

Ysgol Dyffryn School



Examination and Accreditation Policy

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This policy should also be read in conjunction with the JCQ publication ‘General Regulations for Approved Centres, 1 September 2017 to 31 August 2018’ which brings together the terms and conditions between the JCQ awarding bodies and schools, colleges and other educational institutions registered to enter candidates for general and vocational qualifications.

In addition, the JCQ publication ‘Instructions for conducting coursework, 1 September 2017 to 31 August 2018’, details the regulations and procedures for the completion of coursework components in general qualifications. Awarding bodies may issue supplementary instructions which are qualifications specific, to which you should refer.

Electronic assessments must take due note of BS 7988 which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.

Roles and Responsibilities

Examination Responsibilities

- The Headteacher has overall responsibility for the school as an examination centre. In particular the Headteacher:
 - is responsible for the integrity of examinations and procedures;
 - advises on appeals and re-marks;
 - is responsible for reporting all suspicions or actual incidents of malpractice to the appropriate body;
 - ensures an Examinations Officer is appointed (Head of Centre MAY NOT appoint themselves as Examinations Officer).

- The Examinations Officer manages the administration of public and internal examinations and the analysis of examination results. In particular, the Examinations Officer will:
 - advise the senior leadership team, subject teachers, form tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards;
 - ensure that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them;
 - prepare entries, examination rooms, invigilation, support, access arrangements and special considerations;
 - consult with teaching staff to ensure that necessary coursework / controlled assessments / non-exam assessments are completed on time and in accordance with JCQ guidelines;
 - receives, checks and stores securely all examination papers and completed scripts;
 - identifies and manages examination timetable clashes;
 - maintain systems and processes to support the timely entry of candidates for their examinations;
 - update and maintain the Examination Day Contingency Plan annually in case of emergency;
 - submit candidates' coursework marks; track, dispatch and store returned coursework, and any other material required by the appropriate awarding bodies, correctly and on schedule;
 - arrange for dissemination of examination results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests;
 - make provision for the inspection of the school procedures of administration, examination and invigilation.
 - retain the inspection report and approval certificate in the secure examination storage unit;
 - place the special considerations and access arrangements available in the secure examination storage unit;
 - account for income and expenditures relating to all examination costs and charges;

- enact the reports of the JCQ and examination boards concerning the examinations of the previous year;
 - organise the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of exams. Induction includes:
 - the disposition of staff;
 - managing seating arrangements;
 - training of staff;
 - conducting examination sessions;
 - explanation of Instructions for Conducting Examinations (ICE) booklet;
 - dealing with emergencies.
 - prepare and present reports to the senior leadership team, showing results achieved in relation to expected grades and comparable data for previous years, indicating where future improvements might be made.
- The Senior Leadership Team will:
- organise learning and teaching;
 - lead guidance and careers information systems that relate to Learning Pathways and assessment processes;
 - lead the external validation of courses followed at key stage 4 and post-16;
 - lead the external verification of KS3 assessment;
 - lead the cross-phase moderation and standardisation of KS3 assessment.
- Head of Faculty will:
- ensure coursework / controlled assessment / non-exam assessments and declaration sheets are prepared and stored sufficiently, are ready for JCQ inspection and are available for moderation;
- Class Teachers will:
- provide guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries;
 - explain course content, assessment and certification at the beginning of the course;
 - notify students of access arrangements as soon as possible after the start of the course;
 - complete the final checking of entries and the level of each entry;
 - complete coursework mark sheets and declaration sheets;
 - complete entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer;
 - be present at the start of each relevant examination in order to check the identity of students; the levels of entry; and the content of the examination;
 - submit candidates' names to Heads of Department;
 - be fully involved in post-results procedures.

- The ALNCO will:
 - administer access arrangements, including making applications and preparing / storing evidence for inspection purposes;
 - identify and test candidates' requirements for access arrangements;
 - provide additional support to help candidates achieve their course aims. In particular helping with: spelling, reading, mathematics, dyslexia, essential skills, hearing impairment, English for speakers of other languages and IT equipment.

- Lead invigilators will:
 - Keep up to date with knowledge of JCQ ICE rules and regulations;
 - collect examination papers and other material from the examinations office before the start of the exam;
 - collect all examination papers in the correct order at the end of the examination and return the papers to the examinations office;
 - ensure all secure documents are returned to the examinations office after the examination.

- Candidates will:
 - confirm and sign entries;
 - follow coursework regulations;
 - sign a declaration that authenticates the coursework as their own;
 - understand examination regulations.

