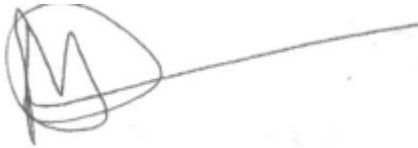





# **Examination Policy**

## **Centre Number: 11025**

Signed	
Position	Head of School
Signed	
Position	Examinations Officer
Date Agreed	October 2024
Next Review	October 2025



**Centre Academy London is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## **Equality Statement**

Centre Academy London is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability, or religious belief. We provide a safe, supportive, and welcoming environment.

### **1. Introduction**

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to the workforce is well informed and supported
- 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
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually by the Senior Leadership Team and Exams Officer 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.



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## 2. Exam responsibilities

### 2.1 The Head of Centre

The Head of Centre is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ General Regulations for Approved Centres booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.



Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments (General Regulations Section 1).

The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the (Instructions for conducting examinations) booklet. Failure to do so may constitute malpractice as defined in the JCQ publication Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice>).

Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:

- General Regulations for Approved Centres (GR) <https://www.jcq.org.uk/exams-office/general-regulations>
- Instructions for Conducting Examinations (ICE) <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
- Access Arrangements and Reasonable Adjustments (AA) <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>
- Suspected Malpractice - Policies and Procedures (SM) <https://www.jcq.org.uk/exams-office/malpractice>
- Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework) <https://www.jcq.org.uk/exams-office/non-examination-assessments>
- A guide to the special consideration process (SC) <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments.

Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:

- maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
- has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
- ensures that a copy of the written agreement is available for inspection if requested by the awarding body



Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result penalties (<https://www.jcq.org.uk/exams-office/general-regulations/national-centre-number-ncn-register/>)

Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack.

Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.

Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications.

Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

#### **Recruitment, Selection, training and support:**

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensures that the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

#### **External and Internal Governance arrangements:**

Has in place a written escalation process should the examinations officer, head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

Has in place a member of the senior leadership team who will provide effective support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.



Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.

Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments.

Makes sure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination.

### **Delivery of Qualifications**

Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.

Enables candidates to receive relevant training, or sufficient and up to date laboratory experience, where required by the subject concerned.

### **Security of assessment materials**

Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:

- the location of the centre's secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials
- the secure room only contains exam-related material
- there are two keyholders only (EO and Office Manager), each keyholder must fully understand their responsibilities as a key holder to the secure storage facility
- access to the secure room and secure storage facility is restricted to the authorised keyholders and staff approved by the head of centre are accompanied by a keyholder at all times
- appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff
- appropriate arrangements are in place for handling secure electronic materials
- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk that when it is permitted to remove question paper packets from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened (If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)

Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations.

Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments.



Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

### **Malpractice**

Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after assessments have taken place.

Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected Malpractice – Policies and Procedures.

Ensures irregularities are investigated and informs the awarding bodies immediately of 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

### **Malpractice Policy (Exams)**

#### **Exam Contingency Plan**

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 SENCo is absent at a critical stage of the examination cycle)

The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

#### **Internal Appeals Procedure**

Ensures an internal appeals procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers





## 2.2 Exams Officer

The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

Understands the contents of annually updated JCQ publications including:

- General Regulations for Approved Centres <https://www.jcq.org.uk/exams-office/general-regulations>
- Instructions for Conducting Examinations <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
- Suspected Malpractice - Policies and Procedures <https://www.jcq.org.uk/exams-office/malpractice>
- Post-Results Services <https://www.jcq.org.uk/exams-office/post-results-services>
- A guide to the special consideration process <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR by the end of October every year.

- Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
- Informs the National Centre Number Register Team immediately (e-mail address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
- (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
- Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status

Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines

Ensures key tasks are undertaken and key dates and deadlines met

Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period

Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room



Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in 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 for each examination series

Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

Manages the administration of public and internal exams:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- 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 coursework is 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 publications Access arrangements, reasonable adjustments and special consideration protocol.
- identifies and manages exam timetable clashes
- liaises with the Head of School and the school secretary in organising the recruitment, and monitoring of a team of external exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- To process any special consideration in line with the young person's requirement following SENCo guidance
- To ensure in-house teacher invigilators are trained to a high standard to ensure the centre adheres to JCQ guidelines



## 2.3 Subject Teachers

Subject teachers are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in pre and 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.
- To liaise with SENCo/SLT to provide more information on candidate's normal way of working within the classroom
- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

## 2.4 SENCo/SaLT/OT/SLT

Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:

- General Regulations for Approved Centres <https://www.jcq.org.uk/exams-office/general-regulations>
- Instructions for Conducting Examinations <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
- Suspected Malpractice - Policies and Procedures <https://www.jcq.org.uk/exams-office/malpractice>
- Post-Results Services <https://www.jcq.org.uk/exams-office/post-results-services>
- A guide to the special consideration process <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>
- Access Arrangements and reasonable adjustments <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and ALS lead/SENCo

Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications

Ensure teaching staff attend relevant awarding body training and update events

The SENCo:

- Identification and testing of candidates, requirements for access arrangements



- To liaise with families/carers with reference to the young person's EHCP and Provision map to conduct an initial diagnostic interview
- Liaise with Speech and Language Therapist and Occupational Therapist with regards to any access arrangements identified that is not outlined within the young person's EHCP and Provision Maps
- Filling out the Access Arrangements documents requested by JCQ
- Provision of additional support with guidance from Teachers, SaLT and OT (for example with reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment) to help candidates achieve their course aims.
- Liaising with the school counsellor to provide Examination Officer/s with any reasonable adjustment pertaining to the students SEHM needs
- Ensures that learning support is provided for students on transition plans to ensure the young person's readiness to sit both written and non-written examinations
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

## **2.5 Head of ICT**

The Head of ICT is responsible for:

- Setting up and administering on demand online tests.
- Setting up the laptops to be used for examinations in accordance with the appropriate JCQ regulations.

