



# **St Mary's Christian Brothers' Grammar School**

## **EXAMINATION POLICY**

April 2023



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## **1 Rationale**

The purpose of this examination policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- To ensure the security of St Mary's as an examination centre

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

The examination policy will be reviewed every 3 years.

The examination policy will be reviewed by the Head of Centre, the Senior Leadership Team and the Examinations Officer.

## 2 Roles and Responsibilities

### The Head of Centre:

- has overall responsibility for the school as an examination centre advises on appeals and re-marks
- the Head of Centre is the school Principal. She also delegates a responsibility to one Senior Teacher as Head of Centre.
- is responsible for reporting all suspicions or actual incidents of malpractice – refer to the JCQ document *Suspected malpractice in examinations and assessments*. (See Appendices 3, 7 and 8)

### The Examinations Officer (under direction of the Heads of Centre):

- manages the administration of public and internal examinations
- advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination 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 examinations 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 examination 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 examination papers and completed scripts
- administers access arrangements and makes applications for special consideration using the current JCQ publications 'Access arrangements and Reasonable Adjustments' and 'A Guide to the Special Consideration Process'.
- identifies and manages examination timetable clashes
- accounts for income and expenditures relating to all examination costs/charges
- line manages the senior examination invigilator in organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- 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 examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their examinations. (See Appendices 3, 7 and 8)

### Heads of Department

- guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- involvement in 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 examinations officer. (See Appendices 1, 5, 6 and 8)

### Teachers are responsible for:

- notification of access arrangements requirements (as soon as possible after the start of the course)
- submission of candidates' names to Heads of Department. (See Appendices 1, 5 and 6)

**The special educational needs coordinator (SENCO) is responsible for:**

- identification and testing of candidates, requirements for access arrangements
- the provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims.
- liaises with the Examinations Officer to assist with the staffing of separate venues with readers and/or scribes. (See Appendices 4 and 7)

**Chief invigilator/invigilators are responsible for:**

- collection of examination papers and other material from the strong room before the start of the examination.
- Invigilates exams in accordance with JCQ regulations.
- collection of all examination papers in the correct order at the end of the examination and their return to the strong room.
- return of all separate centre scripts to a pre-arranged central collection point (main exam venue). (See Appendices 3 and 7)

**Candidates are responsible for:**

- confirmation and signing of entries
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- ensuring prompt arrival for all examinations. Candidates must be at the examination centre for 9am and 1pm each day
- reminding oneself of the examination centre venue in advance. This information will be relayed to students via the TV monitor information system located in the main foyer, the ER foyer and in the canteen. If there is any doubt about locations the candidate should be referred to the Examinations Officer or Year Head
- ensuring that they are fully equipped to complete the examination (pens/pencils/calculators etc)
- attending examinations and assessments in full school uniform at all times
- following all school and examination body rules for behaviour and conduct.

**Verification of candidates' identity**

Prior to entry into the examination centre, the Year Head and/or the Senior Teacher present, will verify the identity of each candidate. If there are any external candidates, they will be required to sign in at the school office and to show photographic ID both at the office and to the YH and/or Senior Teacher prior to being allowed access to an examination centre.

**3 Qualifications Offered**

The qualifications offered at this centre are decided by the Head of Centre and Senior Leadership Team in consultation with the Heads of Department.

The qualifications offered are: GCE, Diploma/Certificate/BTEC Level 3 qualifications, GCSE and Level 2. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus and the Options Booklets for that year. This information is also available on the school website. If there has been a change of specification from the previous year, the Examinations Officer and Senior Leadership Team must be informed at the beginning of the new school year.

Informing the Senior Leadership Team and Examinations Officer of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, Head of Department, School Careers Officer and the Senior Leadership Team

#### **4 Exam seasons and timetables**

##### **Exam Series**

Internal examinations and controlled assessments are scheduled throughout the academic year.