- Administrative staff will:
 - Provide support for the input of data;
 - Be responsible for posting of examination papers

Administration of Examinations

Exam Checklist

The following steps are to be completed:

- Personal timetables checked by each candidate;
- Warning and Notice to Candidates Documents issued;
- Inform candidates of the penalties of cheating in examinations, or other set tasks.
- Ensure the invigilator team;
- Induct the invigilators. This includes:
 - Instructions for Conducting Examinations (ICE) booklet;
 - Seating;
 - Conduct;
 - Emergencies;
- Access arrangements including invigilation;
- Make provision for immediate access to access arrangements and the supporting documentation;
- Enact the JCQ report on the examinations of the previous year;
- Provide sufficient clocks, electric cells and replacements;
- Provide a method to check the identity of candidates;
- Display seating plans;
- Ensure staffing contingency for all roles;
- Maintain contact with school and the awarding bodies during the holidays.

The statutory tests and qualifications offered

The statutory tests and qualifications offered at Dyffryn are decided by the governors, Headteacher, Senior Leadership Team, the teachers and the local 14-19 Network. All students are entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

The statutory tests and qualifications offered are Levels 3, 2 and 1. The subjects offered for these qualifications in any academic year may be found in the option book for that year. If there has been a change of syllabus from the previous year, the examinations office must be informed by the second Friday in September at the start of the Year 10 course.

Examination seasons

Internal examinations are scheduled in December for Year 11 and in May for all of the other years. All internal examinations are held under external examination conditions. External examinations are undertaken in November, January and June. The examination series that are used in the centre are decided by the head of centre and the teachers.

Timetables

The Senior Leadership Team consults the school staff concerning the schedule of internal examinations. The timetable of external examinations is compiled from the information that is supplied by the examination boards. Once confirmed, the Examinations Officer will circulate the examination timetables for external exams.

Entries

Candidates are selected for their examination entries by the subject teacher. Following consultations with the school, candidates or parents/carers, can request a subject entry change of level or withdrawal. Decisions on whether a candidate should not take one or more subjects will be taken in consultation with the candidates, subject teachers, Head of Year, assistant Headteacher and the Senior Leadership Team. The centre does accept entries from external candidates. The school pays for examinations centrally. However, where a late entry or change of entry is made at the behest of the subject teacher, it is the department that pays the examination fee. Students are not charged for examination entries unless they are absent from an examination with no good cause.

The entries are led by the Examinations Officer, who:

- oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved;
- communicates regularly with staff concerning imminent deadlines and events, thus avoiding clashes with holidays and missed deadlines;
- ensures that candidates and their parents are informed of and understand those aspects of the examination timetable, procedures and expectations that will affect them;
- provides and confirms detailed data on estimated entries;
- processes entries and deals with the administration of examinations with the examination board;
- identifies and manages examination timetable clashes;
- checks the examination name, level, code, cash in codes and student names;
- distributes personal examination timetables checked by each candidate;
- issues JCQ warning notices to candidates with regard to examinations; coursework and examination board tasks;
- informs candidates of the consequences and penalties that ensue from cheating in examinations, coursework or other set tasks;

Examination Materials

All examination materials are received, checked and stored securely in a facility that meets the JCQ requirements.

Late entries

Entry deadlines are circulated to teachers via notice board, school calendar and memo. Late entries are authorised by the teachers and the Examinations Officer.

Examination fees

The centre will pay all normal examination fees on behalf of candidates. Late entry or amendment fees are paid by departments. 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. The fees charged are:

- First sitting – the school pays from the examination budget;
- Second sitting at the request of the department – the school pays;
- Second sitting at the request of the student or a parent – the parent pays;
- Third sitting at the request of the department – the relevant department pays;
- Third sitting at the request of the student or a parent – the parent pays.

No handling charge is levied. The cost is that as charged by the body that delivers the qualification. Clerical expenses are covered by the school.

Dispatch of Completed Examination Answers

Following the examination or Assessment all materials are returned to the examination office. Scripts or coursework are securely packed and dispatched according to the stipulations of the relevant examination board.

Student Support and Disability Policy

The Equality Act

The Equality Act 2010 covers access to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. Further details are available in the ICE booklet and the JCQ booklet 'Access Arrangements, Reasonable Adjustments and Special Considerations'.

Special needs

A candidate's special needs requirements are determined by the ALNCO who works with suitable professionals when there is need. The ALNCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The ALNCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

- support candidates with access arrangements:
 - oral language modifier;
 - scribe/voice input systems;
 - practical assistant; prompter;
 - separate invigilation;
 - read aloud;
 - sign language interpreter; ○ reader/computer reader;
 - word processor.
- identifying candidates and making provision for the appropriate staff to be present.

Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the ALNCO and the Examinations Officer. A list of special arrangements is distributed to teachers and invigilators. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the ALNCO. Rooming for access arrangement candidates will be arranged by the ALNCO with the Examinations Officer. Invigilation and support for access arrangement candidates will be organised by the ALNCO with the Examinations Officer. Lists of students and arrangements are kept in a secure facility in Dyffryn.

Statement on Student Support

All students gain support from:

- form teachers;
- subject teachers;
- LSAs;
- the Head of Year;
- the head of school;
- an assigned learning coach;
- the careers service;
- college tutors;
- the senior leadership team;

- the headteacher
- a personal support tutor;
- the EWO;
- other services as required and appropriate.

The students are involved, together with parents or guardians, in the following formal elements of support:

- target setting evenings;
- parent evenings;
- student home contact diaries;
- interim grade/level reports with pastoral comments;
- discursive subject reports;
- daily subject progress reports;
- discussion with staff;
- assessment comments;
- end of key stage grade/level targets;
- specific target statements;
- baseline testing on entry to the school;
- students are interviewed by the appropriate Head of Year as they enter the school. Upon starting a KS4 course of study are interviewed by the subject teacher and a member of the Senior Leadership Team.

Procedure for Access to Assessment Processes

The school applies the policies and stipulations of JCQ, QCA, DELLS and the examination boards. The school ensures that no learner is disadvantaged by reason of disability, additional learning needs or culture. There are carefully delineated procedures that, following a sensitive audit of needs, the school can draw upon for individual learners. The school assesses the needs of individual learners according to the principles of the DDA (Disability Discrimination Act) and the best educational practice. This draws upon the ALNCO, LSA team, educational psychologist and the other services of the LEA. Access arrangements include:

- extra time to complete an assessment;
- moderated language in assessment
- amanuensis; papers;
- alternate rooming;
- provision of assessments in Braille;
- moderated assessment papers;
- live speakers for aural examinations.

All such provisions are carefully prepared and monitored by the JCQ and the examination boards. The school follows all of the official procedures.

Statement for Access to Assessment Data and Information

The school operates an Assessment, Recording, Reporting and Target Setting Group that convenes each spring term. This group draws from the full range of teaching staff. It consults with teachers, clerical staff, students and parents to develop school policy. The school makes use of the full range of formative, ipsative and summative assessment to ensure student learning is robust and reliable. In addition, the school ensures reliable, precise and accurate assessment to match the results of end of key stage final assessments or the assessments that must be submitted to awarding bodies.

Students are involved in the processes of assessment as much as possible. This is used to enable them to;

- make the best possible progress;
- understand the assessment process;
- appreciate their progress and attainment in the course of study;
- plan for further study and progress;
- if it is wished, follow the school complaints procedures.

Having completed an assessment, or part assessment, the teacher responsible will;

- convey the assessment to the individual students;
- explain the assessment to the student in writing or verbally;
- give feedback on the piece of work, the assessment, the consequences and the next steps;
- all assessments are available to the individual student. This may be to view the original work. However, if this is not appropriate, then the student will be shown the teacher's records. The school operates secure online access to real-time reporting of assessments. Registered learners and parents can make use of the school's online system under the regulations of the school;
- further details of assessment may be requested through the following hierarchy:
 - teacher;
 - Head of Department;
 - Head of Year;
 - senior leadership team;
 - Headteacher;
 - finally, a student may ask the school to arrange with an awarding body for access to submitted assessments, where appropriate.

Diversity Policy

The school is committed to be a diverse and supportive institution. The school welcomes, involves and encourages the community to be for:

- all ages;
- all creeds;
- all appropriate cultures;
- both genders;
- all colours;
- all races;
- all nationalities.

The school as an institution develops:

- tolerance;
- happiness;
- inclusion;
- security;
- understanding;
- multi-lingualism.

The school is enthusiastic and determined to develop so that it reflects, and contributes to, its local, regional, national and international community. As such it highly values its place as a diverse and vibrant institution.

Procedure for Internal Moderation and Standardisation

The external moderation of student work is considered to be of vital importance in the following:

- to ensure consistent application of schemes of work, specifications, methodology, marking schema and professional standards;
- correctly levelling, grading, marking and annotating the work of students; □ the guarantee of the integrity of student work; □ the surety of teacher integrity.

The processes of internal moderation must be in line with:

- the procedures of JCQ, QCA and DELLS;
- the requirements of relevant examination boards;
- at KS3 the statutory requirements of DELLS as administered by the WJEC;
- assessment, Recording, Reporting and Target Setting procedures as delineated by school policy.