## **2.6 Lead invigilator/invigilators**

Lead invigilator(s) are responsible for:

- Collection of exam papers and other material from the Exams Officer before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Officer.
- Since the May/June 2022 Examination Series, GCSE teachers including the Examinations Officer, invigilate Entry Level, Functional Skills, GCSE and AS/A-Level examinations. Subject teachers are not permitted to invigilate their own subject in accordance with JCQ Regulations.

## **2.7 Candidates**

The candidates are responsible for:



- Abiding by the regulations for coursework and signing a declaration that authenticates the coursework as their own.
- Reading and acknowledging receipt of the JCQ Information to Candidates.

### **3. Qualifications offered**

The qualifications offered at this centre are decided by the Proprietor, Head of School and GCSE and AS/A-Level subject teachers.

The qualifications currently offered are Functional Skills, GCSE, Entry Level and Level 1&2 Foundation and Vocational Courses and, in some instances, AS/A2.

The subjects offered for these qualifications in any academic year will be cohort and resource-specific. If there has been a change of specification from the previous year, the Exams Office must be informed by the start of each school year.

Informing the Exams Officer of changes to a specification is the responsibility of the Heads of subject.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, Subject teachers, and Mentor.

### **4. Exam cycle, series, and timetables**

#### **4.1 Exam seasons**

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

#### **Information Sharing**

##### **Head of Centre**

- Directs relevant centre staff to annually updated JCQ publications, including General Regulations (GR) , Instructions for Conducting Examinations (ICE) , Access Arrangements (AA) , Suspected Malpractice (SM) , Non-Examination Assessments (NEA) , and Instructions for Conducting Coursework (if applicable) .

##### **Exams Officer (EO)**

- Guides relevant centre staff to JCQ publications and awarding body documentation related to the exams process.



- Highlights JCQ information that should be shared with candidates.
- Approves appropriate access rights for staff to access awarding body secure extranet sites.

### **Information Gathering**

#### **Exams Officer (EO)**

- Conducts an annual review to gather accurate and up-to-date information about qualifications being delivered.
- Compiles collected information into a central reference point.
- Researches awarding body guidance to identify key administrative processes, tasks, dates, and deadlines.
- Develops an annual exams plan detailing key tasks and deadlines, ensuring external deadlines are met and sharing internal deadlines with staff.
- Collects information on internal exams to support their preparation and conduct.

#### **Senior Leaders**

- Ensure timely responses to the EO's information requests.
- Meet internal deadlines for submitting information to the EO.
- Promptly inform the EO of any changes to avoid late fees or penalties from awarding bodies.
- Direct teaching staff to adhere to the annual exams plan and meet deadlines.

### **Access Arrangements**

#### **Head of Centre**

- Ensures adequate accommodations for candidates requiring access arrangements.
- Implements a written process to verify the qualifications of appointed assessors and compliance with Chapter 7 of the JCQ Access Arrangements and Reasonable Adjustments .
- Supports the SENCo in executing access arrangements effectively.

#### **SENCo**

- Identifies candidates' access arrangements needs, working with a qualified assessor if necessary.
- Gathers evidence to support the need for access arrangements and ensures it aligns with the candidate's normal way of working.
- Secures signed personal data consent forms and applies for approval via Access Arrangements Online (AAO) or other awarding body systems.
- Maintains inspection-ready documentation for each candidate.
- Liaises with the EO to ensure proper exam-time arrangements for access arrangement candidates.
- Trains staff facilitating access arrangements and keeps training records.
- Advises the centre's policy on the use of word processors in exams.

#### **Senior Leaders and Teaching Staff**

- Support the SENCo in implementing access arrangements.
- Develop a centre-specific Word Processor Policy that meets JCQ regulations.

### **Internal Assessment and Endorsements**

#### **Head of Centre**



- Oversees arrangements to ensure accurate data submission and standardised marking of internally assessed components.
- Ensures fully qualified staff are assigned to assess and authenticate non-examination assessments.
- Maintains an internal appeals procedure for candidates to challenge internal assessment decisions.
- Implements a Non-Examination Assessment Policy for applicable qualifications.

### **Senior Leaders**

- Ensure teaching staff are trained and equipped to deliver assessments and meet awarding body standards.
- Implement internal moderation and standardisation processes.

### **Teaching Staff**

- Adhere to instructions for conducting internal assessments.
- Inform candidates of JCQ guidelines and their assessed marks, allowing opportunities for a review before submission.

### **Exams Officer (EO)**

- Identifies key dates and processes for internal assessments.
- Guides teaching staff to relevant JCQ guidance documents.

### **Invigilation**

#### **Head of Centre**

- Supports the EO in recruiting, training, and deploying invigilators.
- Ensures supply staff are adequately trained for invigilation roles.

#### **Exams Officer (EO)**

- Recruits, trains, and updates invigilators annually on JCQ regulations.
- Ensures invigilators supervising access arrangement candidates are well-versed in the rules of specific arrangements.
- Evaluates training sessions to inform improvements.

