



# Exams Policy

GCSE



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## CONTENTS

1	INTRODUCTION.....	3
2	CANDIDATE ABSENCE.....	3
3	CANDIDATE LATE ARRIVAL .....	4
4	LEAVING THE EXAMINATION ROOM .....	6
5	MANAGING BEHAVIOUR .....	6
6	OVERNIGHT SUPERVISION ARRANGEMENTS.....	11
7	SEPARATE INVIGILATION .....	13
8	FOOD AND DRINK .....	13
9	ACCESS ARRANGEMENTS.....	14
10	THE ASSESSMENT PROCESS .....	15
11	SPECIAL CONSIDERATION .....	18
12	CERTIFICATE ISSUE PROCEDURE AND RETENTION.....	21
13	CONFLICT OF INTEREST.....	22
14	LOCKDOWN .....	23
15	MALPRACTICE .....	26

### 1 INTRODUCTION

This Policy is reviewed and updated annually and includes the policies and procedures required by Jumeirah English Speaking School to manage examinations in accordance with current requirements and regulations.

### 2 CANDIDATE ABSENCE

- 2.1 The purpose of section is to confirm the arrangements for candidates who are absent from an examination at JESS. An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point JESS reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination.

## 2.2 Identifying and dealing with candidate absence

- 2.2.1 **A candidate will be considered absent from an examination if:** they are not in the exam hall at the start of the exam and the first thing we would have done is to call home (student, parent or guardian) to see where the student is, if there was no answer and an email was sent, the student would be contacted on Year11 teams.
- 2.2.2 **Once a candidate is identified as absent from an examination, the following action will be taken:** the candidate will be contacted immediately as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival.
- 2.2.3 **If a candidate fails to sit an examination, the following action is taken:** a confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker and the candidate absence is noted on the seating plan by crossing through the candidate details.

## 2.3 Roles and Responsibilities

It is the responsibility of the Exams Officer to deal with a candidate absence once it has been identified, it will be the responsibility of Andy Sargeant and or the Headteacher to deal with candidates who are persistently absent from examinations.

## 2.4 Special Considerations

At JESS if a candidate is absent from a timetabled written examination for an acceptable reason, the candidate may be eligible for special consideration. This is where an adjustment may be made to the candidate's terminal grade by the awarding body, providing the following conditions are met:

- 2.4.1 The examination is in the candidate's terminal exam series.
- 2.4.2 The candidate has completed or will be able to complete the required percentage of the assessment to meet the minimum requirements for enhanced grading in cases of acceptable absence.
- 2.4.3 The application for special consideration can be supported by signed evidence produced by a member of the senior leadership team.

## 3 CANDIDATE LATE ARRIVAL

- 3.1 The purpose of this is to confirm the arrangements for candidates who arrive late for an examination at JESS.

- 3.2 **A candidate will be considered late if they arrive:** after the start of the examination and (for an examination which lasts an hour or more) up to 13.00pm for a morning examination or up to 5.30pm for an afternoon examination.
- 3.3 **A candidate will be considered very late if they arrive:** more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 1.00pm for a morning examination or after 5.30pm for an afternoon examination.
- 3.4 This policy confirms that JESS reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination and confirms: the correct procedures are followed when dealing with a candidate who arrives late to an examination and that appropriate arrangements are in place for the management of late arrivals in order to maintain the security and integrity of the examination.

3.5 Candidates who arrive late

The following procedures are applied at JESS in relation to candidates who arrive late to examinations:

- 3.5.1 A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination.
- 3.5.2 A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination.
- 3.5.3 A candidate who arrives within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 1.00pm for a morning examination or up to 5.30pm for an afternoon examination will be permitted by the centre to sit the examination.
- 3.5.4 A candidate who arrives after 1.00pm for a morning examination will be considered very late and will be permitted by the centre to sit the examination.
- 3.5.5 A candidate who arrives after 5.30pm for an afternoon examination will be considered very late and will be permitted by the centre to sit the examination.
- 3.5.6 A candidate who arrives after the awarding body's published finishing time for an examination that lasts less than one hour will be considered very late (ICE 21.3) and will be permitted by the centre to sit the examination.
- 3.5.7 A candidate who arrives very late will be warned that the awarding body may not accept their script.
- 3.5.8 A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with

candidates who sat the paper earlier. The awarding body will be informed of the situation and will decide whether or not to accept the script.