The moderation elements are:

- teachers apply the specification, National Curriculum and scheme of work;
- the work of students is regularly monitored;
- prior to the submission of coursework, to the marker nominated by the examination board, teachers:
 - consult examiners and examination board services as appropriate;
 - mark in accordance with the specification or course; ○ sample work and exchange it to allow cross moderation;
 - for subjects with a single teacher, the provisions of the LA and examination boards are used for support;
 - complete all clerical and administrative procedures in accordance with the requirements of JCQ, QCA, DELLS and examination boards.
- individual teachers are responsible, for assigned classes, to the Head of Department who will make arrangements through meetings of the department.
- all teachers are responsible to a line manager.
- the line manager reports to the Senior Leadership Team in charge of assessment, recording reporting and target setting; who in turn is responsible to the Headteacher.

Procedure for Quality Assurance review

The school has well established procedures for quality assurance review. Every student receives the best possible education. The standards in the school are maximised through a professional approach to all that is done; this being monitored as follows:

- performance Management which includes: lesson observations; teacher targets; and teacher continuing professional development.
- peer observation;
- lesson observations;
- student work monitoring by line managers;
- review of assessment, recording, reporting and target setting data by line managers;
- observation by local authority officers and advisers;
- departmental reviews;
- use of reports from examiners and the awarding bodies;
- all teachers receive feedback from each of the procedures above.

All staff reflect on the quality assurance reviews in the development of the school self-evaluation report, the school development plan and the department development plans.

Appeals against judgements of controlled assessments

The centre follows the procedure that is stated below:

- appeals are made to the teacher, then the Head of Department, followed by the Senior Leadership Team and Headteacher if the first stage is not satisfactory;
- candidates may appeal if they feel that coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification;
- appeals should be made concerning coursework and board prescribed tasks in writing by 30 June to the Headteacher who will decide whether the process used conformed to the necessary requirements;
- the Headteacher's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

Procedure for Appeals - Internally

Students, parents, guardians, school staff or other authorised persons may, having accessed assessment records, query the procedures and assessments that have been undertaken. If a student believes that there are grounds for an appeal against an assessment or an awarded grade or level, then the school will assist them in making an appeal.

The following process is followed when dealing with all appeals concerning an assessment:

- Discuss the assessment with the classroom teacher. This is the most effective approach because errors in decisions by teachers can be readily identified and corrected. The student will also learn more deeply whether the appeal is legitimate or not.
- If dispute over the assessment continues then the assessment will be passed to the line manager who will consider the assessment and undertake discussions with the teacher and the student. The discussions will seek to rectify problems and to move the learning of the student forward.
- If required a member of the Senior Leadership Team will take up the review of the assessment in order to make a judgement about the appeal.

- Finally, if the student is not satisfied with the outcome of the appeal then the matter will be placed before the governing body for a ruling.

Should there be discontent with the ruling of the governors it is possible to take the matter to the LEA. In this scenario the LEA will follow the procedures laid down for appeals against the school.

1. Policy on Controlled Assessments for External Qualifications

2. Policy on External Assessments for External Qualifications (Enquiries about Results)

1. Policy on Internal Assessments for External Qualifications

Dyffryn School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Note to students

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie controlled assessment/coursework/portfolios, s/he should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- B. The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:
 - “The work you submit for assessment must be your own”
 - “You must not copy from someone else or allow another candidate to copy from you”
 - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.

Written Appeals Procedure

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [e.g. by the end of June for the summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team, a Head of Department not involved in the internal assessment decision and a governor. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

During the investigation the leader of the inquiry will communicate with the student, family and teacher who are involved. In particular each party will hear the contributions of the other parties.

The outcome of the appeal will be reported in writing to the awarding body, student, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

Centres must be required to ensure that the procedures are published, and are made widely available and accessible to all candidates or their carers.

2. Policy on External Assessments for External Qualifications

[Enquiries about Results - EARs]

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least ***5 working days before the published deadline for EARs***] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a. The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.
- c. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.

IV. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

Procedure for Appeals - Externally

Students, parents, guardians, school staff or other authorised persons may, having accessed assessment records, query the procedures and assessments that have been undertaken. If a student believes that there are grounds for an appeal against an assessment or an awarded grade or level, then the school will assist them in making an appeal to the appropriate body. The Senior Leadership Team will make the arrangements that are required to expedite the appeal in the most efficient manner. For the formal awards, when appropriate and without prejudice, the school will arrange for the awarding body to commence the most appropriate appeals procedure as quickly as possible. The procedures are delineated in the procedures provided by JCQ, QCA, DELLS and the awarding bodies. When the appeal concerns matters that are not covered by an awarding body, the school will initiate the involvement, as appropriate, of:

- The governing body;
- The local authority.