## **4.2 Mocks**

Internal mock examinations take place in the Autumn and Spring term.

The Heads of subject and Exams Officer decide which exam series are used in the Centre.

On-demand assessments are to be scheduled in agreement with the Exams Officer, with a minimum of six weeks' notice.

Once confirmed, the Exams Officer will circulate the exam timetable for Internal exams.



### **4.3 Entries, entry details and late entries**

Candidates are selected for their exam entries by the Subject teachers and Mentors. Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The Centre does not accept entries from external candidates.

The Centre does not act as an exam centre for other organisations.

GCSE unit retakes are allowed.

Re-sit decisions will be made in consultation with Candidates, Subject Teachers, and the Exams Officer.

#### **Estimated Entries**

##### **Exams Officer (EO)**

- Requests entry information from Heads of Department (HoDs) to meet awarding body deadlines.
- Notifies candidates of the JCQ Information for Candidates – Privacy Notice .

##### **Senior Leaders**

- Provide timely and accurate entry information to the EO.
- Immediately report any changes to submitted entry details.

#### **Final Entries**

##### **Head of Centre**

- Ensures appropriate controls are in place to allow accurate data submission to awarding bodies, such as examination entries.

##### **Exams Officer (EO)**

- Requests final entry information from Heads of Department (HoDs) in a timely manner to meet awarding body deadlines.
- Communicates subsequent deadlines for changes to final entry information without incurring charges.
- Confirms final entry information submitted to awarding bodies with HoDs.
- Ensures entry processes are streamlined to minimise missed entries and reduce the risk of late fees or penalties from awarding bodies.
- Complies with awarding bodies' terms and conditions for entry, withdrawal, and regulatory requirements for qualifications.

##### **Senior Leaders**

- Provide requested entry information to the EO by internal deadlines.
- Notify the EO immediately, or before awarding body deadlines, of changes to:
  - Candidate personal details.
  - Amendments to existing entries.
  - Withdrawals of entries.





- Review and confirm the accuracy of final entry submission details provided by the EO.

### **Late Entries**

#### **Exams Officer (EO)**

- Maintains clear entry procedures to minimise late entry risks.
- Allocates late or penalty fees to departmental budgets.

#### **Senior Leaders**

- Reduce the likelihood of late entries by:
  - Following the EO's procedures for timely final entries.
  - Meeting internal deadlines set by the EO.

### **Candidate Statements of Entry**

#### **Exams Officer (EO)**

- Provides candidates with statements of entry for verification.

#### **Teaching Staff**

- Ensure candidates check their statements of entry and return relevant confirmations to the EO.

#### **Candidates**

- Verify their entry information and promptly inform the EO of any discrepancies.

### **Pre exams:**

### **Access Arrangements and Reasonable Adjustments**

#### **SENCo**

- Ensures appropriate arrangements, adjustments, and adaptations are in place for candidates who are disabled under the Equality Act 2010, unless a temporary emergency arrangement is required during an exam.
- Involves candidates in decisions regarding arrangements, adjustments, or adaptations made for their exams or assessments.
- Adapts exam information, such as JCQ Information for Candidates documents and individual timetables, for accessibility where required.
- Assigns trained staff to facilitate access arrangements during exams, ensuring that facilitators meet JCQ requirements and fully understand the rules for specific arrangements.
- For private candidates, including distance learners or home-educated candidates, gathers evidence of need and demonstrates their normal way of working. Ensures these candidates are assessed by the centre's appointed assessor.

### **Briefing Candidates**

#### **Exams Officer (EO)**

- Provides individual exam timetables to candidates and informs them of any designated contingency sessions for national or local exam disruptions.
- Issues the relevant JCQ Information for Candidates documents before exams.
- Distributes awarding body-specific information where applicable.



- Shares Centre Academy London exam information with candidates, including:
  - How to manage exam timetable clashes.
  - Guidance on arriving late for an exam.
  - Procedures for absence or illness during exams.
  - Details on what equipment is or isn't provided by the centre.
  - Rules regarding food and drink in exam rooms.
  - Information on prohibited items in exam rooms.
  - Instructions on when and how results will be issued, including staff availability for support.
  - Post-results services information and how the centre will handle candidate requests.
  - Details on when and how certificates will be distributed.

### **Dispatch of Exam Scripts**

#### Exams Officer (EO)

- Confirms and arranges the dispatch of candidate exam scripts through the Department for Education (DfE) 'yellow label service' or directly with awarding bodies for qualifications outside this service.

### **Estimated Grades**

#### Senior Leaders

- Ensure teaching staff submit estimated grade information to the EO by the internal deadline (if required by the awarding body).

#### Exams Officer (EO)

- Submits estimated grade information to awarding bodies by their external deadlines (if applicable).
- Maintains records to track all submitted information.

### **Internal Assessment and Endorsements**

#### Head of Centre

- Ensures a process is in place for candidates to appeal internal assessment decisions or request reviews of marking.

#### SENCo

- Works with teaching staff to implement access arrangements for candidates undertaking internal assessments and practical endorsements.

#### Teaching Staff

- Support the SENCo in implementing appropriate access arrangements.
- Assess and authenticate candidates' work in line with awarding body requirements.
- Assess endorsed components according to awarding body specifications.
- Inform candidates of their internally assessed marks before submission to awarding bodies.