- 3.5.9 In all cases the centre will submit a declaration for the very late arrival of a candidate for examinations, in accordance with the current JCQ publication Instructions for conducting examinations.
- 3.6 The Exams Officer will inform the invigilators of the process for dealing with candidates who arrive late/very late through training and provide them with a room incident log to record relevant information relating to candidate late arrival. The Exams Officer will warn candidates who arrive very late that the awarding body may not accept their script, and an online form – **REPORT ON CANDIDATE ADMITTED VERY LATE TO EXAMINATIONS ROOM** will be completed within seven days of the incident providing the reasons for the late arrival and details of arrangements made for the candidate to reach the centre along with the time the exam was due to start and finish and details of the time the late arrival managed to start and finish the exam.

## 4 LEAVING THE EXAMINATION ROOM

- 4.1 The purpose of this is to confirm that candidates leaving the examination room at JESS is managed in line with JCQ regulations. This policy confirms that the correct procedures are followed in relation to candidates leaving the examination room. JESS reserves the right to exercise discretion whether to allow extra time to compensate candidates for their temporary absence from the examination room.
- 4.2 Arrangements for leaving the examination room
- 4.2.1 For examinations that last one hour or more, candidates must stay under centre supervision until 1.00pm for a morning examination or 5.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination.
- 4.2.2 For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination. Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must **not** be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.
- 4.3 At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

## 5 MANAGING BEHAVIOUR

- 5.1 The purpose of this policy is to confirm that candidate behaviour in the examination room at JESS is managed in line with JCQ regulations.

## 5.2 Briefing candidates

5.2.1 To ensure candidates are aware of the standard of behaviour that is required in the examination room, JESS will ensure the JCQ Information for candidates (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) is distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking.

5.2.2 Ensure candidates are also made aware of the content of the **JCQ Unauthorised items** and **Warning to candidates posters**.

5.2.3 Prior to assessment and/or examinations taking place, ensure candidates are briefed on what they must and must not do when sitting written examinations and/or on-screen test, and when producing coursework and/or non-examination assessments.

5.3 At JESS candidates are made aware of JCQ information/briefed. All information is supplied on Yr11 Teams under the examinations section, an assembly is held with Senior leader (Andy Sargeant) and Head of Year (Katie Raybould) where exam protocol is discussed with students.

## 5.4 Candidate malpractice

5.4.1 Inappropriate behaviour by a candidate in the examination room is deemed 'candidate malpractice'.

5.4.2 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

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

5.4.4 Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself.

5.4.5 Suspected malpractice means all alleged or suspected incidents of malpractice.

5.5 Instructions for conducting examinations - Malpractice in the examination room

The following requirements are applied at JESS:

- 5.5.1 Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.
- 5.5.2 The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination.
- 5.5.3 Form JCQ/M1 - Report of suspected candidate malpractice must be completed.
- 5.5.4 The head of centre has the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room.
- 5.6 Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification. Candidates should be warned of the possible penalties an awarding body may apply as detailed in the JCQ publication **Suspected Malpractice: Policies and Procedures**.
- 5.7 In cases of suspected malpractice, examination scripts must be packed as normal and Form JCQ/M1 must be submitted separately to the relevant awarding body.
- 5.8 The invigilator will notify the Exams officer immediately if a student is being disruptive in any kind of way, the exams officer will ensure that where a candidate is being/ has been disruptive in the examination room, warn the candidate that the awarding body will be informed and may decide to penalise them, which could include disqualification.
- 5.9 The head of centre will make a decision to remove a candidate from the examination room where the other candidates are being seriously disrupted and will report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination by completing JCQ/M1
- 5.10 **Examples of 'candidate malpractice'** include but are not limited to:
- 5.10.1 Introduction of unauthorised material into the examination room.
- 5.10.2 **Own blank paper** used for rough work or used for final answers.
- 5.10.3 **Calculators, dictionaries** (when prohibited) not used or attempted to use.
- 5.10.4 **Bringing into the examination room notes in the wrong format or prohibited annotations.**
- *Notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject*



- *Notes/annotations are relevant and give an unfair advantage*
- *Notes/annotations introduced in a deliberate attempt to gain an advantage*

5.10.5 **Unauthorised notes, study guides and personal organisers** content irrelevant to subject.