External examinations and assessments are scheduled in November, January, March, May and June.

The Head of Centre and Senior Leadership Team decide which examination series are used in the centre.

On-demand assessments can be scheduled only at times agreed by the Senior Leadership Team.

##### **Timetable**

Once confirmed, the Examinations Officer will circulate the examination timetable for internal examinations and external examinations.

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

All entry decisions are to be approved by the Senior Leadership Team.

Candidates are selected for their examination entries by subject teachers.

Candidates or parents/guardians can request a subject entry, change of level or withdrawal.

The centre will accept entries from external candidates in exceptional circumstances only with approval from the Principal.

Entry deadlines are circulated to Heads of Department via email.

Late entries are authorised by the Head of Centre and Heads of Department.

GCSE re-sits will meet the GCSE terminal rule and re-sit requirements.

Re-sit decisions will be made in consultation with candidates, subject teachers, and Heads of Department.

## **6 Examination fees**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

Examination fees are paid by the centre.

Late entry or amendment fees are paid by the departments, centre and candidates dependent upon the circumstance.

Candidates who fail to register for resit examinations by the agreed deadline are responsible for the payment of any late fees.

Fee reimbursements are sought from candidates who fail without good reason to complete the requirements of a public examination.

Re-sit fees are paid by the candidate.

## **7 Estimated grades**

Heads of Department are responsible for submitting estimated grades to the examinations office when requested by the examinations officer.

## **8 Managing invigilators and exam days**

### **Managing invigilators**

- Support staff, external staff and agency employees are used to invigilate examinations.
- Recruitment of invigilators is the responsibility of the Examinations Officer.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by the Director of Corporate Services.

### **Malpractice**

The Head of Centre is responsible for investigating suspected malpractice. JCQ guidelines will be followed. <http://www.icq.org.uk/exams-office/malpractice/>

### **Examination days**

The examinations officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

The Director of Corporate Services is responsible for setting up the allocated rooms.

The Chief Invigilator will start all examinations in accordance with JCQ guidelines.

Subject teachers may be required at the start of the examination to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

Subject teachers are not permitted into the examination centre during an examination. In practical examinations, subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. To ensure the integrity of the examinations, question papers will not be distributed to Heads of Departments until 24 hours after the examination, as per JCQ regulations. (See Appendix 2)

## 9. Candidates, Clash Candidates and Special Consideration

### Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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.
- Candidates may leave the examination room for a genuine purpose, in which case a member of staff must accompany them.
- Notes, mobile phones, an MP3/4 player or similar device, a smartwatch or wristwatch which has a data storage device must not be brought into the examination centre.
- Pencil cases taken into the examination centre must be see-through.
- Labels must be removed from any bottles of water brought into the examination centre.
- The invigilators will notify the Examinations Officer who, with the assistance of office staff when available, will try to make contact with the candidates who are not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### Clash Candidates

- The Examinations Officer will be responsible for identifying and resolving any examination clashes and if necessary providing escorts, identifying a secure venue and where required arranging overnight stays.

### Special consideration (See Appendix 9)

If a parent feels his/her son is entitled to Special Consideration, the onus is on the parents to complete the Special Consideration form prior to the start of the applicable examination series. (See Appendix 9)

If a parent does not complete the Special Consideration form, the school will not be held responsible for an application not being made. As per JCQ guidance, "Candidates or their parents/carers should, in the first instance, discuss the application of special consideration with the school or college concerned."

### When should the Special Consideration form be completed:

- In all cases, the Special Consideration form must be completed in full, contain supporting evidence and **be submitted at the latest by the final examination module to be completed by the pupil in the associated examination series.**
- In some instances, the school may already be aware of issues which would merit an application for Special Consideration (eg recent bereavement of an immediate family member or long-term illness of a pupil), however, to ensure that all records are accurate and that an application can be made with all relevant evidence, parents/guardians should complete the Special Consideration form.
- In the case of an issue which occurs during an examination series, **the parent/guardian must complete the form and submit it as soon as possible.**



## **10 Controlled Assessment, Coursework and appeals against internal assessments**

### **Controlled Assessment**

It is the responsibility of Heads of Departments and teaching staff to ensure that the procedures and guidelines for examinations and assessments issued by the awarding bodies and JCQ are followed.

