



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

EXAMINATIONS POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Peter Massey

Governor Committee Review: Education

Date of Last Review: January 2026

Review Cycle: Annual

PRINCIPAL: Joanna Fox, BA (OU), PGCE (Anglia Ruskin).

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Since 1893

Section 1 : Introduction and Responsibilities

Purpose of the Policy

The purpose of this policy is to ensure that:

- All procedures relating to the planning, administration and conduct of public examinations and assessments are carried out in accordance with the current **JCQ Instructions for Conducting Examinations (ICE)**, **JCQ regulations and guidance**, and, where applicable, **Cambridge International regulations** as set out in the *Cambridge Handbook*.
- The **security, integrity and confidentiality** of all examinations and assessment materials are maintained at all times.
- Staff and candidates are clearly informed of the **JCQ rules, expectations and requirements** governing public examinations and assessments.
- Candidates are provided with timely and accurate information regarding the **timing, location and conditions** of all public examinations.
- Examinations are conducted so as to **minimise disruption to the normal running of the school**, while providing the **most appropriate and supportive conditions** for candidates.
- The receipt, processing and communication of examination results, and the management of **Enquiries About Results (EARs)** and appeals, are carried out in a **timely, secure and efficient manner**, in line with awarding body regulations.

Roles and responsibilities:

- Head of Centre

Joanna Fox is the Head of Centre and has overall responsibility and accountability to the awarding bodies for ensuring that Harrogate Ladies' College complies with all JCQ regulations, awarding body requirements and procedures relating to the security, conduct and integrity of examinations and assessments.

- Senior Master

Peter Massey, Senior Master, supports and advises the Head of Centre and provides senior leadership oversight of examination processes, ensuring that appropriate policies, procedures and staffing arrangements are in place. He is the line manager of the Examinations Officer.

- Examinations Officer

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David Hammond is the Examinations Officer and is the main point of contact for the awarding bodies. The Examinations Officer is responsible for the day-to-day administration, organisation and conduct of examinations and assessments, acting on behalf of the Head of Centre and in accordance with JCQ and awarding body regulations.

In relation to exam access arrangements, the Examinations Officer works closely with the SENCo to:

- Ensure that all approved access arrangements are accurately recorded and applied to examination entries.
- Plan and implement access arrangements during examinations, including staffing, rooming and resources.
- Ensure that invigilators and relevant staff are appropriately briefed on access arrangements, while maintaining candidate confidentiality.
- Maintain accurate records of arrangements implemented, in line with JCQ requirements.
- Special Educational Needs Coordinator (SENCO)

Kathryn Hornby is the Special Educational Needs Coordinator (SENCo) and is responsible for the identification, assessment and management of candidates requiring exam access arrangements and/or reasonable adjustments, in accordance with the current JCQ *Access Arrangements and Reasonable Adjustments* document.

The SENCo is responsible for:

- Ensuring that access arrangements are appropriate, necessary and reflect the candidate's normal way of working.
- Completing and maintaining all required JCQ documentation and evidence, including assessments, teacher input and records to support applications for access arrangements.
- Ensuring that applications for access arrangements are made within JCQ deadlines and in line with awarding body requirements.
- Communicating approved access arrangements clearly and in a timely manner to the Examinations Officer, and working collaboratively to ensure that arrangements are correctly planned and implemented for both internal assessments and public examinations.
- Ensuring that staff, candidates and parents/carers (where appropriate) are informed about agreed access arrangements and how these will operate in examinations.

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- Senior Leaders and Relevant Staff

The Head of Centre, Examinations Officer, Senior Leaders and other relevant staff involved in the delivery and administration of examinations must be familiar with, and act in accordance with, the following JCQ and awarding body documents (as updated annually):

- *JCQ Instructions for Conducting Examinations*
- *JCQ Access Arrangements and Reasonable Adjustments*
- *JCQ Suspected Malpractice: Policies and Procedures*
- *JCQ Instructions for Conducting Non-Examination Assessments*
- *JCQ A Guide to the Special Consideration Process*
- *Cambridge Handbook* (for Cambridge International examinations)

Other Relevant Policies

The following HLC policies are all required to meet JCQ Requirements:-

HLC Examinations Contingency Plan – This includes an escalation process for any absence of staff, including the Head of Centre and Examinations Officer. Included as Appendix 1.

HLC Examinations Non Examined Assessment Policy – included as Appendix 2

HLC Examinations Appeals for Non-Examined assessment Policy – included as Appendix 3

HLC Examinations Emergency Evacuation Policy – Included as Appendix 4

HLC Examinations Word Processor Policy – included as Appendix 5

HLC Examinations Post Exam Requests Policy – Included as Appendix 6

HLC Examinations Safe Storage of Papers – Included as Appendix 7

HLC Examinations Conflict of Interest Policy – Included as Appendix 8

HLC Malpractice Policy – Including as Appendix 9

IT Contingency for IT staff absence on exam days. – Included as Appendix 10

HLC Complaints Policy Whole School – Separate Policy Available

HLC Equalities, Diversity and Inclusion Policy – Separate Policy Available

HLC Data Protection Policy – Separate Policy Available

HLC Safeguarding Policy Whole School – Separate Policy Available

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

HLC Staff Whistle Blowing Policy – Separate Policy Available (Pupil whistle blowing is covered in the complaints policy.)

Complaints and Appeals

Candidates, parents/carers and staff should be aware that any concerns or complaints relating to the administration, conduct or security of examinations should, in the first instance, be raised with the Examinations Officer and the Senior Master, who will investigate and seek to resolve the matter in line with JCQ regulations. The Head of Centre will be consulted as appropriate.

Where a complaint concerns the Examinations Officer or Senior Master, the matter may be raised with the Deputy Head Academic. Alternatively, candidates and parents/carers may raise concerns through the school's published School Complaints Policy, addressed to the Principal (Head of Centre).

Appeals relating specifically to post-results services, including Reviews of Results and Access to Scripts, are managed in accordance with awarding body and JCQ regulations and are outlined in the Post Results section of this policy.

Allegations of malpractice or maladministration will be investigated and, where required, following our malpractice policy in appendix 9 reported to the awarding body in accordance with the JCQ document *Suspected Malpractice: Policies and Procedures*.

Section 2: The Examination Cycle

The Examination Cycle is structured around five stages: Planning, Entries, Pre-Exams, Exam Time, and Results and Post-Results.