- *Content relevant to subject*
- *Relevant to subject and evidence of use*

5.10.6 **Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, airpods, earphones and headphones)** not in the candidate's possession but make a noise in the examination room.

- *In the candidate's possession but no evidence of being used by the candidate*
- *In the candidate's possession and evidence of being used by the candidate*

5.10.7 **Watches (not smartwatches)** in candidate's possession.

5.10.8 **Breaches of examination conditions**

- *A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations.*
- *minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop.*
- *major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop related non-compliance.*

5.10.9 **Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations**

- *Leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained*
- *Removing script from examination room but with no proof that the script is safe; taking home materials*

- *Deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired*

**5.10.10 Disruptive behaviour in the examination room or assessment session (including use of offensive language)**

- *Minor disruption lasting a short time; calling out, causing noise, turning around*
- *Repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions*
- *Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property*

**5.10.11 Exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to):**

**Verbal communication**

- *Isolated incidents of talking before the start of the examination or after papers have been collected*
- *Talking during the examination about matters not related to the exam; accepting examination related information*
- *Talking about examination related matters during the exam; whispering answers to questions*

**Communication**

- *Passing/receiving written communications which clearly have no bearing on the assessment*
- *Accepting assessment related information*
- *Passing assessment related information to other candidates; helping one another; swapping scripts*

**5.10.12 Offences relating to the content of candidates' work**

*The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios could include isolated words or drawings, mildly offensive, inappropriate approaches or responses, frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff, offensive comments or*

*obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings.*

## 6 OVERNIGHT SUPERVISION ARRANGEMENTS

- 6.1 The purpose of this is to confirm that JESS follows the correct procedures when considering the arrangements for a candidate entered for multiple examinations timetabled for the same day and reserves the right to exercise discretion when considering allowing a candidate to take an examination the following morning. We must make sure that we have appropriate arrangements in place to maintain the security and integrity of the examination(s).
- 6.2 Overnight supervision arrangements
- 6.2.1 When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers are more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays.
- 6.2.2 These arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day. Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted. The head of centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the examination throughout. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable. The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone, e-mail, internet and social media. It also extends to television and radio, laptops and surfaces, which could report key details of the day's examinations.
- 6.3 **The role of the head of centre is:**
- 6.3.1 To ensure where a candidate takes an examination the following morning, a member of centre staff or an invigilator is appointed to always supervise the candidate while the candidate is on the premises sitting examinations:
- 6.3.2 Be satisfied that the arrangements maintain the integrity and security of the examination.

- 6.3.3 Inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate.
- 6.4 **The role of the exams office/officer** is:
- 6.4.1 To discuss with an affected candidate all possible options to resolve, within the same day, their timetable clash of multiple examinations, only applying overnight supervision arrangements as a last resort and once all other options have been exhausted.
  - 6.4.2 Re-arrange any examination that cannot be taken in the scheduled afternoon session for the following morning, ensuring if an examination is deferred from Friday afternoon, it is re-arranged for Saturday morning.
  - 6.4.3 Ensure the **JCQ Overnight Supervision and Overnight Supervision Declaration** forms are completed before the overnight supervision is to commence.
  - 6.4.4 Confirm the supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff, determining a method of supervision which ensures the candidate's well being.
  - 6.4.5 Download the **JCQ Overnight Supervision Declaration** form for signing by the candidate, the supervisor and the head of centre.
  - 6.4.6 Inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions/penalties, as detailed in the JCQ publication **Suspected Malpractice: Policies and Procedures**.
  - 6.4.7 Keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later, and not send to an awarding body, unless specifically requested.
  - 6.4.8 Ensure where a candidate takes an examination the following morning, the candidate is under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and ensure there is no contact with other candidates.
- 6.5 If a candidate is allowed to take an examination on a later day than other candidates at the centre, ensure all copies of the question paper used on the earlier day are sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken that examination.