Candidates must ensure that the work they are submitting is their own and has not been plagiarised either in part or whole.

It is the duty of Heads of Departments to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

### **Marks and appeals**

Marks for all controlled assessed work and estimated grades are provided to the Examinations Officer by the subject teachers and Heads of Department.

### **Appeals against internal assessments**

Advice for managing appeals against controlled assessments is available from the Examinations Officer. See the 'Internal Appeals (Coursework) Procedure'.

## **11 Results, Enquiries About Results (EARS)/Access to Scripts (ATS)**

### **Results**

Candidates will receive individual result slips on results days in person at the centre.

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 Senior Leadership Team.

### **Enquiries About Results (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 candidate's consent is required before any EAR is requested.

If a result is queried, the Examinations Officer, Head of Department and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

### **Access to Scripts (ATS)**

After the release of results, candidates may ask the Head of Department to request the return of papers within three days' scrutiny of the results.

The Head of Department may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once an original script has been returned.

### **12 Certificates**

Certificates are presented in person or collected from the school office.

Certificates cannot be collected on behalf of a candidate by third parties, unless they have been authorised to do so.

The centre retains certificates for three years.

## Appendix One

### Conflict of Interest Statement

What is a **'conflict of interest'** in terms of examinations and assessment?

1. When a teacher is teaching, and thus assessing, the work of a candidate who is a family member or family friend
2. Where an invigilator is invigilating an examination in which a candidate is a family member or family friend

St Mary's Christian Brothers' Grammar School is committed to ensuring its decisions and actions in relation to the assessment process are, and are seen to be, free from personal bias and do not unfairly favour any candidate prior to or during the assessment process.

To that end, it is the policy of the school to

- ensure that every teacher/invigilator understands what constitutes a conflict of interest and that they have a responsibility to declare any conflicts that might arise for them
- document the conflict and the action(s) taken to ensure that the conflict does not affect/impinge upon the decision-making involved in the assessment process or the actual assessment process itself

### Procedure

When a teacher/invigilator identifies that they have a potential conflict of interest they must:

1. declare it as soon as they become aware of it
2. ensure it is recorded in the Conflict of Interest Log\*
3. remove themselves from any discussions/decisions about the candidate's assessment/examination.

**Appropriate arrangements will be made within the centre for:**

- a) the candidate's work to be assessed by another professional in the Department
- or**
- b) another invigilator to supervise the examination which the affected candidate is sitting
- or**
- c) the candidate's coursework or examination paper to be handled by another member of staff or invigilator not affected by any conflict of interest prior to its transfer for marking to the examination board.

\*Held by the Head of Centre

## Appendix Two – Malpractice

St Mary's Christian Brothers' Grammar School is committed to ensuring that malpractice does not occur in any examination situation. Candidates should be warned re: the consequences of malpractice in advance of each examination series. Warnings will be posted re: malpractice at the entry point to each examination room.

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

- gives rise to prejudice to candidates; and/or
- compromises public confidence in qualifications; and/or
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Malpractice may or may not relate directly to sitting an examination. Awarding bodies are aware of the possibility of novel or unexpected forms of malpractice emerging as technologies and the nature and organisation of examination centres change.

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

Also, failure to take action as required by an awarding body, or to co-operate with an awarding body's investigation, constitutes malpractice.

**Malpractice** includes **maladministration** and instances of non-compliance with the regulations, and includes activity such as failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or failures of compliance with JCQ regulations in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms. This list is not exhaustive.