For the main summer examination series, the Planning phase typically takes place during the Autumn Term, with Entries submitted during January and early February. Pre-Exams activities run through March and April, with examinations usually taking place from late April to late June. Results are released in August, with Post-Results services extending into September.

A condensed Examination Cycle operates for November GCSE resit examinations in English and Mathematics.

All stages of the Examination Cycle operate in accordance with JCQ regulations and awarding body deadlines, which take precedence over internal school timelines where required.

1. Planning

The Examinations Officer is responsible for ensuring that the school remains compliant with current JCQ and Cambridge Assessment International Education (CAIE) regulations. This includes reviewing

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annual regulatory updates and alerting relevant staff to any changes that may affect examination administration, assessment arrangements, or candidate conduct.

The Examinations Officer should liaise with Heads of Department to:

- confirm that information about qualifications offered is accurate and up to date, and ensure that this information is stored securely in the Examinations folder;
- gather estimated entry information for all relevant qualifications to support forward planning and resource allocation.

In collaboration with Heads of Year, the Examinations Officer should ensure that candidates are made aware of up-to-date information for candidates, including relevant JCQ/CAIE notices and examination procedures. This communication should take place prior to mock examinations so that mock examinations follow, as far as possible, the same procedures as external examinations and help establish candidates' normal way of working.

The Examinations Officer should meet with the SENCO, Heads of Year and the Senior Master to plan and review appropriate Access Arrangements for candidates. Access Arrangements should be based on evidence of need, approved by the awarding body where required, and implemented in line with JCQ/CAIE regulations. Wherever possible, approved arrangements should be in place and used during mock examinations.

The Senior Master should ensure that teaching staff are reminded of the school's Non-Examination Assessment (NEA) / Controlled Assessment Policy, including internal deadlines, authentication requirements, and the appeals process relating to assessment decisions.

All stages of the Examination Cycle operate in accordance with JCQ regulations, CAIE regulations, and awarding body deadlines, which take precedence over internal school timelines where required.

2. Entries

Heads of Department (HoDs) and the Examinations Officer share responsibility for ensuring that accurate examination entries are submitted to awarding bodies in line with JCQ and Cambridge Assessment International Education (CAIE) regulations and published deadlines. Late or amended entries may attract additional fees and should be avoided wherever possible.

HoDs should ensure that candidates are entered for examinations where there is a reasonable expectation that the candidate will sit the examination. Where a candidate is withdrawn before the awarding body's published withdrawal deadline, entry fees may be refundable; however, this is subject to awarding body regulations and timescales for the relevant examination series.

Examination entries are initially recorded by the Examinations Officer in iSAMS, based on subject enrolments for pupils in Upper 5 and Upper 6. Heads of Department and Heads of Year are responsible for informing the Examinations Officer of any candidates who are taking examinations outside of these standard arrangements.

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The Examinations Officer will provide Heads of Department with lists of examination entries for checking. HoDs must review these lists carefully and notify the Examinations Officer of any errors or omissions. By 11 February, each HoD must return a signed and dated confirmation that the entries for their subject are complete and correct.

Once entries are recorded in iSAMS, individual candidate examination timetables can be generated and issued to pupils. This provides an additional opportunity to identify errors, particularly in the spelling of candidate names, which will appear on examination certificates. While candidates may draw attention to possible errors, candidates are not responsible for checking or confirming their examination entries.

Entry fees for each candidate should be calculated and passed to the Fees Manager as soon as possible after entries have been submitted to the awarding bodies.

A full examination timetable should be generated from iSAMS and checked by the Examinations Officer. For Cambridge International examinations, the timetable must comply with CAIE Key Time regulations. Candidates sitting examinations in the AM or PM session must either be in their examination or under centre supervision at the published Key Times (currently 10:00 for AM sessions and 14:00 for PM sessions in the June series). Where examinations are scheduled to finish before the relevant Key Time, centre supervision must be arranged to ensure compliance.

Once the examination timetable has been checked, it should be shared with school staff as soon as entries are complete. The Examinations Officer will then finalise the timetable by confirming rooming arrangements, resolving examination clashes, and adding details of non-timetabled examinations (such as Art examinations and spoken language assessments). Any amendments should be communicated to staff by the end of the Easter Holidays.

When the examination timetable is finalised and examination leave arrangements have been agreed by the CSLT, pupils should be briefed on updated examination arrangements, including procedures for examination clashes, attendance registration during examination leave, and the use of contingency examination dates. Parents of candidates should also be informed of these arrangements and reminded that examination entry fees will be added to the Summer Term bill.

Candidates may not withdraw from an examination without the permission of the relevant Head of Department and the appropriate Head of School. Candidates wishing to withdraw from GCE resit examinations must inform the Examinations Officer, the relevant Head of Department, and the Head of Sixth Form prior to the date of the examination.

3. Pre-Exams and Invigilator Training

Prior to the examination season, the Examinations Officer should liaise with the SENCO and Heads of Year to confirm whether there have been any changes to agreed **Examination Access Arrangements**. Using this information, together with the final examination timetable, the Examinations Officer should plan appropriate rooming, staffing, and resources for the examination period.

Secure Storage

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

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The school maintains a secure examination storage room at Harrogate Ladies' College which complies with **JCQ requirements**. The room is unmarked and its location is not shared with general staff. Access to the examination store is strictly limited to authorised staff only.

Keys to the secure storage room are held in a safe located in the school office. The Examinations Officer, the Senior Manager acting on behalf of the Head of Centre, and the School Office Manager know the combination to this safe and are the only members of staff permitted to access the examination store.

During the pre-examination period, examination materials are delivered to the school. Some materials, such as pre-release materials for Art examinations, may arrive earlier in the academic year. All examination material packages are signed for at reception and placed immediately into the secure examinations store by the office team, who then inform the Examinations Officer of their arrival.

It is the responsibility of the Examinations Officer to check all examination deliveries against the awarding body dispatch note, ensuring that the correct quantities, components, and papers have been received and that packaging seals are intact. Any discrepancies or concerns must be reported to the awarding body immediately. Once checked, question paper packets must be arranged in timetable order to minimise the risk of error and returned immediately to the secure storage facility.

In accordance with **Cambridge Assessment International Education** regulations, Cambridge International examination deliveries must be checked by two members of staff. The Examinations Officer should therefore arrange for a second authorised member of staff, usually the Senior Master, to be present during these checks.