#### Senior Leaders

- Ensure teaching staff assess and authenticate candidates' work per awarding body standards.
- Ensure endorsed components are assessed according to awarding body requirements.
- Require teaching staff to provide marks for internally assessed components and endorsement grades to the EO by internal deadlines.



- Ensure required samples of work for moderation and sample recordings for monitoring are provided to the EO by the internal deadline.

#### Exams Officer (EO)

- Submits marks, endorsement grades, and samples to awarding bodies, moderators, or monitors to meet external deadlines.
- Tracks submissions and logs moderated samples returned to the centre.
- Ensures teaching staff understand the retention and disposal requirements for candidates' work.

#### Candidates

- Authenticate their work as required by the awarding body.

### **Invigilation**

#### Exams Officer (EO)

- Provides an annually reviewed and updated Invigilator Handbook to all invigilators.
- Trains new invigilators on current regulations and updates experienced invigilators on any changes to regulations or centre-specific processes.
- Effectively deploys invigilators to exam rooms during each exam series, to observe and support candidates with access arrangements (e.g., practical assistants, readers, or scribes) in 1:1 settings.
- Allocates invigilators according to required ratios and ensures supervision for candidates affected by timetable clashes.
- Coordinates with the SENCo to facilitate and invigilate candidates with access arrangements.

#### SENCo

- Collaborates with the EO to ensure proper facilitation and invigilation of access arrangement candidates.

#### Invigilators

- Provide availability information to the EO for scheduling throughout an exam series.

### **JCQ Centre Inspections**

#### Exams Officer or Senior Leader

- Accompanies the JCQ Inspector during an inspection visit.

#### SENCo or Relevant Senior Leader (SENCo)

- Meets with the JCQ Inspector to provide required documentary evidence for access arrangement candidates.
- Ensures necessary information and documentation are readily available at the examination venue.

### **Seating and Identifying Candidates in Exam Rooms**

#### Exams Officer (EO)

- Ensures a procedure is in place to verify the identity of all candidates prior to the start of exams.
- Each exam desk has on it a card with all candidate information.



- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

#### Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

### **Timetabling and Rooming**

#### Exams Officer (EO)

- Produces a master centre exam timetable for each exam series.
- Resolves candidate exam timetable clashes in accordance with regulations, applying overnight supervision only as a last resort and in line with centre policy.
- Identifies and arranges exam rooms and specialist equipment as required.
- Allocates invigilators to exam rooms or for supervising candidates with timetable clashes, ensuring compliance with required ratios.
- Coordinates with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements.
- Collaborates with the SENCo to arrange rooming for candidates requiring access arrangements.

#### SENCo

- Works with the EO to arrange suitable rooming for candidates with access arrangements.
- Liaises with other relevant staff to ensure appropriate adjustments are made to facilitate access for disabled candidates.

#### Site Staff

- Collaborate with the EO to ensure exam rooms meet JCQ and awarding body setup requirements.

### **Exam Time:**

#### Candidate Absence

#### Invigilators

- Receive training on the centre's policy/process for dealing with absent candidates.
- Clearly mark confirmed absent candidates on the attendance register and seating plan.

#### Candidate Late Arrival

#### Exams Officer (EO)

- Reports candidates who arrive very late to the awarding body using the CAP system and warns them that their script may not be accepted.

#### Invigilators

- Receive training on the policy/process for late and very late arrivals.
- Record relevant information about late arrivals on the exam room incident log.

### **Conducting Exams**



#### Head of Centre

- Ensures all exam venues comply with JCQ and awarding body requirements.

#### Exams Officer (EO)

- Ensures exams are conducted according to JCQ and awarding body regulations.
- Uses an exam day checklist to manage preparations, handle unplanned events, and ensure follow-up actions.

### **Dispatch of Exam Scripts**

#### Exams Officer (EO)

- Dispatches scripts as directed by JCQ and awarding bodies.
- Maintains records to track the dispatch of scripts.

### **Exam Papers and Materials**

#### Exams Officer (EO)

- Organises question papers and confidential resources in date order within the secure storage facility.
- Attaches erratum notices to the relevant sealed question paper packets.
- Collates attendance registers and examiner details by exam date.
- Regularly checks for updates from awarding bodies.
- Ensures correct question paper packets are opened with a "second pair of eyes" check and logs this procedure.
- Releases exam materials to teaching departments for teaching purposes only after exams have concluded and timetable clash candidates have completed their exams, following awarding body policies.

### **Exam Rooms**

#### Head of Centre

- Allows only approved staff (who have not taught the subject being examined) to perform permitted tasks in exam rooms.
- Communicates the centre's policies on food, drink, and temporary departures to candidates.

#### Exams Officer (EO)

- Sets up exam rooms according to regulations.
- Provides invigilators with the necessary resources and session-specific briefings, including arrangements for transferred or access arrangement candidates.
- Ensures invigilators understand emergency evacuation procedures and arrangements for candidates with disabilities.
- Ensures vigilance among invigilators to detect malpractice or distress, recording incidents on the exam room incident log.
- Provides authorised exam materials for candidates.

#### Senior Leaders

- Ensure a documented emergency evacuation procedure is in place.
- Make provisions for assisting candidates with disabilities during evacuations.

#### Site Staff



- Ensure exam rooms are prepared as requested by the EO.
- Prevent disturbances from maintenance work or fire alarm testing during exams.

#### Invigilators

- Conduct exams according to JCQ and awarding body requirements.
- Follow centre-specific training and instructions during exams.

#### Candidates

- Adhere to instructions from authorised staff and invigilators.
- Remain in the exam room for the full duration of the exam.