Procedure for Complaints

Students, parents, guardians, school staff or other authorised persons may, having accessed assessment records, query the procedures and assessments that have been undertaken. If there is a complaint then it should in the first instance be addressed to the appropriate Head of Year who will investigate through the following route:

- Subject Teacher;
- Head of Department;

The complaint will then be passed through the following people until a resolution is found:

Senior Leadership Team;

- Headteacher;
- Finally, a student may ask the school to arrange with an awarding body for access to submitted assessments.

In addition a student may refer a complaint to the governing body of the school or to the Local authority in order to obtain a judgement on the procedures and practices of a teacher or the school as a whole.

Examination Management

Managing invigilators

The recruitment of invigilators is the responsibility of the Examinations Officer. Securing the necessary Disclosure Barring Service (DBS) clearance for invigilators is the responsibility of the Examinations Officer. DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the Examinations Officer according to the procedures delineated by the JCQ. Where required invigilators' rates of pay are set by the centre administration.

Examination rooms

The examination rooms are prepared according to the stipulations of the examining body that provides the specification of the course. Preparations are as follows:

- make provision for immediate and secure availability of access arrangements, supporting documentation and other examination resources.
- in each examination room display a full set of notices and instruction booklets that are delineated by the JCQ.
- provide a method to check the identity of each candidate:
 - a seating plan for each room;
 - a student name and address card for each examination desk;
 - the presence of a member of the Senior Leadership Team, the Head of Year or the Head of Department to identify individuals.
- ensure contingency for each staff role to ensure that examination materials can be accessed and that examinations can be invigilated.
- maintain contact between the school and the awarding bodies during the school year and the holidays.

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. Site management is responsible for setting up the allocated rooms. The invigilators will start all examinations in accordance with JCQ guidelines. A member of the Senior Leadership Team may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical examinations subject teachers are on hand in case of any technical difficulties. A relevant subject teacher reads out subject-specific instructions at start the exam. Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department at the end of the examination session following the appropriate rules of embargo. The examination procedures are:

- prepare and dispatch the examination scripts, stationery and other materials to the invigilators as appropriate;
- students leave all non-examination items in a room that is then locked;
- students enter the examination room in silence and the register is taken;
- following seating, stationery and examination materials are placed before the students;
- the examination materials are checked under the supervision of the invigilators;
- the examination times are displayed according to the official clock in the room;

- at the end of the examination the scripts and other materials are collected and checked against the official register before the candidates are dismissed in silence if necessary;
- all scripts are returned to the Examinations Officer for processing and secure dispatch to the nominated marker(s).

Candidates, clash 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 will not be allowed to leave the examination room until the published time of completion. They will not be allowed to return. The Examinations Officer will direct an appropriate person to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines. The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or the examination invigilator, to that effect. The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor. The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Coursework and board prescribed tasks

Candidates who have to prepare coursework should do so by the deadline set by the teacher of each course. Teachers will ensure all coursework is ready for dispatch at the correct time. The Examinations Officer will keep a record of what has been sent when and to whom. Marks for all internally assessed work and estimated grades are provided to the examinations office by the subject teachers and the Heads of Department. All coursework and marks/grades are kept until after the end of the appeals time that is set by the JCQ.

Estimated grades and coursework marks

The Heads of Department will submit estimated grades and coursework marks to the Examinations Officer when requested by the Examinations Officer. The processes and timing of these collections of information follow the requirements of the examination boards.

Results

Candidates will receive individual results slips on results days, in person, at the centre. Results may be collected by a person who has been authorised by the candidate and who has been previously identified by the candidate. Arrangements for the school to be open on results days are made by the Examinations Officer. The provision of staff on results days is the responsibility of the Examinations Officer.

EARs: Enquiries About Results

Dyffryn School follows the procedures of the JCQ. EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Such a

request must be made within one week of the release of the results. If a result is queried, the Examinations Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense. When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS: Access to Scripts

Dyffryn School follows the time schedules stipulated by the JCQ. After the release of results, candidates may ask subject staff to request the return of papers within five days of the issue of the results by the examination board. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE remarks cannot be applied for once a script has been returned.

Procedure for Re-sits

It is possible that students will be required to re-sit an examination, a board prescribed task, a piece of coursework or some other element of assessment in order that the student might achieve the best possible result. The re-sit will always comply with the regulations of JCQ, DCELLS, the examination boards and the school. In addition, the school will consider requests from individual students and parents concerning the re-sitting of assessments. There will at times be a charge for the re-sitting of the assessment.

Certificates

Certificates are presented in person to individual students. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred. The centre retains certificates for two years. Following this period candidates should approach the awarding body for replacement certificates.

Procedure for Malpractice

The school expects the highest standards from the staff and students. These are expressed in expectations and policies of the school. Staff and students are made aware of the appropriate behaviour and conduct in examinations and coursework. They are also made aware of the consequences of malpractice. The JCQ document 'Suspected Malpractice in Examinations and Assessment' provides the detailed expectations when dealing with malpractice.