Invigilators

The school employs external invigilators for examination sessions, and invigilation is also carried out by teaching staff subject to availability. An invigilation timetable is produced by the Examinations Officer and circulated electronically to teaching staff, as well as being displayed on the Cover noticeboard. Staff must inform the Examinations Officer, the Senior Master, and the cover facilitator (currently David Hammond) as soon as possible if they are unable to fulfil an allocated invigilation duty.

Teachers should not normally invigilate examinations in subjects that they teach, except where permitted under JCQ regulations and where alternative arrangements are not reasonably practicable.

Invigilator Training

Training for invigilators is conducted annually by the Senior Master and the Examinations Officer, normally as part of an agreed INSET session, prior to the start of the examination season. This training ensures that all invigilators are familiar with current JCQ regulations and centre-specific procedures. New or inexperienced invigilators must receive appropriate training before undertaking invigilation duties.

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Invigilators should refer to the document '**Notes for Invigilators**', which is kept on the desk in each examination room and provides guidance on the conduct of examinations, including procedures for late or absent candidates and actions to be taken in the event of emergencies such as a fire alarm.

Invigilators are also provided with a copy of the JCQ "**Invigilator's Checklist**", both during invigilator training and within the examination rooms. This checklist should be used to ensure that examinations are conducted in full compliance with JCQ regulations.

4. Exams Season

The Examinations Officer is responsible for the preparation and setting up of examination rooms throughout the examination period. This work is supported by the Domestic Team, the Senior Master, and other invigilating colleagues, including both external invigilators and internal teaching staff. The Examinations Officer must submit an **Events Checklist** to communicate the requirements for examination room set-up to the Estates and Domestic Teams.

Pre-Exam Paper Verification (HoD Script Check)

The front cover of the examination envelope for each examination must be checked by the Examinations Officer and the relevant Head of Department to verify that the correct examination papers and components have been received. This check must take place at least one full week before the scheduled examination date. This process is for verification purposes only and does not permit access to the content of examination papers.

Candidate Conduct and Access Arrangements

Candidates are expected to behave appropriately at all times during examinations. They are briefed on examination conduct and regulations by the Examinations Officer and the Senior Master prior to examination sessions. Any breach of awarding body regulations must be reported immediately to the Examinations Officer and the Senior Master and managed in accordance with JCQ/CAIE malpractice procedures.

Candidates entitled to Examination Access Arrangements have these arrangements clearly recorded on their examination desk cards. In addition, lists of candidates entitled to Access Arrangements are stored at the front of each examination room in the examination folder for invigilator reference.

Identification of Candidates

Before the start of each examination, the Examinations Officer arranges candidate name cards on examination desks in accordance with the seating plan. Candidates must be positively identified before being permitted to sit an examination.

At least one senior member of staff with good knowledge of the pupils (normally the relevant Head of Year or the Senior Master) must be present at the start of each examination session to confirm that candidates are correctly seated. Where any concern arises regarding the identity of a candidate, the invigilator must immediately contact the Examinations Officer, who will arrange for formal identity verification by a senior member of staff.

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Where external invigilators are used, the Examinations Officer and Senior Master must ensure that a member of school staff is available to positively identify candidates at the start of the examination. For spoken language examinations with staggered start times, external invigilators may be provided with official candidate photographs from the school database for identification purposes. Any concerns must be reported immediately to the Examinations Officer.

Start of Examinations

The Examinations Officer is responsible for ensuring that a second authorised member of staff is present to complete the **Second Pair of Eyes Check** in the secure storage room prior to the release of examination materials.

Examination papers must be separated in the secure storage room where multiple examination rooms are in use and transported to examination rooms in sealed envelopes. Examination materials must never be left unattended unless locked in secure storage.

Cambridge International “Warning to Candidates” and “No Mobile Phones” posters, together with the JCQ “Notice to Candidates Information”, must be clearly displayed inside and outside all examination rooms.

Candidates must not bring any mobile communication devices or unauthorised materials into the examination room. Pupils are reminded of this requirement before entering the examination rooms, and the required JCQ signage is displayed clearly at all examination venues.

The school’s bespoke examination spreadsheet is used to display examination timings and candidate information in all examination rooms and may be projected for invigilator use. This system automatically calculates additional time for candidates entitled to this Access Arrangement.

The JCQ “Invigilator’s Announcement” (ICE Appendix 3) must be read to candidates in every examination room before each examination session. For Cambridge International examinations, the official announcement from the Cambridge Handbook must be used.

Invigilators must remain entirely focused on the conduct of the examination at all times. They must not carry out any other work, including reading, marking, using electronic devices, or administrative tasks unrelated to the examination. Invigilation records must be completed in accordance with training guidance, and a written seating plan must be produced and retained for each examination room.

End of Examinations

Invigilators should give candidates a five-minute warning before the end of the examination session where practicable. Candidates must be instructed to stop writing immediately at the end of the examination and remain seated in silence until all scripts have been collected.

Candidates must leave the examination room in silence and remain silent until they have exited the examination corridor.

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Invigilators must collect, sort, and secure scripts in candidate number order, ensuring that scripts for different examinations are kept in separate bundles. Examination desk cards must be collected and ordered.

Responsibility for the security of examination scripts remains with the invigilating staff until they are formally handed to the Examinations Officer. If the Examinations Officer is not immediately available, scripts must be taken directly to the School Office and placed into the secure examination storage. Examination scripts must never be left unattended unless secured in approved secure storage.

Script Despatch

The Examinations Officer holds sole responsibility for the checking, packing, and secure despatch of all examination scripts.

Scripts must be checked against the examination register, with this check recorded on the school's copy of the register as evidence. Yellow label courier collections must be arranged in advance of the examination season.

On days of despatch, sealed despatch envelopes must be stored in the secure safe in the School Office prior to collection. Overnight, all scripts must be stored in the secure examination storage room.

For **Cambridge International examinations**, the packing and sealing of despatch envelopes must be observed by a second authorised member of staff in accordance with CAIE regulations.

5. Results

Results for the summer examination series are officially released in accordance with awarding body regulations: on the third Thursday of August for GCE qualifications and the fourth Thursday of August for GCSE qualifications.

The Examinations Officer may access results electronically prior to the official results day and downloads them into iSAMS. Results are then collated, entered onto spreadsheets, and shared with senior staff for planning and support purposes only. All results information is strictly confidential and must not be disclosed to candidates, parents, guardians, the media, or any external body prior to the official release time, in line with JCQ regulations.