## 7 SEPARATE INVIGILATION

- 7.1 The purpose of this is to confirm the criteria when this arrangement may be considered and granted for a candidate at JESS in compliance with the regulations.
- 7.2 Decisions on the awarding of the arrangement
  - 7.2.1 At JESS decisions on the awarding of the arrangement are made by the Head of Inclusion and are based on whether the candidate has a substantial and long term impairment which has an adverse effect.
  - 7.2.2 It is the candidate's normal way of working within the centre.
  - 7.2.3 Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate.
  - 7.2.4 Nervousness, low level anxiety or being worried about examinations is **not sufficient grounds** for separate invigilation within the centre
- 7.3 Criteria for the awarding of the arrangement
  - 7.3.1 Separate invigilation will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met.
  - 7.3.2 The candidate has an established difficulty as defined in section 5.16 of the JCQ's **Access Arrangements and Reasonable Adjustments** publication.
  - 7.3.3 The candidate's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities.
  - 7.3.4 Separate invigilation reflects the candidate's normal and current way of working in internal tests and mock examinations.
- 7.4 Where a candidate is subject to separate invigilation within the centre, the regulations and guidance within the JCQ publication **Instructions for conducting examinations** will be adhered to, particularly in relation to accommodation and invigilation arrangements

## 8 FOOD AND DRINK

- 8.1 This confirms that JESS reserves the right to exercise discretion whether to allow food and drink in the examination room and confirm that correct procedures are followed regarding food and drink in the examination room and appropriate arrangements are in place for the management of food and drink in the examination room.

- 8.2 Food and drink will be allowed in the examination room at the discretion for the head of centre and any food and drink brought into the examination room whether by the candidate or the centre must be free from packaging and all labels. To enable invigilators to check these quickly and efficiently; food brought in must be in transparent containers and free of labels.

## 9 ACCESS ARRANGEMENTS

### 9.1 Access arrangements

Access arrangements are agreed **before** an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the *Equality Act 2010* to make 'reasonable adjustments'.

### 9.2 Reasonable adjustments

The *Equality Act 2010* requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the *Equality Act 2010*, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a vision impaired candidate who could read Braille. A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements. Whether an adjustment will be considered reasonable will depend on several factors which will include, but are not limited to:

9.2.1 The needs of the disabled candidate;

9.2.2 The effectiveness of the adjustment;

9.2.3 The cost of the adjustment; and

9.2.4 The likely impact of the adjustment upon the candidate and other candidates.

- 9.3 **And adjustment will not be approved if it** involves unreasonable costs to the awarding body; involves unreasonable timeframes; or affects the security and integrity of the assessment. This is because the adjustment is not 'reasonable'.

- 9.4 The purpose of this is to confirm that JESS has a written record which clearly shows the centres leading on the access arrangements process and: is complying with its obligation to identify the need for, request and implementing of access arrangements and has a written process in place to not only check the

qualification(s) of its assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments.

## 9.5 General principles

The principles for JESS to consider access arrangements include:

- 9.5.1 The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.
- 9.5.2 The person who leads on additional learning support/special educational needs, must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate.
- 9.5.3 Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.
- 9.5.4 Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The need for access arrangements/reasonable adjustments must be considered on a subject-by-subject basis.
- 9.5.5 Access arrangements/reasonable adjustments should be processed at the start of the course.
- 9.5.6 Arrangements must always be approved before an examination or assessment.
- 9.5.7 The arrangement(s) put in place must reflect the support given to the candidate in the centre.
- 9.5.8 The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustments before their first examination.

## 10 THE ASSESSMENT PROCESS

- 10.1 At JESS assessments are carried out by: an appropriately qualified assessor(s) appointed by the head of centre in accordance with the JCQ requirements

Details and qualification(s) of the current assessor(s) • Beth Sargeant (Registered Qualified Test User 563921)

## 10.2 Appointment of assessors of candidates with learning difficulties

At the point an assessor is engaged/employed at JESS: Evidence of the assessor's qualification is obtained and checked against the current requirements (AA 7.3.4) This process is carried out prior to the assessor undertaking any assessment of a candidate (AA 7.3.4) A photocopy of the assessor's certificate(s) (or a printout of screenshot of HCPC or SASC registration, or screenshot of other relevant qualification listing) is kept on file.