### **Irregularities**

#### Head of Centre

- Investigates and reports any alleged, suspected, or actual incidents of malpractice or maladministration involving staff, candidates, or invigilators before, during, or after exams to the awarding body immediately, completing the appropriate documentation.

#### Senior Leaders

- Support the Exams Officer (EO) and invigilators in handling disruptive candidates in exam rooms.
- Initiate internal disciplinary procedures for candidate behaviour when necessary.

#### Exams Officer (EO)

- Provides an incident log for recording irregularities in all exam rooms.
- Addresses follow-up actions and reports incidents to awarding bodies promptly after the exam.

#### Invigilators

- Record incidents such as late arrivals, suspected malpractice, candidate illness, disruptions, or emergency evacuations on the exam room incident log.

### **Special Consideration**

#### Senior Leaders

- Provide signed evidence to support eligible special consideration applications.

#### Exams Officer (EO)

- Processes applications for special consideration and submits requests to awarding bodies before the external deadline.
- Collects necessary evidence from staff or candidates.

#### Candidates

- Provide supporting evidence for special consideration applications if required.

#### Invigilators

- Are trained on the arrangements for special consideration.

See Special Consideration and Reasonable Adjustments Policy for more detailed information.



## **Internal Exams**

### Exams Officer (EO)

- Briefs invigilators on procedures for conducting internal exams.
- Returns candidate scripts to teaching staff for marking.

### Invigilators

- Conduct internal exams as briefed by the EO.

## **Results and Post-Results Services**

### Internal Assessment

#### Senior Leaders

- Ensure candidate work (moderation samples or otherwise) is securely stored for the required period as per JCQ and awarding bodies' regulations.
- Oversee the return or disposal of work after the retention period.

## **Managing Results Day(s)**

#### Senior Leaders

- Assign roles for staff involved in results day(s) if applicable.
- Ensure senior staff are accessible to candidates immediately after results are published for guidance on post-results services.

#### Exams Officer (EO)

- Collaborates with senior leaders to establish results day procedures.

#### Site Staff

- Ensure the centre is open and accessible for candidates and staff during results collection if applicable.

## **Accessing Results**

#### Head of Centre

- Maintains confidentiality of results until the official release date.
- Ensures provisional results are not withheld from candidates under any circumstances.

#### Exams Officer (EO)

- Informs candidates of the release process for results.
- Resolves missing or incomplete results with awarding bodies.
- Issues statements of results and summaries to candidates and staff on results day.

## **Post-Results Services**

#### Head of Centre

- Ensures an internal appeals process is available for disputes over clerical re-checks, marking reviews, or moderation reviews.
- Ensures senior staff availability after results publication for decision-making.
- Oversees review requests for affected subject cohorts, with candidate consent.



#### Exams Officer (EO)

- Provides information on post-results services, fees, and internal deadlines.
- Manages candidate requests for services, obtains consent, and submits requests to awarding bodies by the deadline.
- Tracks outcomes and updates relevant staff and candidates.

#### Teaching Staff

- Meet internal deadlines for requesting post-results services and budget approvals.

#### Candidates

- Submit requests, consent, and fees by internal deadlines.

### **Analysis of Results**

#### Assessment Lead

- Provides analysis for staff and external organisations.
- Undertakes the Department for Education's (DfE) School and College Checking Exercises where required.

### **Certificates**

#### Candidates

- May authorize another person to collect certificates on their behalf by providing written or email permission. The authorized person must present ID for collection.

### **Exams Review**

#### Exams Officer (EO)

- Provides senior leaders with a review of the exam year, highlighting successes and areas for improvement.
- Collects feedback from staff, candidates, and invigilators to inform the review.

#### Senior Leaders

- Collaborate with the EO to create an improvement plan based on the review.

### **Retention of Records**

#### Exams Officer (EO)

- Maintains records as per JCQ and awarding body regulations, and the centre's records management policy.
- Implements an exams archiving policy detailing retention periods and disposal methods.

## **5. Exam fees**

Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.





Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre if the decision to re-sit is supported by the Centre.

## **6. Disability Discrimination Act**

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The Centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and by improving candidate experience. This is the responsibility of the Head of School.

### **6.1 Access arrangements**

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that 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.

A candidate's access arrangements requirement is determined by the SENCo. Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Officer. However, subject teachers may want to share their observation of a students' normal way of working in the classroom which will assist in informing the SENCo of any new/alternative arrangements that must be made.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.

Rooming for access arrangement candidates will be arranged by the SENCo with the Exams Officer.



Invigilation and support for access arrangement candidates will be organised by the SENCo with the Exams Officer.

### **6.2 Data Protection – Access arrangements**

'The candidate's consent must be obtained **before** an application is processed online.'

'A signed Data Consent form is required for each candidate. The Data Consent form can be downloaded from the JCQ website.'

'The Data Consent form must be kept on file for inspection and presented to the JCQ Centre Inspector by the SENCo.'

### **6.3 Use of word processors**

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

When it is their normal way of working, i.e. where the curriculum is delivered electronically and word processors are provided to all candidates:

- If they need support with handwriting
- If they have a:
  - Physical disability
  - Learning difficulty that has a substantial and long-term adverse effect on their ability to write legibly
  - Medical condition
  - Sensory impairment

The above is not an exhaustive list, and we will make necessary adaptations on an individual student basis.