Issue of Results to Candidates

Candidates receive their results via email at 8:00am on results day. The Examinations Officer, CSLT, and School Office team share responsibility for the secure and timely release of results.

Candidates are provided with guidance at the end of the summer term explaining results-day procedures and available support, which varies by year group. All candidates are offered one-to-one meetings with senior staff, normally online, but face-to-face meetings can be arranged if requested.

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Upper 6 (GCE / A Level): Candidates receive their A Level results via email at 8:00am. UCAS Track also becomes available at this time. Candidates may seek immediate one-to-one guidance, either online or in person if local.

Upper 5 (GCSE): Candidates receive GCSE results via email at 8:00am. Where possible, candidates are invited into school to celebrate their achievements and receive face-to-face support. All candidates are offered one-to-one online meetings with senior staff to discuss their results.

6. Post Results

Following the release of results, candidates may request **post-results services** in accordance with JCQ regulations. These include:

- **Access to Scripts (ATS)**
- **Clerical Re-checks**
- **Reviews of Marking (RoM)**

Candidates are encouraged to seek advice from their Head of Year and relevant Head of Department before submitting any request. Candidates must provide **written consent** for Reviews of Marking or any post-results service where a grade may be subject to change. Candidates are made aware that their grade may increase, stay the same, or decrease as a result of a Review of Marking.

All requests for post-results services must be submitted via the online form provided by the school. The **Examinations Officer** is responsible for submitting and processing these requests and for communicating the outcomes to candidates. The **Senior Master** is responsible for ensuring that all requests are processed and submitted before the published deadlines, usually in late September.

All post-results services are handled confidentially, and candidates' personal data is processed in line with data protection regulations.

7. Written Appeals Procedure

In accordance with regulatory requirements, the Centre maintains a published appeals system enabling candidates to appeal against the **coursework or controlled assessment procedures** that have been followed. Full details of the appeals process, including submission deadlines, responsibilities, and the outcome notification procedure, are provided in **Appendix 3**.

Candidates may only appeal using the published Centre process, and all appeals are handled confidentially in line with JCQ regulations and data protection requirements.

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Appendix 1 – Contingency Plan

1. Purpose

Harrogate Ladies' College (HLC) recognises its regulatory duty to plan for and manage disruptions to the examination cycle. This plan ensures that:

- Examinations are conducted in compliance with **JCQ regulations**, awarding body requirements, and integrity/security standards.
- Key examination deadlines are met, even in the absence of staff or if the site, IT, or other resources are unavailable.
- Effective communication with candidates, parents, staff, and awarding bodies is maintained.

2. Absence of Key Personnel

HLC has established clear procedures to ensure continuity if key staff are absent:

Role	Deputy / Contingency
Head of Centre	Senior Deputy assumes full responsibility; Senior Master and EO continue to ensure compliance; JCQ and awarding bodies informed as needed.
Examinations Officer (EO)	Senior Master deputises; has full access to Exam Store and exam board accounts; additional support arranged if absence is extended.
Senior Master	Deputy Head Academic assumes responsibilities, with EO support for logins and secure storage access.
SENCO	Short-term: Head of Sixth Form or Highfield SENCO deputises; longer-term: recruitment of suitable staff.
Teaching Staff	SLT ensure alternative provision for pupils; reallocation of staff or recruitment of cover; additional lesson time arranged if needed.
IT Staff	EO and Senior Master cover IT setup with reference to IT Help Sheet (Appendix 10); cloud-based software and backups support continuity.
Invigilators	EO coordinates with HR; trained teaching and boarding staff provide cover; INSET refresh training ensures readiness.

3. Centre Availability / Site Disruption

The Government provide guidance on how centres should respond to serious disruption to examinations.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

JCQ Disruption Planning

From this guidance, the following actions should be taken in the event of disruptions.

- HLC maintains multiple examination rooms: Assembly Hall, Mem Room, assembly stores, ICT 4, and classrooms.
- In the event of catastrophic disruption (fire, flooding), alternative spaces may include Sports Hall, Science Block, or boarding houses.
- Reciprocal arrangements with Ashville College are in place for site sharing.
- Candidates remain **under examination conditions** until arrangements are confirmed.
- Communication with parents, candidates, staff, and third parties will be via SMS, email, and website banners using remote access.

4. IT System Failure

- Applies to all digital exams, online submissions, and computer-based assessments.
- EO and Senior Master oversee implementation; IT team investigates and resolves issues.
- Preventative measures: regular maintenance, software updates, cloud backups, and redundant network/power checks.
- Minor failures: invigilators log incident, consult EO, allow device replacement or extended time.
- Major failures: paper-based alternatives used where possible; awarding body contacted; candidates kept under exam conditions.
- All incidents logged and reported to awarding body; review conducted post-incident.

5. Cyber Security

- Relevant JCQ guidance is [linked](#).
- Preventative measures follow JCQ guidance:
 - Strong unique passwords (refer to IT Policy Appendix)
 - Two-factor authentication (Office 365, iSAMS, CPOMs)
 - Monitoring and review of account access
 - Phishing awareness and training
- Disaster recovery plan ensures continuity in case of network or cyber compromise.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

6. General Resilience

- Mock examination papers and student work are securely stored and backed up (hard copy and network backups).
- IT backups include cloud storage and version control (OneDrive 30-day version history).
- Teachers retain hard copies of assessments to mitigate disruption.
- Awarding body guidance for resilience is followed:
[Government guidance](#)

7. Communication Protocols

- The EO, Senior Master, and SLT are responsible for timely communication to candidates, parents, and staff in any disruption scenario.
- Channels: SMS, email, website banners, and direct calls if needed.
- Previous experience: adverse weather and pandemic isolation communications have been effectively implemented.

8. Review and Approval

- This Contingency Plan is reviewed annually and approved by: Head of Centre, Senior Master, Examinations Officer, and Deputy Head Academic.
- Implementation is triggered as required to maintain **JCQ compliance** and safeguard examination integrity.
- Plan forms part of the broader Examination Policy and is reviewed by the Educational Committee.

Appendix 2 – HLC NEA Policy

1. Introduction

Non-Examined Assessment (NEA) is a form of internal assessment that is normally marked by the centre and subsequently moderated by the awarding body. NEA is a significant component of many GCSE qualifications and contributes substantially to the final grade.