- Staff are inducted into course and examination procedures.
- Students receive information on conduct of coursework and examinations.
- Teaching staff and invigilators monitor the work produced by students and the conduct of students in coursework, assessments and examinations.
- Teachers or invigilators who suspect, or identify, malpractice record the circumstances and evidence.
- The Senior Leadership Team will investigate the alleged malpractice and take appropriate action.
- In the case of actual malpractice the student is informed of the consequences.
- The parent(s) and/or guardian(s) are informed of malpractice, the actions taken and the consequences that arise.
- The examination body is informed of malpractice, the action taken.
- Notes and evidence are supplied to the examination board as requested.

Examination Checklist for Invigilators

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. **Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

Invigilators must:

- be familiar with the JCQ 'Instructions for Conducting Examinations' (ICE) booklet;
- give all their attention to conducting the examination properly;
- be able to observe each candidate in the examination room at all times;
- be familiar with the **JCQ Warning to Candidates**, **JCQ Information for candidates** **and the JCQ Mobile Phone poster**, and any specific instructions relating to the subjects being examined;
- inform the head of centre if they are suspicious about the security of the examination papers. (In such cases, the head of centre **must** inform the awarding body immediately and send a full written report within 7 days of the suspicion arising.)

Invigilators must not:

- carry out any other task (for example, reading a book or marking) in the examination room.

The head of centre, or exams officer, or quality assurance co-ordinator must:

- make these Instructions available to each invigilator in the main examination hall/room(s). This may be a printed hard copy version or an electronic copy which is visible at all times;
- appoint invigilators to make sure that the examination is conducted according to the following requirements:

At least one invigilator must be present for each group of 30 candidates or fewer sitting written examinations;

At least one invigilator for each group of 20 candidates or fewer sitting Practical examinations (Art, ICT and Science);

- invigilators may be changed, as long as the number of invigilators present in the examination room does not fall below the required number;
- when one invigilator is present, he or she **must** be able to get help easily, without leaving the examination room and without disturbing the candidates;
- make sure that all invigilators are suitably qualified and experienced adults who **must not** be current students at the centre. Although you may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the examination room **must not** be the sole invigilator;
- make sure that invigilators are appropriately trained in their duties;
- make sure that a teacher who has directly prepared the candidates for the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination **is not** the sole invigilator at any time during the examination or on-screen test.

At the beginning of the examination

Identifying candidates

- It is important that invigilators are able to establish the identity of all candidates sitting exams.
- The head of centre **must** make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

At the point at which you are identifying candidates, the attendance register should ideally be completed.

- A private, external or transferred candidate who is not known to the school, college or training provider **must** show documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a female member of staff and taken to a private room where they should be politely asked to remove the veil for identification purposes. Once identification has been established, the candidate should replace the veil and proceed as normal to sit the exam.

The people present

- The head of centre has a duty at all times to maintain the integrity of the examination.

- Invigilators **must** carry out their duties as defined in **The JCQ ‘Instructions for Conducting Examinations’** booklet.
- Members of centre staff, such as an Assistant Headteacher, **approved by the head of centre** may be present at the start of the examinations to:
 - identify and settle candidates and instil discipline;
 - check that the candidates have been issued with the correct question papers for their subject/unit and level or tier of entry;
 - check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
 - start the examination off.

Only those members of staff authorised by the head of centre (and agreed with the exams officer) must be present in the examination room.

Only candidates actually sitting the examination/assessment must be present in the examination room while an examination is taking place.

Question papers, stationery, materials and other equipment

The invigilator **must** take all reasonable steps to make sure that the following conditions are met.

- Invigilators **must** check that candidates are given the appropriate paper(s). **This includes checking that candidates are given the correct unit and tier and modified papers or those on coloured paper.**
- The official examination stationery, including additional answer sheets, for the particular unit/component **must** be issued to candidates. **No other stationery, including paper for rough work, can be provided.** 16 page pink answer booklets must be used for all examinations that require an answer booklet. 4 page pink continuation booklets should **only** be used if the first 16 page booklet is full.
- Candidates should be reminded to fully complete the grid on the front of the answer book, especially the paper unit code, e.g. 3720U10-1, 3720UAO-1, etc. All examinations should be completed in **black ink or black ball point pen.**
- In the examination room candidates **must not** have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
- **Potential technological/web enabled sources of information such as:**
 - **i-pods;**
 - **Smartwatches such as i-watch;**
 - **mobile phones;**
 - **MP3/4 players; and**
 - **wrist watches which have a data storage device;****are not permitted.**

This means that:

- ideally, all unauthorised items are left outside of the examination room;