The following are types of malpractice

- breach of security;
- deception;
- improper assistance to candidates;
- failure to co-operate with an investigation;
- maladministration;
- candidate malpractice.

**JCQ guidelines will be followed if there is suspected malpractice/maladministration.**

## **Centre staff malpractice**

'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, an Oral Language Modifier, a practical assistant, a prompter, a reader or a scribe.

Examples of centre staff malpractice are set out in Appendix 2, Part 1 in the JCQ publication 'Suspected Malpractice Policies and Procedures'. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

## **Candidate malpractice**

'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.

Examples of candidate malpractice are set out in Appendix 2, Part 2 of JCQ publication 'Suspected Malpractice Policies and Procedures'. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

## **Suspected Candidate Malpractice**

### **Procedure**

- If a candidate is suspected of malpractice, the invigilator must warn the candidate that he may be removed from the examination room. The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate.
- The invigilator must record what has happened and, wherever possible, should remove and keep any unauthorised material that a candidate may have in the examination room. If necessary, the invigilator should summon assistance from the Head of Centre or a member of the Senior Leadership Team.
- The Head of Centre must report any instance of suspected or actual malpractice in connection with the examination to the awarding body as soon as possible. Form JCQ/M1 – Report of Suspected Malpractice ([http://www.jcq.org.uk/examinations\\_office/malpractice/](http://www.jcq.org.uk/examinations_office/malpractice/)) must be completed. 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.
- The examination script of a candidate suspected of malpractice should be packed for transport to the awarding body and form JCQ/M1 should be submitted separately to the relevant awarding body.

## **Rights of the accused individuals**

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) must:

- be informed (preferably in writing) of the allegation made against him or her;
- be advised that a copy of the JCQ publication Suspected Malpractice, Policies and Procedures can be found on the JCQ website: <http://www.jcq.org.uk/exams-office/malpractice> ;
- know what evidence there is to support the allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations (if required);
- have an opportunity to submit a written statement;
- be informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, (see paragraph 14.1) should a decision be made against him or her;
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.

The Head of Centre also has a duty to monitor and report any potential malpractice by invigilators (see Appendix One – Conflict of Interest Statement).

### **Appendix Three – Emergencies**

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions specified
- Advise candidates to leave all question papers and scripts in the examination room. Candidates should leave the room in silence
- Ensure candidates are supervised as closely as possible while they are out of the examination room to minimise any discussion about the examination. Make a note of the time of the interruption and for how long it lasted
- Providing candidates can be returned to the examination room within a short space of time, allow them the full working time set for the examination
- If there are only a few candidates involved, the invigilator might consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- If the evacuation becomes protracted, the Head of Centre and Examinations Officer will make a decision about which point to abandon the examination and send the candidates home
- If re-entry to the premises cannot be secured and candidates have had to be dismissed without the examination being fully completed, the Examinations Officer will contact the relevant examination board and take advice on how to proceed
- Depending on the circumstances, the Examination Officer may be able to apply for special consideration for the candidates involved
- Details of the incident and the action taken should be fully recorded and details sent to the relevant awarding body
- Partially completed papers should be submitted to the awarding body following the normal protocols

#### **Criteria\* for the Head of Centre (or Examinations Officer in her absence) to consider in assessing whether an examination can be continued**

- The length of time that has passed since the official start time
- Whether the minimum time for remaining in the examination room has passed to maintain the integrity of the examination
- The amount of time left to complete the examination(s)
- Whether there is sufficient time to complete the examination(s) before another session starts
- Whether continuing the examination will take candidates over the session limit of 3 hours (taking particular care in relation to candidates with access arrangements in place which may include extra time)

**\*THE PRIMARY CONSIDERATION, HOWEVER, INVOLVES THE HEAD OF CENTRE BEING COMPLETELY SATISFIED THAT NO COMMUNICATION HAS TAKEN PLACE BETWEEN THE CANDIDATES IN RELATION TO THE EXAMINATION.**

## **Appendix Four**

### **The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

#### **Disability Discrimination Act**

All examination centre staff must ensure that they meet the disability provisions under 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 he has a physical or mental impairment that has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the DDA by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

#### **Access arrangements**

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

A candidate's access arrangements requirement is determined by the SENCO, doctor, pastoral teacher and/or educational psychologist/specialist teacher.