The time allocated and level of control (High, Medium, or Low) for each NEA task is set by the awarding body. Subject teachers will provide specific instructions for each task, including deadlines, at the start of the assessment.

NEA is a priority for raising standards and supporting achievement; pupils, parents, and teachers are expected to support its completion to the highest standard.

This policy should be read in conjunction with the Internal Assessment Appeals Policy (Appendix 3) and JCQ regulations, including the Instructions for Conducting Non-Examined Assessment.

2. Roles and Responsibilities

2.1 Deputy Head (Academic)

- Ensures that each department conducts Controlled Assessment in compliance with JCQ and awarding body regulations.
- Coordinates the NEA schedule across departments.
- Ensures parents and candidates are informed of key dates, requirements, and JCQ guidance.
- Manages overall resource planning, resolving scheduling conflicts or access to facilities.
- Ensures awareness of the internal appeals process.

2.2 Heads of Department (HODs)

- Determine the awarding body and specification for each GCSE.
- Ensure **at least 40% of assessment is taken in the terminal exam series**, in accordance with awarding body specifications.
- Manage NEA programmes in line with JCQ, awarding body, and subject-specific guidance.
- Ensure teachers are familiar with **JCQ Instructions for Conducting NEA** and their responsibilities.
- Secure all confidential materials and student work in locked cabinets; digital work must be stored on the school server for regular backup.
- Liaise with the Exams Officer to support access arrangements or extra time.
- Maintain a detailed **assessment log**, including dates, staff involved, candidates present/absent, and incidents.
- Standardise internal marking and retain documentary evidence of standardisation.

2.3 Teaching Staff

- Follow JCQ NEA guidance and awarding body specifications.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

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- Provide EO with details of unit codes and any controlled assessment entries.
- Obtain and securely store confidential assessment materials.
- Supervise assessments at the correct level of control; only provide support allowed by the specification.
- Ensure pupils and supervising staff sign **authentication forms** on completion (JCQ Form 14).
- Mark work using awarding body mark schemes and submit marks via the Exams Office, keeping records.
- Participate in departmental standardisation exercises.
- Retain candidates' work securely between sessions and until the **closure of post-results enquiries and appeals**.
- Liaise with SENCO to implement access arrangements.

2.4 Examinations Officer (EO)

- Enter pupils for NEA, external exams, and online tests before deadlines.
- Manage receipt, secure storage, and transmission of confidential materials.
- Support teachers with mark sheets and submission to awarding bodies.
- Arrange suitable accommodation if NEA cannot take place in the classroom.
- Provide HODs with a list of candidates entitled to extra time or other arrangements.

2.5 SENCO

- Apply for access arrangements and ensure support is provided during NEA.
- Work with teaching staff to implement arrangements.

2.6 Head of Centre

- Reports all suspected or actual malpractice to the awarding body.
- Supervises investigations into allegations of malpractice, or delegates this responsibility appropriately.

2.7 Parents / Guardians

- Ensure pupils attend NEA sessions and are prepared.
- Support understanding of the **JCQ Information for Candidates** document.

2.8 Candidates

- Follow guidance provided by subject teachers.
- Inform teachers promptly of absences and attend any catch-up sessions.

3. Controlled Assessment – Absence

3.1 Illness

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- If a candidate is absent due to illness, the teacher will arrange at least **one catch-up session** within JCQ deadlines. Attendance is compulsory.

3.2 Unauthorised Absence

- Candidates and parents/guardians must inform the Deputy Head (Academic) in advance if absence is anticipated.
- Alternative arrangements are at the HOD's discretion.
- Candidates absent without authorisation may be expected to complete NEA in restricted time and may forfeit marks if they fail to attend rearranged sessions.
- NEA sessions take **priority over extra-curricular commitments**, except in exceptional circumstances approved by the Deputy Head (Academic).

4. Security and Record Keeping

- All NEA materials, including student work and confidential resources, must be securely stored.
- Teachers maintain **assessment logs** detailing session times, staff, and incidents.
- Authentication forms are retained in secure storage.
- Work is stored until the **conclusion of any post-results enquiries or appeals**.

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Appendix 3 – Appeals for NEAs

1. Candidate Rights

- From 2017-2018 onwards, candidates undertaking **internal NEA/Controlled Assessments** must be informed of their **marks** prior to requesting a review.
- Candidates (or parents) have the right to **request a review of marking**.

2. Departmental Preparation

- Departments must appoint **one teacher** to conduct reviews of marks for candidates.
 - This teacher **must not have marked** the candidate's work.
 - In one-teacher departments, a **reciprocal arrangement** with another school should be arranged.
 - If all departmental staff are involved in moderation, an **external reviewer** must be appointed.
- Departments must **inform candidates of their right to access their scripts** and explain the **internal moderation process** that has already been applied.
- Departments must **set a formal deadline** for review requests:
 - Candidates have **7 calendar days** from the release of marks to submit a request.
 - No late requests will be considered unless exceptional circumstances apply.

3. Student/Parent Request

- Requests must be **submitted formally**, in writing or via email, to the HoD.
- The Deputy Head Academic must be **informed of all review requests**.
- HoD must acknowledge receipt of the request and provide:
 - An outline of the review process.
 - The timeframe for completion.
 - A reminder that there is **no grade protection** (grades can be raised, lowered, or unchanged).
 - Information about any **review fee**, if applicable.

4. Review Process

- The appointed reviewer must:
 1. Check that **all procedures and school NEA policies** were followed.
 2. Confirm that **internal moderation** was correctly applied.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

3. Review the candidate's work against the original marking, applying a **tolerance of $\pm 10\%$** where appropriate.

- The reviewer submits their findings and recommendations to the HoD and Deputy Head Academic

5. Outcome Communication

- HoD communicates the **final decision** to the candidate and parents **in writing or via email**, including:
 - Any change to the mark.
 - Written feedback and justification.
 - Confirmation that the Deputy Head Academic has been copied in.
- All documentation of the review, correspondence, and outcomes must be **retained securely** for audit purposes.

