, and Enquiries about Results procedures.

The EO is the first point of contact for EB's and any other exam related enquiries.

The EO will work to ensure compliance with JCQ booklet 'Instructions for Conducting Examinations' alongside information supplied from relevant EB. External Exams are subject to the legislation set out in the Equality Act 2010

## **The Entry Process**

- EO requests entry details from HoD
- Final confirmation of entry information will be passed to HoD
- EO submits entries to EB prior to the published deadline
- Individual statement of entries will be forwarded to each candidate. It is the responsibility of the candidate to check the information and query if necessary
- Any clashes will be dealt with and candidates notified of any action required i.e. lunchtime supervision
- Exam rooms will be booked and staff informed of room changes prior to exams starting
- Delivery of exam materials will be checked and stored according to JCQ guidelines (See appendix 1)

## **Exam Day**

- Students meet at the specified location supervised by allocated staff
- Exams will be started by EO or nominated person
- Students will be informed of the evacuation procedure at the start of each exam (appendix 2)
- Registers taken at the start of each exam/assessment by EO or nominated person and then shared with the Attendance department.
- Candidates must remain in the exam room for the published duration of the exam
- Any incidents must be reported to the EO immediately and recorded on the Exam Room Incident sheet

- Suspected misconduct will be investigated and where appropriate brought to the attention of the EB in accordance with current JCQ publication 'Suspected Malpractice in Examinations and Assessments'.
- Exam papers to be collected and collated by invigilators and returned to the EO, under no circumstances should papers be left unsupervised **at anytime**
- Scripts will be checked and packed by EO and stored securely pending collection

### **Non-Examined Assessments/Controlled Assessments/Coursework**

NEA/CA/coursework will be conducted in accordance with JCQ and EB guidelines and alongside staff responsibilities outlined in the Non-Examined Assessment Policy.

In accordance with section 5.3(k) of the *JCQ General Regulations for Approved Centres*, It is the teachers and assessors responsibility to ensure that they only accept work for qualification assessments which is the students own. Both staff and students are aware of the risks of using AI and they are clear on what constitutes as malpractice.

It is departmental responsibility to ensure that assessed work is despatched in accordance with EB deadlines. Labels and packaging material can be obtained from the EO. All relevant paperwork should be complete and enclosed with the assessed work.

Candidates should be made aware of marks well before submission to EB's giving them sufficient time to challenge the process. In the event that a candidate disagrees with a mark awarded they have the right to appeal via the Internal Appeals Policy.

### **Malpractice**

For all cases of suspected malpractice, reference will be made to the current JCQ publication 'Suspected Malpractice in Examinations and Assessments, Policies and Procedure'. Guidance may also be sought from the relevant EB. (See appendix 3)

### **Child Protection/Safeguarding**

At Middlewich High School we recognise the responsibility we have under Section 175 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Governing Board in our school approve the S175/157 return to the Cheshire East Safeguarding Children's Partnership (CESCP) on a yearly basis. We maintain an attitude that **'it could happen here'** where safeguarding is concerned.

All Invigilators are recruited following our Safer Recruitment Policy and receive ongoing safeguarding training as per our Child Protection and Safeguarding Policy. A record of training is held by the Personnel Officer.

### **Year 10/11 Subject Trial Exams (ST exams)**

The EO will oversee all aspects of organisation for these exams, liaising with relevant departments accordingly. They will be run as per current JCQ requirements to replicate the true examination experience as far as possible.

Departments will be responsible for producing papers and providing all relevant answer sheets/source material 4-6 weeks in advance of the exam date. Papers will be Quality Assured by the Raising Standards Lead for that subject. Papers will also be checked by the RSL on the day of the exam prior to exams.

## **Invigilation**

It is the responsibility of the EO to recruit and train sufficient invigilators to maintain the integrity of all exams

- All invigilator posts will be made with reference to the Safer Recruitment Policy
- Invigilators will receive relevant and ongoing training to ensure exam integrity
- Invigilators will be required to complete basic safeguarding training
- The EO will ensure that each session has the relevant number of invigilators according to JCQ/EB requirements
- Invigilators must not take any **personal** work in to the exam room **and they must** give full attention to the conduct of the exams
- 2 way radios will be available for direct contact with the EO
- Invigilators must not have on them or use their mobile phones unless in an emergency to contact the EO directly.

## **Results**

- Results will be available for distribution on the day notified by the awarding bodies – full details will be provided for each cohort
- Results will only be made available to the candidate or, where the candidate is not available, to a person nominated by the candidate in writing
- All results will be signed for
- Result will not be given over the phone

## **Enquiries about Results (EARs)/Access to Scripts**

- See Internal Appeals Policy
- Enquiries may be raised by the school or student but only with the express consent of the student
- Students must sign the Enquiry about Results form before any enquiries/access to script requests are submitted to EBs
- School enquiries will be funded by the department or school
- Student enquiries will be funded by the student and must be paid prior to submission to the Exam Board.