Making access arrangements for candidates to take examinations/controlled assessments is the responsibility of both the SENCO and examinations officer.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the examinations officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the examinations officer.



## **Appendix Five - The Management of GCSE Controlled Assessments**

**(see also Controlled Assessment Policy)**

### **re: Controlled Assessment Tasks**

- Guidelines/instructions from the particular examination boards re the completion of the controlled Assessment tasks should be strictly adhered to.
- The completion of Controlled Assessment Tasks is considered to be a formal examination and should be treated as such.
- If a student does not report for a formal Controlled Assessment Task, this matter should be reported to the appropriate Director of Study and Head of Department by the class teacher. The student should complete the Controlled Assessment Task as soon as possible, if this is feasible.
- If the controlled assessment is to be marked by the teacher, due rigor and attention should be paid to the specified mark scheme.
- All completed controlled assessment tasks should be stored in a locked cabinet until sent to the appropriate examination board for marking / moderation.
- The uploading of scores to e-portfolios is now common practice and instructions are duly issued to staff by the relevant examination boards and the school Examinations Officer each year.

**Appendix Six - The Management of internal assessments (Baseline Assessments / mock examinations / in-house examinations)**

## **Principles**

- All assessments should be notified to students in advance in order to give them proper notice and time for preparation. An exception to this requirement may be Baseline testing (CAT4D, CAT4F, PTE, PTM).
- All assessment measures should be fair and equitable with a clear mark scheme.
- In-house examinations should be used to prepare students for the public exam process and should be conducted under formal examination conditions. In-house examinations are not optional and pupils cannot be excused from completing class assessments simply because they do not wish to.

## **Procedures for Managing and Implementing In-house Assessment**

- Exams should be left in a timely fashion in the prearranged location to be collected and signed for by staff supervising the exam.
- Teachers should issue revision lists to pupils detailing what should be studied for the examination.
- Students should be given clear instructions verbally and in writing about how to complete the test.
- AS far as possible pupil friendly language should be used to ensure readability of the test.
- All written examinations should be conducted in silence and at separate desks. All bags should be placed at the back or front of the room.
- Students should be advised in advance of the equipment required to complete the test.
- If a student does not report for a formal in-house exam, this matter should be reported to the appropriate Head of Year and the class teacher. The student should complete the examination as soon as possible, if this is feasible.
- If a student does not report for a tracking test, the student should complete the assessment as soon as possible, if this is feasible.
- Students should be encouraged to review their work if they finish the test early.
- Teachers should 'supervise' pupils during the test by monitoring the dynamic in the room (walking up and down etc.)
- Telephones should be disabled and no mobile devices should be used by teachers / students. The noise of keyboards and teacher discussion may distract pupils from the focus of their examination and it is vital that disruption is kept to a minimum.
- During summer examinations, teachers should not mark the work of public examination candidates when they are supervising internal school tests.
- If you are not the class teacher, examination papers should be returned to the pigeon-hole or filing cabinet drawer of the relevant member of staff with a list of absentees and any information that the class teacher should be aware of as soon as possible after the examination.
- In house examinations should have extra time built into them when scheduling (to accommodate those children entitled to examination concessions) so teachers should bear this in mind when planning.
- Students may ask the teacher / supervisor to read or explain a word to them to facilitate their understanding of the task they have to complete.