6. Key Dates for Each NEA / Controlled Assessment

Departments must submit the following to the Deputy Head Academic:

- Dates of NEA tasks (orals, performances, practicals)
- Submission deadlines for coursework or assignments
- Dates of moderation meetings
- Release date of marks to candidates
- Departmental deadline for internal appeals (7 calendar days from release)
- Date by which internally moderated marks are submitted to the awarding body
- Name of teacher/external assessor responsible for conducting reviews

7. Notes

- This process **complies with JCQ guidance** and awarding body requirements.
- Candidates and parents should be aware that internal review outcomes **may not result in higher marks**, due to prior moderation.

Appendix 4 – Emergency Evacuation of Examination Rooms

In an emergency, invigilators will use the following procedure to evacuate the examination hall. A copy of this policy will be kept in the examination folder in each examination room.

Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
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 must be advised to close their answer booklet
Ensure candidates leave the room in silence
Ensure the candidates are supervised as closely as possible while 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 remainder of the working time set for the examination once it resumes
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
Additional centre-specific actions to be taken

External Written Examinations Policy

Appendix 5 – Word Processor Policy

Some candidates have an entitlement to use a word processor as part of their Exam Access Arrangements. These candidates have this entitlement recorded on their candidate card in the exam hall, as well as it being recorded in the examinations' folder. This has been arranged between the SENCO, the subject HOD and the head of year. The Examination Officer is responsible for ensuring that sufficient laptops are available to meet these exam access arrangements. The IT team will support the examination officer in this role and check that the laptops are set up correctly on the days of examination. In the unlikely event that there are insufficient laptops available, then candidates will use ICT rooms as appropriate.

The following instructions are available for candidates and invigilators in the exam hall.

Instructions for Word Processors in Exams

For Pupils

- Your computer will be switched on and have wordpad up when you sit down for the exam. If there are any problems, put your hand up to tell the invigilator.
- Once the invigilator asks pupils to fill in the details on the front of their answer sheets, please:-
 - 1) Save the file onto the USB stick on your computer. Please save the file as your candidate number followed by the exam code. This is usually at the bottom of the question paper.
 - 2) Write at the top of your document
 - a) Centre Number – 48213
 - b) Candidate Number – Your candidate Number
 - c) Paper Reference
 - 3) Regularly save your work through the exam session.
 - 4) At the end of the exam, print 2 copies your work to the printer. The invigilator will then bring you back your printed copies.
 - 5) Please use a pen to make sure each sheet has the centre number, your candidate number and the paper reference on it. Make sure each page is numbered.
- Place one copy of your exam script inside the normal exam paper. Leave the other copy outside. Hand all of this to the invigilator.
- Look out for accidentally pressing the “Insert” button. This will mean that when you type it over-writes previous text. You can press it again to turn insert on and off.
- Look out for accidentally pressing the “Num Lock” button. This will mean that you can only type numbers. Press it again to turn it off.

For Invigilators

- Please check that candidates are happy with the instructions above at the beginning and at the end of the exam. During the exam, please give occasional reminders for candidates to save their work.
- If there are any issues with the computers, please phone Caroline or Brad.
- The JCQ instructions for using laptops are copied on the back of this. Please refer to them if you are stuck.

External Written Examinations Policy

- We are printing 2 copies of their papers. One will be sent to the exam board. One will be kept securely in school in case of any difficulties.
- At the end of the paper, please take the used memory stick and give it to Brad. Brad will set the computer up with a fresh memory stick for the next exam.

JCQ Instructions for Word Processors

Word processors (computers, laptops and tablets)

14.20 Centres can provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic braille or a tablet.

14.21 Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'.

The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination.

The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points.

14.22 Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must **handwrite** their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

14.23 Each page of the typed script must be numbered, e.g. page 1 of 6.

14.24 Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost.

In order to make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

14.25 A word processor:

- a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;
- b) must have been cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate.** When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate;
- c) must be in good working order at the time of the examination;
- d) must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;
- e) must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. **The candidate must be present to verify that the work printed is his or her own.** Word processed scripts must be attached to any answer booklet which contains some of the answers;
- f) must be used to produce scripts under secure conditions, otherwise they may be refused;
- g) must not be used to perform skills which are being assessed;
- h) must not be connected to an intranet or any other means of communication;
- i) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

- j)** must not include graphic packages or computer aided design software unless permission has been given to use these;
- k)** must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;
- l)** must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- m)** must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions.

Appendix 6 – Post Result Services

Candidates can request post results services by completing an online form following their results. Post results services include “Reviews of Results” and “Access to Scripts”. Candidates are encouraged to seek advice from their Head of Year and their relevant HOD before requesting these services. Candidates confirm that they are aware that their grade may go down as a result of requesting a “Review of Results”. The Examinations’ Officer is responsible for submitting and processing these requests and for communicating the outcomes to the candidates. The Senior Master is responsible for checking that all requests have been processed before the deadline passes, which is usually late September.

Heads of Year will inform pupils if they do not believe a review of marking is appropriate. They can consult with the Senior Master, the Deputy Head Academic and The Principal if unsure.

Appendix 7 – Safe Storage and Keys

Receipt of Papers

Exam papers are delivered to reception or to the office and signed for by the member of staff on duty. The member of staff receiving the materials must complete the Exams Materials Point of Delivery Log.

When they arrive, David Hammond, Exams Officer is informed. They are stored in the office safe until the Exams Officer collects them.

The Exams Officer takes them to the exam store to secure them in the blue coded unit as soon as possible. The Exams Officer must complete the Exams Materials Exams Officer Receipt Log.

If the Exams Officer is not available, then Leah O’Neill, Office Manager takes them to the exam store and locks them in the bottom of the blue coded unit, for the Exams Officer to sort when available.

If the Office Manager and the Exams Officer are both unavailable, then Peter Massey, Senior Master will be contacted to take them to the exam store, and store them in the blue coded unit.

Exam deliveries should not be left in the office overnight.

Keyholders

Keys for the exams store are stored in a secure unit in the school office. The Exams Officer, David Hammond, Peter Massey, Senior Master and Leah O’Neill, Office Manager are the only staff who know the code for the secure unit.

The Exams Officer will inform the awarding bodies immediately if the security of question papers is put at risk.

Appendix 8 - HLC Examinations Conflict of Interest Policy

1. Policy Purpose

Harrogate Ladies' College (HLC) recognises its responsibility, under JCQ **General Regulations for Approved Centres**, to identify and manage any conflicts of interest that may compromise the integrity of examinations or assessments, particularly for qualifications including internally assessed components.

This policy applies to all centre staff involved in teaching, assessing, invigilating, or administering examinations.