## **Access Arrangements/Modified Papers (incl Medical/Emotional Needs)**

Details of available access arrangements can be found in the JCQ booklet 'Access Arrangements and Special Consideration'.

See Access Arrangements Policy

- The SENDCO and EO will liaise regarding arrangements for candidates with additional needs.
- The SENDCO will maintain a file of evidence for each student and submit requests for access arrangements before the EB deadline.
- Any access arrangement awarded must be consistent with the students 'normal way of working'
- Access arrangements may be awarded on a subject-by-subject basis
- Modified papers will be requested by the EO before the specified deadline
- The SENDCO and EO will liaise regarding specific arrangements for candidates with medical/additional needs
- Evidence of need will be maintained by the SEND team for inspection
- SENDCO will inform EO of access arrangements using the Access Arrangement Request Form.

## **Special Consideration**

Where a candidate has suffered trauma/bereavement in the lead up to exams, or illness/disruption during the exam itself, the EO may apply for Special Consideration. There must be clear evidence that the student has been disadvantaged prior to submitting [an application to the EB](#). Evidence may be requested

## **Payment**

Payment for exams is in accordance with the Charging Policy

## **Contingency**

See Exam Contingency Plan

In the absence of the EO at a critical point in the examination process the Data Manager will act as EO until the return of the EO or a new EO has been appointed, thus ensuring the process is unaffected. All procedures will be carried out in accordance with this policy and current JCQ requirements.

In the event of the centre being unavailable for examinations owing to an unforeseen emergency, candidates will be directed to The Civic Hall and held in secure conditions whilst the relevant awarding bodies are contacted, and alternative arrangements made.



## Conflict of Interest

The EO will collate details of all staff where there may be a conflict of interest and inform the awarding bodies where appropriate in accordance with JCQ General Regulations for Approved Centres.

Conflicts of interest may occur where:

- Centre Staff are taking qualifications at their own centre including internally assessed units
- Any member of staff is teaching or preparing members of their family (including step/foster family and similar close relationships) or close friends and their immediate family.
- Exams Office staff have members of their family (including step/foster family and similar close relationships) or close friends and their immediate family being entered for examinations at either this centre or any other centre
- Centre staff are taking qualifications at other centres

All records kept will include details of measures taken to mitigate potential risk to the integrity of the qualifications affected.

## Appendix 1

### Secure Storage

All confidential examination materials will be logged and stored as per current JCQ document 'Instructions for Conducting Examinations'

	Actions	Staff
Materials Received in Centre	<ul style="list-style-type: none"><li>● Centre details checked before accepting</li><li>● Logged on Exam Materials Receipt log</li><li>● Inform EO of delivery</li></ul>	Reception staff
Transfer to secure room	<ul style="list-style-type: none"><li>● EO signs log</li><li>● Materials transferred to secure room</li><li>● Contents checked against delivery note</li><li>● Contents stored in secure store</li><li>● EB's notified of any discrepancy/damage immediately.</li></ul>	EO

## Appendix 2

### Evacuation Procedure

In the event of the fire alarm sounding during an exam

### Invigilators

- On hearing the alarm remind students to remain silent, close answer booklets and question papers and to leave all belongings on their desks
- Note the time of the alarm

- Retrieve registers for all exams in session
- Supervise the evacuation of the room with one invigilator supervising no more than 30 candidates
- Assemble the candidates silently on the tennis courts
- Register candidates and report any missing students to the EO
- Remind candidates that they remain under examination conditions and await further instructions
- Exams will resume if it is safe to do so
- EO will notify relevant awarding bodies of the incident and request special consideration if appropriate

### **Students**

- On hearing the alarm students should remain silent and follow instructions from invigilators
- Close question papers and answer booklets
- All equipment/belongings to be left in the room
- Leaving the building silently under direction from invigilators and assemble on the Tennis Courts
- Remain silent and await further instructions

### **Appendix 3**

#### **Malpractice**

For all suspected cases of malpractice/maladministration, reference will be made to the current JCQ publication 'Suspected Malpractice in Examinations and Assessments, Policies and Procedure'. Guidance may also be sought from the relevant AB.

In the event that Teacher Assessed Grades are used in place of formal examinations due to Covid-19, specific malpractice/maladministration challenges may include:

- Breaches of internal security
- Deception
- Improper assistance to students
- Failure to appropriately authenticate a student's work
- Over direction of students in preparation for common assessments
- Allegations that centres submit grades, not supported by evidence, that they know to be inaccurate
- Entering students who were not originally intending to certificate a grade in the relevant summer series
- Failure to engage as requested with awarding organisations during the External Quality Assurance and appeal stages
- Failure to keep appropriate records of decision made and teacher assessed grades