## **Appendix Seven - Risk Management and Contingency Planning for Public Examinations**

Risks, and those at risk, will be categorised in the following format:

<b>Nature of risk:</b>	A. Physical	B. Human	C. Chemical / Biological risks			
<b>Those at risk:</b>	i. Students	ii. Invigilators	iii. Examinations Officer	iv. Head of Centre	v. Teaching Staff	vi. School

All examination venues will be risk-assessed in advance of scheduling by the Examinations Officer, with a view to minimising disruption before and during the public examination.

All examination venues should contain the correct ratio of invigilators to candidates.

Invigilators should be trained re how to conduct an examination.

Students should be made aware of the rules and regulations about what it is permitted to bring into the Examination room in advance and of protocols before, during and after the examination.

The health and safety of all students is our primary concern along with the efficient conduct of the examination.

**Nature of risk(s) involved – General (applicable throughout examinations)**

<b>Nature of risk / issue</b>	<b>Hazard</b>	<b>Who is at risk</b>	<b>Probability of risk occurring (see formula)</b>	<b>Steps/actions to be taken to avoid risk</b>	<b>Timescale</b>	<b>Who is responsible</b>
B	Entry not made due to staff absence	Candidates	1	Liaison with Curriculum Leaders and Head of Department when entries are being made. Double check entries received with class lists on SIMS.	Examination entry schedules	Examinations Officer
B	Incorrect tier entered for as a result of human error by staff or Examinations Officer.	Candidates	1	Liaison with Head of Department and Class Teachers when entries are being made. Ask teachers to double check entries and sign and date them. Check examination entry tier codes.	Examination entry schedules	Examinations Officer
B	Student loses timetable and is thus unaware of examination dates and may even miss examination.	Candidates	1	Make students aware of protocols in such a case, (student instruction)	Any examination period	Examinations Officer/Head of Centre/Head of Year

B	Entry fee deadline missed. Late fee due.	School	1	Ensure subject teachers and Head of Departments are aware of deadlines well in advance and that entries are made in a timely fashion.	Any examination period	Examinations Officer
B	Examination Room Disruption – internal. Noise from Reader / Invigilator or candidates.  Other candidates completing examination earlier or arriving late to the examination room.  Candidate needs to go to the toilet.	Candidates	1	Candidates are aware of examination protocol.  Staff should also be clear about their roles and responsibilities.  ONE candidate may leave the examination room at a time accompanied by an invigilator or additional supervisor.	Any examination period	Examinations Officer
B	Examination Room Disruption – external. Canteens in use so examinations located in the hall may be disrupted.	Candidates	3	Optimum amount of Staff in the area to supervise at the end of class and at break / lunchtime.  Classrooms at the end of corridors / isolated areas within the school may be used to mitigate against noise.	Any examination period	Examinations Officer
B	Candidate writes wrong candidate number on script or records the wrong candidate details on the script.	Candidates	1	Each student is issued with their legal name and candidate details on an individual desk card. These details are also found on individual student examination timetables.  Each desk is labelled with the relevant candidate's details.	Any examination period	Examinations Officer

				Invigilators should ask candidates to check that the name and number on the desk correspond with theirs.		
B	Examination clash	Candidates	1	Report to be run which generates examination clashes. Manual checks to be made with regard other entries as this suite of subjects do not avail of all exams offered in St Mary's CBGS. Clashes are to be resolved by the Examinations Officer in line with JCQ Guidelines. Candidates to be personally informed by letter of their examination clash and its resolution to ensure that all protocols are adhered to.	Any examination period	Examinations Officer
B	Candidate certificate not being correct due to incorrect information on SIMS.	Candidates	1	All pupil data should be accurate and any changes recorded immediately.	Any examination period	SIMS Manager (O Convery)
B	Incorrect access arrangements being applied or access arrangements not being applied at all.	Candidates	1	Liaison with SENCO/other SLT re pupil needs and arrangements.	Any examination period	Examinations Officer SLT SENCO
B	Candidate is unable to find examination room before the examination commences.	Candidates	1	Candidates instructed to arrive in good time for the examination (Cf. Student Examination Handbook).	Any examination period	Examinations Officer Head of Year