2. Responsibilities

The **Head of Centre** is ultimately responsible for ensuring that:

- All conflicts of interest are identified, documented, and managed appropriately.
- Awarding bodies are informed **before the published deadline for entries** for each examination series of any relevant conflicts.
- All records of conflicts and their resolution are maintained securely and are available for audit or inspection.

3. Scope of Conflicts of Interest

Conflicts include, but are not limited to:

1. Centre staff taking qualifications at the centre that include **internally assessed components/units**.
2. Centre staff **teaching or preparing family members** (including step-family, foster family, or close relatives) or close friends and their immediate family (e.g., son/daughter) for qualifications that include internally assessed components/units.
3. Exams office staff who have family members (including step-family, foster family, or close relatives) or close friends entered for assessments at the centre or elsewhere.
4. Centre staff taking qualifications **at other centres**.
5. Centre staff taking qualifications at the centre **without internally assessed components/units** (for transparency).

4. Procedures

1. Staff Declaration

- All staff are asked to declare potential conflicts annually at **September INSET** and via a follow-up email.
- Additional declarations must be submitted **prior to each exam entry deadline**.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

2. Identification by Leadership

- The Exams Officer, Senior Master, and CSLT actively identify potential conflicts (e.g., known family relationships with pupils).

3. Conflict Logging

- All identified conflicts are recorded in the **Exams Conflicts of Interest Log** maintained by the Examinations Officer.
- The log includes:
 - Staff name
 - Nature of the conflict (e.g., teaching a family member, taking an internal exam)
 - Date of declaration
 - Measures taken to mitigate the conflict

4. Mitigation Measures

- Staff involved in marking, moderating, or supervising affected candidates are **excluded from these responsibilities**.
- Where unavoidable, alternative arrangements are made (e.g., external moderation, oversight by senior staff).

5. Reporting to Awarding Bodies

- The Exams Officer submits any relevant conflicts to awarding bodies **before entry deadlines**.
- Any updates or new conflicts identified after initial reporting are communicated **promptly**.

6. Review and Audit

- The Conflicts of Interest Log is reviewed **termly** and updated as required.
- The log is retained securely and made available for inspection by awarding bodies or regulatory authorities upon request.

5. Compliance

This policy ensures that HLC meets its JCQ obligations to:

- Safeguard the integrity of examination and assessment processes.
- Maintain transparency in all internally assessed components.
- Prevent undue influence or bias in marking or assessment.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Appendix 9 – Malpractice Policy

1. Purpose

The purpose of this policy is to:

- Safeguard the integrity of all examinations and assessments at Harrogate Ladies' College (HLC).
- Ensure compliance with JCQ regulations and awarding body requirements.
- Define procedures for preventing, identifying, and reporting malpractice, including misuse of AI.
- Ensure fairness and transparency for candidates and staff.

This policy covers:

- Malpractice in written examinations, coursework, NEAs, and on-screen tests.
- Misconduct by candidates, staff, or third parties.
- Misuse of artificial intelligence (AI) in candidate work.

JCQ Reference:

- Suspected Malpractice in Examinations and Assessments: Policies and Procedures
- General Regulations for Approved Centres (GR)
- Instructions for Conducting Examinations (ICE)
- Information for Candidates (NEA, Coursework, Written Exams)
- AI Use in Assessments: Protecting the Integrity of Qualifications

Note: In the event of a conflict between this policy and JCQ guidance, JCQ guidance takes precedence.

2. Definitions

Malpractice / Maladministration – Any act, default, or practice which:

- Breaches JCQ regulations or awarding body requirements.
- Fails to follow established procedures.
- Prejudices candidates, compromises public confidence, or undermines assessment integrity.
- Damages the reputation or credibility of the centre or awarding body.

Examples include (non-exhaustive):

- Plagiarism, collusion, or copying work.
- Misuse of assessment materials.
- Falsifying candidate records or authentication forms.
- Assisting or impersonating candidates.
- Breach of confidentiality of exam materials.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

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- Use of AI without acknowledgement or beyond permitted levels.

3. Responsibilities

3.1 Head of Centre (Principal)

- Ensure all malpractice is reported to awarding bodies promptly.
- Supervise investigations or delegate supervision appropriately.
- Maintain overall compliance with JCQ regulations.

3.2 Senior Master

- Oversee examination administration and centre compliance.
- Receive and review malpractice reports from staff.
- Support the Head of Centre in investigations and reporting.

3.3 Examinations Officer (EO)

- Support staff in exam administration and compliance.
- Secure examination materials and maintain accurate records.
- Assist in investigations and communicate with awarding bodies when required.

3.4 Teaching Staff

- Prevent, detect, and report suspected malpractice.
- Ensure all NEAs, coursework, and assessments are authentic and comply with JCQ guidance.
- Advise candidates about plagiarism, collusion, and AI use.

3.5 Candidates

- Submit original work for all assessments.
- Declare any AI use appropriately.
- Comply with examination and assessment rules.
- Report any malpractice they are aware of.

4. Prevention of Malpractice

4.1 For Centre Staff

Reasonable Step	HLC Action
Understand JCQ & Awarding Body requirements	Senior Master & EO communicate guidance to teachers and invigilators.

Reasonable Step	HLC Action
Meet key deadlines	EO sets internal deadlines 2 weeks before exam board deadlines; reminders sent to staff.
Training & resources	EO supported by Senior Master for training, guidance, and materials.
Secure materials	EO and Heads of Department ensure secure storage of NEA, coursework, and exam papers.
Maintain integrity	Staff warned annually not to disclose confidential information via social media or other channels.
Exam supervision	Invigilators trained annually; clash arrangements managed and supervised.
Coursework / NEA oversight	Teachers follow JCQ instructions, monitor plagiarism, and review suspected AI misuse.
AI usage	Teachers ensure AI is not used as sole marker; students must acknowledge any AI assistance.
Culture of honesty	Senior Leadership Team (SLT) supports staff and candidates in reporting concerns without fear of repercussion.

4.2 For Candidates

Reasonable Step	HLC Action
JCQ notices distributed	NEA, coursework, plagiarism, social media, AI, and exam rules briefed in Year 10/12 & before each assessment/exam.
Conditions explained	Candidates briefed on restricted resources and prohibited materials.
Malpractice awareness	Students informed verbally and in writing about sanctions.
Coursework / NEA authenticity	Candidates sign authentication forms; submissions must be original.
AI misuse	Candidates informed that unacknowledged AI use constitutes malpractice; guidance provided.