- any pencil cases taken into the examination room **must** be see-through;
- any unauthorised items that have been taken into the examination room **must** be placed out of reach of the candidates (and not under their desks) **before** the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items. (At Dyffryn this usually means taking all items to the office from where candidates can retrieve them at the end of the examination)
- Plain water may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any drink brought into the examination room by the candidate is in a clear plastic bottle free from packaging and all labels are removed.
- Following the invigilator's announcement any mobile phones or other unauthorised items in the candidates' possession **must** be handed to the invigilator **prior to the examination starting**.
- **If candidates have access to unauthorised items in the examination room this may be considered as malpractice** and they could be subject to sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments
- In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet or personalised question paper **must** be given to the candidate whose name appears on it.
- In Maths exams, as with all papers, candidates are requested to write in black ink but candidates may be required to complete graphs or diagrams. This is advised to be done in pencil. Candidates do not have to go over their graphs/diagrams in black pen.

You **must** check that the sheets relate to the subject and the component concerned. **In order to avoid potential breaches of security care must be taken to ensure the correct question paper packets are opened. An additional member of centre staff should check the time, date and any other paper details before a packet is opened.**

Starting the examination

- An examination is treated as in progress from the time the candidates enter the room until all the scripts have been collected.
- **Candidates must be under examination conditions from the time that they enter the room in which they will be taking their examination(s).**
- **The JCQ considers the introduction of unauthorised material into the examination room where the examination is to be held (including coaching, subject specific PowerPoint™ presentations or any other subject specific material), by either candidates or staff, as malpractice.** Those who have done so may be subject to sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments.

Before candidates are allowed to start the examination, the invigilator must always:

- make sure that candidates are seated according to the set seating arrangements;
- tell the candidates that they must now follow the regulations of the examination;
- check that candidates have the correct paper and all the material they need for the examination;
- tell the candidates to read the instructions on the front of the question paper, and **ask them to check that they have been given the examination paper for the correct subject, unit, component and/or tier, if appropriate;**
- tell the candidates about any erratum notices;
- instruct candidates about emergency procedures.

Invigilators must also give candidates the following information before the examination.

You must:

- hand in your mobile phone if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;
- write in **black** ink;
- write your name as it appears on your statement of entry, centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used;
- fill in any other details as necessary;
- do all work, including rough work, on examination stationery unless otherwise stated;
- write your answers in the designated sections of the answer booklet;
- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner;
- do any rough work for multiple-choice papers in the question booklet.

You must not use:

- correcting pens, fluid or tape;
- erasable pens;

- highlighter pens in your answers (**although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet.** You may also use a highlighter pen to highlight extracts in any resource material provided);
- gel pens in your answers;
- blotting paper.

The invigilator may:

- read the question paper rubric (the instructions on the front of the question paper) to the candidates.

The invigilator must:

- announce clearly to the candidates when they may begin to write their answers;
- specify the time allowed for the paper(s);
- remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;
- only answer questions from candidates about the instructions on the front of the question paper.

The invigilator must not:

- direct candidates to particular questions or particular sections of the question paper;
- make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator **must** however, refer the matter immediately to the exams officer;
- give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body;
- comment on the content of the question paper;
- read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- offer any advice or comment on the work of a candidate.

The invigilator must not undertake any of the above as they constitute malpractice.

During the examination

Supervising the candidates

- Invigilators **must** supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.
- Invigilators **must** be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell. Any irregularities **must** be recorded.
- Invigilators are required to move around the assessment area quietly and at frequent intervals.

Candidates who arrive late

- **A candidate who arrives after the start of the examination** may be allowed to enter the examination room and sit the examination. **This is entirely at the discretion of the centre.**
- A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place.
- A candidate will be considered very late if they arrive more than one hour after the published starting time for an examination which lasts one hour or more, i.e. **after 10.00am for a morning examination or after 2.30pm for an afternoon examination.**

For examinations that last less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination.

- warn the candidate that the awarding body may not accept their work.

Completing the attendance register

Centres must pay close attention to the completion of the attendance register as failure to do so will impact upon an awarding body's ability to deliver an accurate set of results.

The attendance register is a key part of the process of identifying candidates present in the examination room).

The invigilator must:

- accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present or absent;
- write on the attendance register the details of candidates who came to the examination but are not shown on the register;
- cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register;

The centre must:

- keep a copy of the attendance register until the deadline for enquiries about results has passed.

Advice: Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts. Completing the attendance register before the end of the examination will enable a check to be made that all scripts have been collected when the examination has finished.