## 10.3 Reporting the appointment of the assessor(s)

Evidence that the assessor(s) is/are suitably qualified is held on file for inspection purposes and when requested, the evidence will be presented to the JCQ Centre Inspector by Exams Officer. In the case of appropriately qualified psychologists (registered with the Health & Care Professions Council), or specialist assessors holding a current SpLD Assessment Practising Certificate, who are directly employed within the centre, there is no need to record the names of these individuals within Access arrangements online. The names of all other assessors, who are assessing candidates studying qualifications as covered by AA must be entered into Access arrangements online to confirm their status.

## 10.4 Process for the assessment of a candidate's learning difficulties by an assessor

JESS confirms:

10.4.1 Guidelines for the assessment of the candidate's learning difficulties by an assessor will be followed and Form 8 (JCQ/AA/LD - Profile of Learning Difficulties) will be completed (AA 7.5, 7.6).

10.4.2 Arrangements must be made for the candidate to be assessed by the centre's appointed assessor (AA 7.5.1).

10.4.3 Assessors must personally conduct the assessments. They must not sign of assessments carried out by another professional (AA 7.5.5).

10.4.4 The assessor must carry out tests which are relevant to support the application. (AA 7.5.6).

10.4.5 A privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements and cannot be used to process an application using Access arrangements online. (AA 7.3.6).

10.4.6 Relevant staff working within the centre should always carefully consider any privately commissioned assessment to see whether the process of gathering a



picture of need, demonstrating normal way of working within the centre and ultimately assessing the candidate themselves should be instigated.

## 10.5 Picture of need/normal way of working

JESS confirms:

10.5.1 Before the candidate's assessment, the person appointed in the centre must provide the assessor with background information, i.e. a picture of need has been painted as required in Part 1 of Form 8. The centre and the assessor must work together to ensure a joined-up and consistent process. (AA 7.5.2).

10.5.2 An independent assessor must contact the centre and ask for evidence of the candidate's normal way of working and relevant background information. This must take place before the candidate is assessed. Additionally, the independent assessor must be approved by the head of centre to assess the candidate.

10.5.3 All candidates must be assessed in the light of the picture of need and the background information as detailed within Part 1 of Form 8.

10.5.4 An independent assessor must discuss access arrangements/reasonable adjustments with the person appointed in the centre. The responsibility to determine and request appropriate and practicable access arrangements/reasonable adjustments specifically lies with the centre. (AA 7.5.3).

10.5.5 When an access arrangement/reasonable adjustment has been processed on-line and approved, the evidence of need (where required) must be made available to a JCQ Centre Inspector upon request. An awarding body may also request evidence of need when considered necessary. This can either be in hard copy paper format or electronically.

10.5.6 Where documentation is stored electronically an e-folder for each individual candidate must be created. The candidate's e-folder must hold each of the required documents for inspection. (AA 4.2.13)

## 10.6 It is the responsibility of:

10.6.1 SENCO to collect a candidate's consent (a completed candidate Personal data consent form) to record their personal data online through AAO.

10.6.2 The Data protection confirmation should be completed by SENCo, prior to the processing of the online application, which must be retained for 26 months from the date of the online application being approved.

10.6.3 Exams Officer to submit applications for approval using AAO.

10.6.4 SENCO to hold the file/e-folder for each individual candidate containing a copy of the candidate's approved application, appropriate evidence of need (where required) and a signed candidate personal data consent form (AA 8.6).

10.6.5 Exams Officer to submit applications for approval directly to an awarding body for any qualification that does not fall within the scope of AAO Exams Officer to order modified papers.

## 11 SPECIAL CONSIDERATION

11.1 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.

11.2 The purpose of this policy is to identify roles and responsibilities within the special consideration process and confirms Jumeirah English Speaking School (JESS) will apply for special consideration where a candidate meets the published criteria.

11.3 Eligibility for special consideration

11.3.1 Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

11.3.2 Special consideration must be applied for at the time of the assessment.

11.3.3 Candidates will not be eligible for special consideration if preparation for, or performance in the examination is affected by the reasons detailed in the JCQ publication A guide to the special consideration process.

11.4 Applying for special consideration

11.4.1 At Jumeirah English Speaking School (JESS), where a candidate is eligible, special consideration will be applied for at the time of the assessment in accordance with the regulations as detailed in the JCQ publication A guide to the special consideration process. For candidates who are present for the

assessment, but disadvantaged Jumeirah English Speaking School (JESS) must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment.