External Written Examinations Policy

5. AI in NEA and Coursework

Candidates must declare any AI-assisted work in submissions.

AI may be used in a limited and supportive capacity only, such as:

- Initial idea generation or brainstorming
- Planning support (e.g. identifying possible themes or structures)
- Formatting references or bibliographies
- Basic error identification (e.g. spelling or punctuation), provided no rewriting occurs

AI must not be used to:

- Generate or rewrite any part of an assessed response
- Improve the quality, clarity, or style of writing
- Produce analysis, evaluation, or interpretations
- Paraphrase or summarise content for inclusion in assessed work

All submitted work must be in the candidate's own words and demonstrate independent thinking. Content generated or significantly altered by AI must not be credited.

AI may be used in a limited and supportive capacity only be used for:

- Idea generation
- Grammar suggestions
- Reference formatting
- AI cannot replace original work or independent thinking.

Teachers may detect misuse by:

- Comparing with previous work (style, grammar, vocabulary, tone).
- Using detection tools (OpenAI Classifier, GPTZero, GLTR, Turnitin Originality).

Undisclosed or inappropriate AI use constitutes malpractice and follows the full investigation procedure.

Indicators of potential AI misuse include:

- American spelling or terminology inconsistencies (although care should be taken with this as we do have many American and international students)
- Overly generic content or references that cannot be verified
- Abrupt change in style, tone, or complexity
- Multiple repeated concluding statements
- Typed work when student normally writes by hand

6. Reporting Malpractice

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1. Staff or candidates report suspected malpractice to Senior Master or Head of Centre immediately.
2. The Senior Master will log the concern and inform the Head of Centre.
3. All allegations must be reported to the relevant awarding body in accordance with JCQ guidance.
4. Failure to report suspected malpractice is itself considered malpractice.
5. Candidates must not be penalised for reporting suspected malpractice in good faith.

7. Investigation Procedure

1. Initial Report

- Record details of the alleged malpractice, date, time, persons involved, and evidence.

2. Securing Evidence

- Collect original submissions, digital files, or assessment materials securely.

3. Preliminary Assessment

- Senior Master/Academic Deputy reviews the evidence.
- Interviews with candidate, staff, or witnesses may be conducted.

4. Escalation

- Serious or confirmed cases are reported to the Awarding Body immediately.

5. Decision & Sanctions

Possible outcomes for candidates:

- No action (allegation unsubstantiated)
- Warning / counselling
- Disqualification from a component or qualification
- Reduced marks or resubmission required

Possible outcomes for staff:

- Counselling / warning
- Formal disciplinary action
- Reporting to Awarding Body if conduct affects assessment integrity

6. Communication

- Head of Department or Senior Master informs the candidate and parents in writing/email.
- Awarding Body is copied in as required.

7. Record Keeping

- All documentation is stored securely.
- Records retained for at least six years.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

External Written Examinations Policy

8. Staff Training & Awareness

Malpractice policy and responsibilities are reviewed annually at:

- Agreed Examination INSET (invigilators)
- Staff briefing sessions (teachers)

Staff confirm understanding via signature or electronic acknowledgment.

Updates on AI, plagiarism, and JCQ changes communicated regularly.

9. Policy Review

- This policy is reviewed annually by:
 - Head of Centre
 - Senior Master
 - Examinations Officer
 - Deputy Head Academic
- Approved as part of the Examinations Policy by the Educational Committee.

Background:-

This policy is in accordance with relevant and up-to-date JCQ guidance set out in:-

- JCQ – Suspected Malpractice in Examinations and Assessments Policies and Procedures
- JCQ – General Regulations for Approved Centres
- JCQ – Instructions for Conducting Exams
- JCQ – AI Use in Assessments: Protecting the Integrity of Qualifications.
- JCQ – Information for candidates Non-Examination Assessments
- JCQ – Information for candidates Coursework
- JCQ – Information for candidates Written examinations.

Background

This policy is in accordance with relevant and up-to-date JCQ guidance set out in:-

JCQ – Suspected Malpractice in Examinations and Assessments Policies and Procedures

JCQ – General Regulations for Approved Centres

JCQ – Instructions for Conducting Exams

JCQ – AI Use in Assessments: Protecting the Integrity of Qualifications.

JCQ – Information for candidates Non-Examination Assessments

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

External Written Examinations Policy

JCQ – Information for candidates Coursework

JCQ – Information for candidates Written examinations.

External Written Examinations Policy

Appendix 10 – Information to cover absence of IT staff on exam days.

Exam Process for GCSE and A-Level

Laptop Setup

Exam desks should be setup in Assembly Hall

Put a laptop plugged into the power and the network socket.

Each laptop gets a USB and Mouse

Laptop locations

Mem Room

Chair store

Back of Assembly Hall

Either side of Assembly Hall (number depending on Max amount needed)

Laptop Logon

Each laptop is logged on with a unique username (so students can't see what each other are writing).

Internet access is disabled for all these users.

We have different logons depending on if the candidate is allowed spell checker.

Learningsupport1-10 (No spell check. Only Wordpad)

Learningsupport11-15 (Allowed spell check – Word)

Learningsupport16 (No spell check – word. This is to allow for Readaloud functions in word)

Username: Learningsupport1

Password: 48213

Once logged on

Open Wordpad/word and send a test print to the Assembly Hall printer

Check that user has access to the USB

Make sure there are no previous exam files in either the users home folder or USB

Listening Exams Users

Username: SpanishAS	Password: AQA
Username: SpanishMock	Password: AQA
Username: French	Password: AQA
Username: FrenchA2	Password: AQA
Username: FrenchAS	Password: AQA
Username: FrenchMock	Password: AQA
Username: German	Password: AQA
Username: GermanMock	Password: AQA
Username: ChineseAS	Password: AQA
Username: ChineseMock	Password: AQA
Username: Japanese	Password: AQA
Username: Russian	Password: AQA

If a technician is available, they can copy the listening file (Untracked) into the home folder of each user. They can then edit the existing playlist (Windows Media Player) to add the tracks.

If a technician is not available then Peter Massey, David Hammond & Office all have USB access enabled. You can download the track from the Exam Board to the usb. You can then put the USB into the laptop logged on as the appropriate user and play the track from there.



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Headphones are under Brad's desk on the right in a box.