The SENCO will use their judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific listed examples above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate.
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate
- We will also make sure that the word processor:



- Has the spelling and grammar check and predictive text software disabled
- Does not have internet connectivity during the exam
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data)
- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails
- Does not have graphic packages or computed-aided design software, unless permission is given
- Does not have computer reading (text to speech) software, unless the candidate has permission
- Does not have speech recognition technology, unless the candidate has permission

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination.

Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available (where the candidate needs to handwrite their details, they will be supervised to make sure that's solely what they're doing and not re-reading their answers or amending their work in any way)
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue
- Advised to use a minimum font size of 12pt and double spacing

Each page of the typed script will be numbered.

The word processor will be connected to a printer so that the script can be printed off and will be done once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet



that contains some of the answers. We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.

## **7. Special consideration**

The JCQ guidelines states that:

"Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination.

All examinations measure what a candidate knows and can do. The overall grade(s) awarded must reflect the level of attainment demonstrated in the examination(s). The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time. Where long term circumstances have prevented the candidate from reaching the competence standards, it may not be possible to make an adjustment."

With the above guidance in mind, and in conjunction to the nature of our school, our special consideration approach is namely dictated by input from:

- SENCo
- Counsellor
- Occupational Therapist
- Speech and Language Therapist
- Informed by their EHCP/Provision Maps
- Subject Teacher



The above will discuss in depth seeking advice from the Exams Officer and Head of Centre regarding reaching the fairest approach. In light of any confusion the Exams Officer will contact the awarding body and/or JCQ for further guidance.

Parents/carers will be informed and all details of event/s will be shared with appropriate personnel.

### **8. Contingency planning**

Contingency planning for exams administration is the responsibility of the Exams Officer. See Centre Academy Contingency policy.

### **9. Private candidates**

N/A however, if the Centre decides to accept Private candidates, managing private candidates will be the responsibility of the Exams Officer.

### **10. Estimated grades**

Subject Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

Subject Teachers are responsible for collecting and storing evidence to support a candidate's final grade in the case of a national emergency.

### **11. Managing invigilators**

Since the May/June 2022 GCSE, AS/A-Level Examination Series, the school has used GCSE subject teachers as invigilators. Subject teachers do not invigilate their own subject. Agency or casually contracted employees may be used to invigilate future examinations.

These invigilators will be used for External exams.

Recruitment of invigilators is the responsibility of the Centre administration.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration.

DBS fees for securing such clearance are paid by the agency in the case of agency workers and by the Centre for those who are casually contracted.

Invigilators are timetabled and briefed by the Exams Officer.



Should the school use external invigilators, the Invigilators rates of pay are set by the Senior leadership team.

## **12. Malpractice and academic misconduct**

Exam malpractice generally:

- Affects the integrity, security or confidentiality of exams such as SATs or GCSEs
- Could lead to results and/or outcomes that don't reflect pupils' unaided work or actual abilities

### **12.1 What constitutes malpractice?**

- breach of security
- deception
- improper assistance to learners
- maladministration
- learner malpractice
- failure to co-operate with an investigation

Specific examples

- Early opening of test papers or materials without permission
- Schools making changes to pupils' test scripts
- Inflating or deflating teacher assessment judgements to influence school assessment
- Moving the date and time of a fixed exam without notifying the examining board
- Assisting or prompting candidates with the production of answers

### **The biggest issue**

The most common malpractice issue is learners having a mobile phone on them in the exam. Just having a mobile phone on them, even if they do not use it, will lead to a total loss of marks for a learner. Using or attempting to use a phone will lead to disqualification. All your learners know about the serious penalties that come with having a phone with them in the exam, and we ask learners to check one final time as part of the invigilator's announcement before each exam.

### **No watches allowed**



Learners are not allowed to have any type of watch on them during an exam – this includes, smart watches, digital watches and traditional analogue watches. They're also not allowed to have AirPods or any other type of earphones/earbuds. The invigilators make sure your learners are aware of this and candidates are aware that we carry out checks before each exam starts.

**Offensive or obscene content**

Before exams, learners are reminded that the use of any offensive, obscene or discriminatory content in their exam responses is considered malpractice. Learners are responsible for all content they include, they understand the potential outcomes if they choose to include anything considered offensive or obscene.

### **To avoid the above, invigilation rules are followed**

A reminder that:

- at least one invigilator must be present for each group of 30 or fewer learners sitting written exams
- at least one invigilator must be present for each group of 20 or fewer learners sitting timed Art examinations
- a teacher, tutor or senior member of staff who teaches the subject being examined must not invigilate an exam in that subject.

### **Secure periods**

Exams Officer double checks the regulated secure periods, particularly if starting an exam earlier than the published timetable. The secure period will still apply and allowing students to leave without supervision before that period is up, constitutes malpractice. Therefore, students who finish earlier are escorted to a secure room and will not be allowed to leave the building or have access to any devices until the exam has ended.

For exams that are one hour or longer, students may not leave supervision before 10.00am for a morning exam or before 2:30pm for an afternoon session. For exams that are less than an hour, students must be supervised for the full length of time from the official start.

### **12.2 Artificial intelligence (AI) use in assessments**

JCQ has [published guidance](#) to help identify, report and investigate student malpractice, including the misuse of artificial intelligence (AI), the Exams Officer, SLT and Head of School ensure that documents are read and appropriate training is delivered to invigilators and teaching staff.

While AI misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not. Centre Academy London has established measures in place to make sure that students are aware of the importance of submitting their own independent work for assessment, and for identifying potential malpractice.