**Examples where a candidate/candidates may be eligible for special consideration include:**

A candidate arrives for the examination and is clearly unwell, extremely distressed and/or may have sustained an injury that requires emergency access arrangements to be put in place:

- *the candidate is kept under centre supervision (from 30 minutes after the published starting time for that examination until they begin it) while appropriate arrangements are put in place for the candidate to take the examination*
- *special consideration is applied if this indisposition has had, or is reasonably likely to have had, a material effect on the candidate's ability to demonstrate his or her normal level of attainment in the examination*
- Application for an allowance on the last paper taken in a day when a candidate has been entered for three or more examinations timetabled for the same day and the total duration of those papers is more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 exams) including any approved extra time but not any time taken for supervised rest breaks paper taken will be applied for
- Serious disturbance during the examination,
- Candidates will not be eligible for special consideration if preparation for, or performance in the examination is affected by a minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing

11.5 Candidates who are absent from a timetabled component/unit for acceptable reasons

11.5.1 If a candidate is absent for acceptable reasons, and Jumeirah English Speaking School (JESS) can support this, special consideration will be applied for if the examination missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met. For unitised examinations taken in an examination series prior to certification, candidates must be re-entered for any missed units at the next assessment opportunity. Unless there are difficulties arising, e.g. group performances which cannot be repeated, special consideration will not be awarded.

- 11.6 Processing applications for special consideration
- 11.6.1 The role of the head of centre Ensure all eligible applications are supported by signed evidence produced by a member of the senior leadership team responsibilities:
- 11.7 The role of the exams office/officer
- 11.7.1 Is to ensure applications are processed as required by the awarding bodies.
- 11.7.2 Ensure a candidate/candidates (or a parent/carer) understands that all cases must be dealt with by the centre.
- 11.7.3 Ensure that special consideration is applied for at the time of the assessment.
- 11.7.4 Ensure special consideration is not applied for in a cumulative fashion and where a candidate may be affected by different indispositions, ensure special consideration is only applied for the most serious indisposition.
- 11.7.5 Keep evidence to support all applications on file until after the publication of results and provide the signed evidence produced by a member of the senior leadership team in support an application where this may be requested by an awarding body.
- 11.7.6 Meet the awarding body deadline(s) for submitting applications.
- 11.8 Submitting applications for special consideration
- 11.8.1 At Jumeirah English Speaking School (JESS), where a candidate or group of candidates is/are eligible for special consideration, applications will be submitted to the relevant awarding body following the published processes in A guide to the special consideration process. In cases of online applications for special consideration, the candidate/candidates will be informed when an application for special consideration is submitted to the awarding body. Evidence to support all applications will be kept on file until after the publication of results.

- **Timetabled written examinations**

Applications for individual candidates will be submitted online by logging into the relevant awarding body secure extranet site and following the links to special consideration (where the awarding body's secure site accepts applications online)

A single application to cover all examinations affected where a candidate is present but disadvantaged and a separate application for each day on which examinations are missed where a candidate is absent from an examination for an acceptable reason will be submitted

11.8.2 Form 10 Application for special consideration will only be completed and submitted to the awarding body where the online system does not accept applications for a particular qualification.

11.8.3 For cases involving groups of candidates, applications will be made online where the awarding body's secure system accepts group applications or form 10 will be completed.

11.8.4 Form 14 Self certification form (Self certification for candidates who have missed an examination) will only be completed by a candidate where circumstances warrant this and will not be used where the centre knows the candidate was ill.

- **Internally assessed**

Where appropriate, applications will be made online where the awarding body's secure system accepts them or form 10 will be completed and submitted to the awarding body

Where a short extension to a work submission deadline for an individual candidate is being requested, the awarding body will be contacted directly

Where an application relates to a shortfall in work for an individual candidate, this will be submitted online or by completing form 10, dependent on the awarding body.

## 11.9 Late applications

11.9.1 If, after the publication of results for a particular examination series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a senior leader is able to produce compelling evidence to support a late application. If a claim is made after the completion of a review of results, the claimant will be informed that an application for special consideration cannot be submitted.