Leaving the examination room

- **For examinations that last one hour or more**, candidates **must** stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the published starting time for that examination.
- **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 take an examination earlier than the published starting time shown on the timetable must stay under centre supervision until one hour after the awarding body's published starting time for that examination.** Also, you **must** make sure that question papers used by those candidates are kept in secure storage until one hour after the published starting time for that examination.
- Candidates who are allowed to leave the examination room temporarily **must** be accompanied by a member of centre staff. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.
- Candidates who have finished their work and have been allowed to leave the examination room early **must** hand in their work before they leave the examination room. Those candidates **must not** be allowed back into the room.
- If examinations have been re-scheduled in a morning or afternoon session or to the following day for one or more candidates, the question papers **must not** be released:
 - until the awarding body's published finishing time for the paper concerned; **or**
 - until **all** candidates within the centre have completed the paper concerned.
- Question papers **must not** be removed from the examination room until all candidates have completed the examination.
- In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation, the invigilator **must** collect all question papers and pass **all** copies to the exams office for return to secure storage.

Malpractice

- If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she 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.
- Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.
- **The head of centre must report to the awarding body as soon as possible all cases of suspected or actual malpractice in connection with the examination.**
- 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 head of centre has a duty to monitor and report potential malpractice by invigilators.**
- If candidates commit malpractice, the awarding body may decide to penalise or disqualify them.
- Candidates should be warned of the possible penalties an awarding body may apply.

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 given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible whilst they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

At the end of the examination

Finishing the examination

At the end of the examination invigilators **must**:

- tell the candidates to stop working and remind them that they are still under examination conditions;
- allow candidates who arrived late, and were allowed the full working time to do their examination, to continue after the normal finishing time and tell them to stop working after the extra time allowed has passed;
- instruct candidates taking written examinations to: -
 - make sure they have put all the necessary information on their scripts and any additional answer sheets, e.g. candidate name, candidate number, centre number;
 - make sure their answers are correctly numbered;
 - put any loose sheets in the order they answered the questions, and then fasten them and any supplementary answer sheets to the back of their answer booklets with a treasury tag unless stated otherwise by an awarding body. Paper clips or staples **must not** be used.

Advice: Make sure that candidates granted extra time and/or supervised rest breaks carry on for the necessary additional time. Invigilators **must** be aware in advance of the examination which candidates have been granted extra time to complete their examination and those with supervised rest breaks.

Advice: A five minute warning to candidates is **not** encouraged.

Collecting scripts

Invigilators **must**:

- collect all the scripts/objective test sheets before candidates are allowed to leave the examination room;
- **check that there is a script/objective test sheet for every candidate marked as present on the attendance register;**
- **check that the names on the scripts match the details on the attendance register;**
- put the scripts/objective test sheets in the order shown on the attendance register;
- check that candidates have used their correct centre (68846) and candidate numbers (which will be printed on the candidate's individual desk slip labelled 'Exam No.');
- Candidates should be advised to complete all of the front of the answer booklet, including the box that indicates what questions have been answered.
- give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner;

- ensure that scripts are kept secure at all times until they are despatched to the awarding body/examiner.

Please note: scripts are confidential between the candidates and the awarding body. No-one may read them or photocopy them before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise, or the candidate has been granted the use of a transcript.

Unused stationery

The invigilator **must**:

- collect all unused stationery in the examination room;
- check it for any loose sheets which candidates may have missed;
- return it to the exams officer.

Checklist for invigilators (for written examinations)

This checklist summarises the most essential actions for invigilating written examinations. You **must** fully understand the Instructions for conducting examinations.

SUGGESTED WORDING FOR THE INVIGILATOR’S ANNOUNCEMENT AT THE BEGINNING OF A WRITTEN EXAMINATION

1.	You must now follow the regulations of the examination.
2.	Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3.	Check your pockets now. Check for things such as notes, papers, i-pods, mobile phones and smartwatches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4.	If you are wearing a wrist watch, remove it and place it on your desk.
5.	(For examinations with books that are allowed, add “check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s)”.)
6.	(For examinations where a calculator is allowed, add “make sure that the lid, case or cover of your calculator does not have printed formulas or instructions and that you have cleared anything stored in the memory”.)
7.	Check that you have been given the correct paper for your subject, unit/component and tier.
8.	Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill there details in on any additional answer sheets that you use.
Pause to allow time for candidates to fill in the details	
9.	Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10.	Check that you have all the materials you need for the exam.
Pause to allow time for queries	
Tell the candidates about any erratum notices	
11.	Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
12.	You must write in the designated sections of the answer booklet.
13.	You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add “you must do any rough work in the question booklet”.)
14.	You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.
15.	You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator’s attention.
16.	If the fire alarm sounds, please stay seated and wait for instructions from the invigilator.
Tell the candidates when they may begin and how much time they have	