The above guidance covers:

- the assessments the guidance applies to



- what is AI use and what are the risks of using it in assessments
- what is AI misuse
- school and college engagement with, and discussion of AI
- acknowledging AI use
- other ways to prevent misuse
- identifying misuse
- reporting misuse
- exam board actions.

### **12.3 Cyber security**

As above, the Exams Officer, SLT and Head of School ensure they are up to date on the JCQ [guidance on cyber security](#).

The above-named team are responsible for seeking guidance on the [National Cyber Security Centre guidance](#).

Teacher and key stakeholders at Centre Academy complete a National Online College CPD on Cyber Security, and the centre has a rigorous filtering and monitoring service that teachers use to ensure candidate avoid any malpractice.

The Exams Officer is responsible for investigating suspected malpractice. If the Exams Officer is the subject teacher for the exam in question, the Head of School is responsible for the investigation.

In the absence of the Exams Officer, the Assistant Exams Officer is responsible for the investigation of suspected malpractice. If the Assistant Exams Officer is the subject teacher for the exam in question, the Head of School is responsible for the investigation.

### **12.4 Responding to malpractice**

Teachers, invigilators, or any other reports of

- suspecting malpractice
- seeing malpractice
- receive a report of malpractice
- receive an allegation of malpractice.

The Exams Officer or other personals must let JCQ know by

- using a [JCQ M1 form](#) to report student malpractice
- using a [JCQ M2 form](#) to report school/college or staff malpractice.

Centre Academy has a whistleblowing policy which will outline the steps for you to take. You can discuss your suspicions with the head of centre, which is quite often the headteacher. If you feel you cannot do this you can contact the organisations we outline below.

Below, we link to the maladministration pages of some of the main examining bodies:

- [AQA](#)
- [Cambridge Exams](#)
- [Edexcel \(Pearson\)](#)
- [OCR](#)
- [WJEC](#)
- [UAL](#)

### **12.5 Academic misconduct**

Academic integrity means that academic work is undertaken in a way that maintains fairness, sustains trust and credibility, and helps develop gratitude and respect for others. At Centre Academy it is echoed that everyone has the right to own their intellectual property and we all have a responsibility to respect others' work. Acknowledging when one has used another's ideas shows integrity, gratitude, and



responsibility. Academically honest, authentic work is based on one's own individual and original ideas, expressed in one's own words, except when quoting from a particular source which is then referenced appropriately.

### **Plagiarism**

Plagiarism is “the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.”

Plagiarism is a form of deception and a form of cheating. Including plagiarised material in an assignment contravenes the regulations for public examinations constitutes malpractice, and is also against the spirit in which work is undertaken at the School.

JCQ guidelines state: “poor referencing, paraphrasing and copying sections of text may constitute malpractice, which can attract severe sanctions including disqualification – in the context of AI use, students must be clear what is and what is not acceptable in respect of acknowledging AI content and the use of AI sources.”

Candidate at Centre Academy are aware that copying a section of text from a website or book without acknowledging the source, whether by pasting it into a new document or writing the passage out by hand, constitutes plagiarism. Similarly, copying and pasting a section of text and then changing a few words for synonyms, so the structure and ideas remain completely the same, also constitutes plagiarism.

Candidates and teachers are aware that when comparing a student's work with the original some duplication of the development of an argument may be apparent, but it is not permissible for the two to match sentence for sentence (even with the wording changed) for any great distance.

### **Responsibilities and sanctions**

Students are taught a variety of practices related to academic integrity such as honesty, trust, fairness, respect, and responsibility, both directly and indirectly. All teachers are responsible for embedding academic integrity into their lessons and the School's expectations should be outlined at the beginning of the year.

When assessing students' work (in all year groups at the School), teachers have a responsibility to look out for signs of plagiarism. They should try to understand the context and reasons behind the plagiarism or academic misconduct by meeting with the student. They should issue sanctions where appropriate and address the reasons that caused the misconduct.



Students completing a piece of extended research such as the EPQ (Extended Research Qualification) will have taught sessions on academic referencing and the importance of acknowledging sources and others' work.

Any plagiarism relating to material for public examinations, including internally assessed coursework (whether written work or oral presentations), is treated extremely seriously. If plagiarism is identified by an examination board, rather than the School, a student can be disqualified from that subject or all subjects taken with that examination board; the School as a Centre could also be investigated for malpractice thereby jeopardising other students in the cohort.

There are various forms of plagiarism and they all come with their own context, seriousness and place on the sanctions ladder. For lower-level offences and those who are not deliberately trying to deceive their teacher, a sanction would not be the best action. Rather, the student requires support and education on the issue to prevent the offence from happening again.

When a sanction is required, staff need to ensure they liaise with the appropriate stakeholders at Centre Academy London. As per the behaviour ladder, our sanctions are not fixed and they should be informed by teacher judgement, while also proportionate to the severity of the offence.

### **Cheating**

Suspected cheating or malpractice in an internal examination or test will be referred to the Head of School and Exams Officer, in the first instance, who will investigate. A typical sanction for students found to have cheated is to be awarded a mark of zero for that exam and also issued with an appropriate sanction. The student(s) may need to re-take the examination, at the discretion of the Head of School, in discussion with the relevant Exams Officer.

### **13. Exam days**

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

The Exams Officer is responsible for setting up the allocated rooms, except in those instances where the Exams Officer is the subject teacher, in which case the Head of School or person designated by them will assume this responsibility.