## 12 CERTIFICATE ISSUE PROCEDURE AND RETENTION

12.1 The purpose of this procedure is to confirm how Jumeirah English Speaking School (JESS) issues examination certificates to candidates and the procedure for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

## 12.2 Arrangements for the issue of certificates

12.2.1 The Exams Officer will receive the certificates, once all certificates have been received and sorted into candidate order, a copy of certificates is made in kept in an E-file. Students and parents will be sent an email to inform that certificates are ready to be distributed. Certificates will be sorted into student form groups and given to relevant form teachers to be distributed to students, who will have to sign and date for the receipt of certificates. Students who have left (either relocated or moved to a different school), would have been informed before results day, that the school should be notified of certificates either be sent via courier or collection by parents or guardians, if students moved school and not country). These certificates can be collected from JESS reception and would be signed and dated once they have been received.

12.3 **Where unable to claim/collect certificates** under the normal arrangements. Certificates can be sent via courier, if the parent/guardian has requested so, this would be done in email form and the relevant address would be provided. An email will be sent to the parent/guardian with the waybill I number to inform them what courier service was used and how to track the shipment. Students can arrange for someone else to collect certificates, as long as the Exams officer has been informed of who will be collecting the certificates. 3rd party collectors will have to provide proof of identification for the collection and a copy will be kept with signed certificate collection form

## 12.4 Retention of certificates

12.4.1 Jumeirah English Speaking School (JESS) will: retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue and destroy any unclaimed certificates after retaining them for a minimum of 12 months (GR 5.14)

12.4.2 We will destroy certificates in a confidential manner or may return them to the respective awarding body and retain a record of certificates that have been destroyed for four years from their date of destruction.

## 13 CONFLICT OF INTEREST

13.1 It is the responsibility of the head of centre to ensure that Jumeirah English Speaking School, manages conflicts of interest by informing the awarding bodies, before the published deadline of entries for each examination series, of any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units and or any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units and maintains clear records of all instances and or where exams office staff have members of their family (which includes step-family, foster family and similar close

relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres, if centre staff are taking qualifications at their own centre which do not include internally assessed components/units centre staff are taking qualifications at other centres.

13.2 A process is in place where the exams officer will run a report from ISAMS to get the data of which students entered for GCSE Summer examinations has parents who are centre staff. The relevant awarding body documents will then be completed and submitted to each awarding body according to their requirement, from Centre staff who has been identified as conflict of interest. That way managing any conflict of interest within the centre.

13.3 Declaration process

13.3.1 An electronic copy of the declaration of interest form is sent to each member of staff who poses as a conflict of interest, this form is electronically signed by the staff member and by the Head of centre, once completed it gets sent back to the exams officer who will then send it to Cambridge. This is kept as an electronic copy and hard copy for evidence. EDEXCEL requires an online form to be completed.

13.4 **The role of the head of centre** is to ensure conflicts of interest are managed according to the requirements and that clear records are maintained and that the records include details of the measure taken to mitigate any potential risk to the integrity of the examinations. Records have to be available for review at the request of any inspectors and should be retained until the completion of post results.

13.5 **The role of the exams officer** is to ensure the process for collecting declarations of interest is undertaken and to make sure that the declarations are shared accordingly and retained for any inspection purposes.

## 14 LOCKDOWN

14.1 A lockdown may be required in the following situations (this is not an exhaustive list):

14.1.1 an incident or civil disturbance in the local community which poses a risk

14.1.2 an intruder on the site with the potential to pose a risk

14.1.3 local risk of air pollution, such as a smoke plume or gas cloud a major fire in the vicinity

14.1.4 a dangerous animal roaming loose

14.1.5 an internal threat from a student

14.1.6 any other external or internal incident which has the potential to pose a threat.

14.2 Where a lockdown may be required when conducting examinations, the focus will be: the welfare and safety of candidates and exams staff maintaining the integrity and security of the examination/assessment process.