				Students aware which rooms are being used in advance.		
B	Candidates not being prepared for correct specification or examination board.	Candidates	1	Liaison with Head Of Departments and VP Curriculum re any curricular changes in a timely fashion.	Any examination period	Examinations Officer
B	Special consideration not applied for due to human error or information not being received from / provided by the candidate.	Candidates	1	Liaison with SENCO/ SLT  Candidates informed that sickness or other special circumstances must be reported on the day of the examination (at the latest) to ensure administration is processed in a timely manner.	Any examination period	Examinations Officer
A	School building unavailable to run examinations in due to a power shortage or other physical issue.	School	1	Alternative accommodation should be sought – links with local parish centres / other schools should be forged in a pre-emptive strike.	Any examination period	Examinations Officer
A / B	Adverse weather conditions affecting transport links which means that there are insufficient trained staff to administer the examination. This may also affect candidates turning up for the examination.	School Candidates	1	Senior staff and Principal may need to step in to ensure the examination is run. Candidates to be advised about repeat opportunities. Check the contingency plans held by the specific Examination Board in such cases.	Any examination period	Examinations Officer
A	Examination papers lost in transit to the Examination Board.	School Candidates	1	Ensure proof of postage is obtained and retained and that the special delivery option is used.	Any examination period	Examination Board

B	Candidate has an infectious ailment and is unable to complete her examination in the same room as other candidates.	Candidates	1	A small room / office should be available in case of a case such as this. Additional staff always need to be on standby. Depending upon the nature of the ailment, it may be necessary to check the invigilator's own medical background.	Any examination period	Examinations Officer
B	Invigilator provides incorrect examination paper or wrong tier of examination.	Candidate	1	Invigilators to be made aware of their roles and responsibilities through appropriate training and correct examination papers should be opened and checked.	Any examination period	Examinations Officer



## **APPENDIX 8**

### **Pre-release materials: Revised procedures**

- All pre-release examination materials will be signed into the strong room on the day of delivery
- The pre-release date, the relevant department and the Head of Department will be recorded on the chart
- The resources will be signed out of the strong room by a Senior Teacher on the designated release date and time
- The sealed packages will be delivered to the department by the Senior Teacher
- The package will be opened by the Head of Department in the presence a Senior Teacher or an Assistant Head of Department where applicable
- The Senior Teacher and Head of Department will verify receipt of the materials and a copy will be retained in the strong room

### **Staff training**

- Internal training sessions will be organised for the Examination Officer and the relevant Heads of Department to ensure they exercise due diligence in fulfilling their duties
- The Examinations Officer will be trained to ensure that the revised procedures are fully implemented and that the examination materials are securely stored in the strong room
- As appropriate, the Heads of Department will be trained to follow the revised procedures to ensure the security of the examination materials
- Staff will be trained to bring immediately to the attention of a member of the School Leadership Team any concerns they may have about the breach of any of these procedures

**APPENDIX 8 Cont**

<b>Department</b>	<b>Head of Department</b>
Science	Mr S Kelly
Media Studies	Mrs C McComb
French	Ms C McAtamney
Irish/Gaelige	Mr C Flynn
Art/MIA	Miss L McGonagle
Spanish	Miss J Mervyn

**Pre-release Materials**

**AS and A2 Examination Series  
Pre-release Materials and Mark Schemes**

Examination Title	Code	Examination Date	Release Date	Senior Teacher (signed out)	Head of Department (signed for receipt)

**Special Consideration Form**

This form must be submitted to the school **before the final examination module to be completed by the candidate in the associated examination series.**

Please submit this form via email to [info@stmarycbgs.belfast.ni.sch.uk](mailto:info@stmarycbgs.belfast.ni.sch.uk) with the subject box containing the words '**Request for Special Consideration**', along with supporting evidence. Uploaded photographs of the completed form will be accepted. Alternatively, you can submit the completed form with the accompanying evidence in a sealed envelope clearly marked '**Request for Special Consideration**' to the school office.