The lead invigilator will start all exams in accordance with JCQ guidelines.

In practical exams subject teachers may be on hand 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. Papers will be distributed to heads of department at the end of the exam session.

#### **14. Candidates**

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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.

In light of the nature of our students and their special educational needs and disabilities, the Centre does not host private candidates to take examinations at our premises.

Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or senior invigilator.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

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 Officer, or the exam invigilator, to that effect.

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

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

#### **15. Appeals**

##### **1. Grounds for Appeal**



Learners may appeal on the following grounds:

### 1.1 Administrative Errors

- Centre: An error in recording or processing grades, incorrect forms completed, or clerical mistakes.
- Awarding Body (AO): Errors in results processing by the awarding body, such as clerical or human errors.

### 1.2 Procedural Inconsistency

- Centre: Failure to apply procedures correctly, fairly, or consistently. For instance, missing submission deadlines for learner work or unfair handling of malpractice investigations.
- Awarding Body (AO): Inconsistent application of procedures, such as escalations not followed or disproportionate sanctions.

### 1.3 Unreasonable Academic Judgment

- Centre: Unreasonable judgment in selecting evidence or determining grades for internally assessed work.
- Awarding Body (AO): Unreasonable academic judgment in marking assessments or moderating centre-submitted work.

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## 2. Appeals Process for Internally Assessed Qualifications

### 2.1 Centre Pre-results Day Check

Centre Academy London will receive assessment results from the awarding body seven days before they are released to learners. During this period:

- The centre will verify results for accuracy and alignment with submitted grades, considering any moderation adjustments.
- If errors are identified, they will be reported to the awarding body immediately via their designated process for amendments.

### 2.2 Learner Submission of Appeals

Once results are released to learners, they can appeal directly to Centre Academy London. Appeals must be submitted within two months of receiving results. The process includes:

- Appeals submitted to the Head of Centre (or nominee) in writing.
- A review to determine if the appeal meets eligibility based on the outlined grounds.
- A written decision provided to the learner, the Exams Officer, and recorded for inspection by the awarding body.



### 2.3 Centre Review Process

- If an error or procedural inconsistency is identified through the appeal, the centre will contact the awarding body to review and adjust results if necessary.
- Appeals based on academic judgment will consider whether the process and evidence align with the awarding body's standards. Any recommended grade changes must be submitted to the awarding body for review within 10 working days.

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## 3. Appeals Process for Externally Assessed Qualifications

### 3.1 Centre Submission on Behalf of Learners

- Appeals for externally assessed qualifications must be submitted to the awarding body by the centre on behalf of learners within 10 working days of results release.
- Learner consent is required for the appeal submission.

### 3.2 Evidence for Appeals

The following evidence is required for appeals:

- Learner name and ID
- Qualification title and group ID
- Rationale for appeal, including proposed grade changes and reasons
- Statements from the learner and centre detailing the appeal and review outcome
- Supporting documents such as assessment feedback, medical records, SEND documentation, or attendance records.

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## 4. Review and Outcomes

### 4.1 Internal Review

All appeals will undergo an internal review process by the Head of Centre or a designated panel. The findings will be documented and shared with the learner and relevant stakeholders.

### 4.2 Escalation to Awarding Body

For unresolved appeals or those requiring awarding body intervention, the centre will:

- Submit appeals and supporting evidence using the awarding body's online forms.
- Provide updates to the learner throughout the process.

### 4.3 Final Outcomes



The final decision will be communicated to learners in writing. Where applicable, adjustments will be made to grades, and any necessary actions for other potentially affected learners will be reviewed.

## **16. Results**

### **16.1 Results, enquiries about results (EARs) and access to scripts (ATS)**

Candidates may receive individual result slips on results days, either by email, in person at the Centre or by post to their home addresses, candidates to provide self addressed envelope. It is anticipated that results will primarily be distributed to candidates by email on school headed paper.

Arrangements for the Centre to be open on results days are made by the Head of centre.

The provision of staff on results days is the responsibility of the Head of School.

### **16.2 EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates' consent is required before any EAR is requested.

If a result is queried, the Exams Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

When the Centre does not support a candidate's or parent's request for 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.

### **16.3 ATS**

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.





## **17. Certificates**

Certificates will be posted (recorded delivery) or collected and signed for once they are received by the school (usually 1-2 months following issuing of results).

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The Centre will make copies of all certificates and retain these on the student's personal file for one academic year only. This is in line with JCQ regulations.



## **Appendix 1: Appeals against Internal Assessments of Work**

### **Appendix 1.1 Enquires about Examination Results**

Enquiries about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking.

If this is requested, The Examination Officer may agree that an appeal can be made at the Centre's expense.

If the Examinations Officer does not agree to an appeal, the candidate may decide to proceed but, in this case, they will be charged for the cost of the appeal.

Centre Academy is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

This procedure is available from the Exams Officer.

Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).

Appeals should be made in writing by the candidate's parent/carer to the Examinations Officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the Head teacher will appoint another member of staff of similar or greater seniority to conduct the investigation.

The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.



The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.

The outcome of the appeal will be made known to the Head teacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Centre Academy and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

### **Appendix 1.2 Appeals against External Assessment Marks**

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, controlled assessment, practical assessment, etc), a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry will be made by the Head Teacher on the basis of several factors, including knowledge of the exam system and professional judgement. If the request is supported, The Examination Officer may agree that an appeal can be made at the Centre's expense.