14.3 Lockdown procedures

14.3.1 Where a lockdown is required, the following procedures will be employed at Jumeirah English Speaking School:

- **Before an examination**

As candidates are entering/waiting to enter the examination room:  
Invigilators will:

- instruct candidates to enter the examination room immediately,
- instruct candidates to remain silent, hide under desks or sit against a wall/around a corner but not near the door and to ensure mobile phones are on silent and non-vibrate mode.
- Invigilators will make sure to lock all windows and close any/all curtains/blinds, switch off all lights, lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room take an attendance register/head count if possible.
- **if the threat is a chemical or toxic release** instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.
- where safe/possible, not leave the examination question papers unattended/out of sight.
- A senior leader/authorised person will be present around the examination room(s) area(s) and where safe/possible, communicate the situation to the exams officer (via mobile phone/walkie talkie on silent and non-vibrate mode).
- The exams officer will collate the information from all examination rooms and forward this to the head of centre immediately The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services.



- **When candidates are in the examination room:**
  - Invigilators will tell candidates to stop writing immediately and close their answer booklets
  - collect the attendance register make a note of the time when the examination was suspended
  - instruct candidates to remain silent, leave all examination materials on their desks and hide under desks
  - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
  - lock all windows and close any/all curtains/blinds
  - switch off all lights and lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
  - **if the threat is a chemical or toxic release** instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
  - where safe/possible, not leave the examination question papers unattended/out of sight
  - Where safe/possible, the exams officer will collate the information from all examination rooms and forward this to the head of centre immediately
  - The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services if appropriate,
  - where safe/possible, and following instruction from the appropriate authority,
  - the exams officer and/or invigilators will initiate the emergency evacuation procedure
  - Where safe/possible, the exams officer will collect all examination question papers and materials for safe/secure storage following advice from the appropriate awarding body/bodies

- **After an examination**

- As candidates are leaving the examination room, invigilators will: stop dismissing candidates from the examination room, instruct candidates who have left to re-enter the examination room
- instruct candidates to remain silent and hide under desks/tables
- where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- lock all windows and close any/all curtains/blinds switch off all lights, lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
- **if the threat is a chemical or toxic release** instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- where safe/possible, not leave the examination question papers unattended/out of sight
- Where safe/possible, the exams officer will collate the information from all examination rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services

14.4 **Ending a lockdown:** The lockdown will be ended by either: the sound of a defined alarm, or the identification/authorisation of emergency service officer/senior leader/head of centre entering the examination room.

14.5 Candidates will return to their desks and be reminded that they are still under formal examination conditions and will be allowed time to settle down, candidates will be given the full amount of working time that was left to finish their exam.

## 15 MALPRACTICE

15.1 What is malpractice and maladministration? (SMPP 1)

15.1.1 'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This procedure uses the word 'malpractice' to

cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- a breach of the Regulations
- a breach of awarding body requirements regarding how a qualification should be delivered
- a failure to follow established procedures in relation to a qualification
- gives rise to prejudice to candidates
- compromises public confidence in qualifications
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificates
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre

**For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice**

## 15.2 General principles

In accordance with the regulations Jumeirah English Speaking School (JESS) will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place (GR 5.11)
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation (GR 5.11)
- As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication **Suspected malpractice - Policies and procedures** and provide such information and advice as the awarding body may reasonably require (GR 5.11)

## 15.3 Candidate malpractice

15.3.1 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the

compilation of portfolios of assessment evidence and the writing of any examination paper (SMPP 2)

#### 15.4 Centre staff malpractice

15.4.1 'Centre staff malpractice' means malpractice committed by: a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe.

#### 15.5 Identification and reporting of malpractice

15.5.1 The head of centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication **Suspected Malpractice: Policies and Procedures** (SMPP 4.1.3)

15.5.2 Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration (SMPP 4.4, 4.6)

15.5.3 Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately (SMPP 4.5)

15.5.4 If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals (SMPP 5.32)

15.5.5 Once the information gathering has concluded, the head of centre (or other appointed information-gatherer) will submit a written report summarising the case to the relevant awarding body, accompanied by the information obtained during their enquiries (SMPP 5.34)

#### 15.6 Communicating malpractice decisions

15.6.1 Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible. The head of centre will communicate the decision to the individuals concerned and pass on details of any sanctions

and action in cases where this is indicated. The head of centre will also inform the individuals if they have the right to appeal (SMPP 11.1)

## 15.7 Appeals against decisions made in cases of malpractice

15.7.1 Jumeirah English Speaking School (JESS) will provide the individual with information on the process for submitting an appeal, and where relevant Refer to further information and follow the process provided in the JCQ publication A guide to the awarding bodies' appeals processes