1. Please state on the form the precise nature of the adverse circumstances, and the date(s) when the circumstances affected the candidate.
2. Please provide a list of relevant subjects, and details of particular assessments where you believe the candidate's performance was likely to have been adversely affected.
3. **Evidence is required to support the application. Please ensure that this is securely attached to the form/email.**
4. Parents/guardians must read the guidance on Special Consideration below before completing the form.  
***Please tick the adjacent box to confirm that you have read the information.***
5. Please complete the form in full and sign the declaration. The application will not be considered if the form is not completed in full or if the declaration is not signed.

**TICK**



### JCQ Guidance on Eligibility for Special Consideration:

#### Those eligible for Special Consideration

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. These include:

- a) temporary illness or accident/injury **at the time of the assessment**
- b) bereavement **at the time of the assessment**
- c) domestic crisis arising **at the time of the assessment**
- d) serious disturbance **during an examination**
- e) participation in sporting events, training camps or other events at an international level **at the time of the assessment**
- f) failure by the centre to implement **previously approved access arrangements for that specific examination series.**

#### Those NOT eligible for Special Consideration

Candidates will not be eligible for special consideration if preparation for, or performance in the examination is affected by:

- a) long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances exacerbate what would otherwise be a minor issue at the time of the assessment
- b) bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are on-going implications such as an inquest or court case;
- c) domestic inconvenience, such as moving house, lack of facilities, taking holidays (including school/exchange visits and field trips) at the time of the assessment;
- d) minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing;
- e) the consequences of committing a crime, where formally charged or found guilty; (However, a retrospective application for special consideration may be considered where the charge is later dropped or the candidate is found not guilty.)
- f) the consequences of taking alcohol or recreational drugs;
- g) the consequences of disobeying the centre's internal regulations;
- h) the failure of the centre to prepare candidates properly for the examination for whatever reason;
- i) quality of teaching, staff shortages, building work or lack of facilities;
- j) misreading the timetable and/or failing to attend at the right time and in the right place;
- k) misreading the instructions of the question paper and answering the wrong questions;
- l) making personal arrangements such as a wedding or holiday arrangements which conflict with the examination timetable;
- m) submitting no coursework or non-examination assessment at all, unless coursework or non-examination assessment is scheduled for a restricted period of time, rather than during the course;
- n) missing all examinations and internally assessed components/units;
- o) failure to cover the course because of joining the class part way through;
- p) a disability or learning difficulties (diagnosed or undiagnosed) unless the disability or circumstances exacerbate what would otherwise be a minor issue at the time of the assessment, i.e. difficulties over and above those that previously approved access arrangements would have alleviated;
- q) failure by the centre to process access arrangements by the published deadline.

<b>Level (GCSE AS or A2)</b>	<b>Candidate Name</b>	<b>Candidate Number</b>
<b>Date problem began</b>	<b>Date problem ended</b>	
<b>Please tick in the box provided here if the adverse circumstances apply to <u>all modules</u> in the examination series. If this is not the case, <u>detail below which modules were affected.</u></b>		<input type="checkbox"/>
<b>Subject/s</b>	<b>Provide details of modules affected by the adverse circumstances</b>	<b>Date/s of module/s</b>
<b>Summarise below details of the adverse circumstances which you believe have affected the candidate's performance. This information will be used in the application for Special Consideration. Please do not write 'see attached evidence'.</b>		
<b>Current medical/other evidence attached? Yes/No</b>		
<b>Declaration: The information provided is accurate and I have read the guidance on Special Consideration before completing this application form.</b>		
<b>Parent/Guardian Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>APPROVALS</b>	
<b>Principal:</b>	
<b>Chair of the Board of Governors:</b>	
<b>Date of Approval by Governors:</b>	
<b>Date of next annual review:</b>	