

Examinations Policy

Learning together for success and progression

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Examinations Policy

Trustee Committee Responsible:	Curriculum & Quality
Nominated Lead Member of Staff:	ODS/DHG
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Related Key Documents

Aims of the Policy

1. To ensure the College Examinations administration and management is as effective and efficient as possible
2. To ensure all relevant staff and students understand their roles and responsibilities in relation to examinations
3. To ensure our examinations are conducted according to JCQ guidelines

1. Roles & Responsibilities

1.1 The Principal (Head of Centre)

1. Has overall responsibility for the College as an exam centre, ensuring that the following JCQ (Joint Council for Qualifications) publications are adhered to and that staff are suitably trained:
 - General Regulations for Approved Centres (GR)
 - Instructions for Conducting Examinations (ICE)
 - Access Arrangements and Reasonable Adjustments (AA)
 - Suspected Malpractice - Policies and Procedures (SM)
 - Instructions for conducting coursework (ICC)
 - Instructions for conducting non-examination assessments (NEA)
 - A guide to the special consideration process (SC)
 - Plagiarism in Assessments – Guidance for Teachers/Assessors
 - Notice to Centres – Informing candidates of their centre-assessed marks
 - Guidance for centres on cyber security
 - A guide to the special consideration process
2. Overview of Key Duties
 - a. **National Centre Register:** Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the Head of Centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update
 - b. **Recruitment, Selection and Training of Staff:**
 - i. Ensures a workforce of appropriate size and competence undertakes the delivery of the qualification as required by the awarding body
 - ii. Ensures that the Learning Support Manager has sufficient time to both manage the access arrangements process within the Centre and familiarise themselves with the JCQ publication
 - iii. Ensures that the Examinations Officer is line managed and actively supported by a member of the Senior Leadership Team who has a good working knowledge of the examination system and the contents of the current [General Regulations for Approved Centres](#) (GR) booklet. In particular, Heads of Centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4
 - iv. Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
 - c. **Provision of Appropriate Accommodation:** To ensure that there is suitable accommodation to accompany all final assessments, written or practical
 - d. **Succession Arrangements:** To ensure that The Exams Contingency Plan includes succession arrangements for key roles such as the Examinations Officer and Learning Support Manager (SENCO)
 - e. **Internal Governance Arrangements:** Has in place a written escalation process via the *Exam Contingency Plan*, should the Head of Centre, or a member of the Senior Leadership Team with oversight of examination administration, be absent
 - f. **Public Liability:** Complies with local health and safety rules which are in place and that the Centre is adequately covered for public liability claims. Centres must promptly report any

incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack

- g. **Security of Assessment Materials:** Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials. It is made clear to all staff that by accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material. Also to ensure the centre has a secure storage facility in a room solely assigned to examinations whose access is restricted to two to six key holders, one of whom is the Exams Officer (EO)
- h. **Equalities Policy:** Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. Ensure the Centre has documented processes in place relating to access arrangements and reasonable adjustments via the *Learning Support Policy*
- i. **Data Protection Policy:** Ensures the Centre has a Data Protection Policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations. See *Data Protection Policy*
- j. **Conflicts of Interest:** Ensures the relevant awarding bodies are informed of any Conflict of Interest including the delivery of internal and external units, and maintaining records confirming the measures taken to mitigate any potential risk to the integrity of the qualifications delivered at the Centre
- k. **Centre Inspections:** Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- l. **Awarding Body Administration:** Heads of Centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments
- m. **Ensuring Resilience of Exams:** The centre will ensure they are familiar with the regulators' guidance on ensuring resilience in the qualifications system via the *Exam Contingency Plan* in terms of natural disasters, IT failures and Cyber Attacks. Additionally, the Centre has a process for gathering evidence of candidate performance, such as mock examinations, in line with the published guidance in the event of an exam cancellation

These responsibilities above are delegated as appropriate.

1.2 The Examinations Officer (EO)

Manages the administration of external and internal exams (mocks), *in accordance with JCQ regulations* by:

1. Advising the Senior Leadership Team, teaching staff and relevant support staff on annual exam timetables and application of procedures as set by the various awarding bodies
2. Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
3. Maintaining systems and processes to support the timely entry of students for their exams
4. Undertaking an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct and collates all information gathered into one central point of reference
5. Produces an annual exams plan of key tasks and key dates to ensure all external and internal deadlines can be effectively met; informs key centre staff of internal deadlines

6. Ensuring documentation is in place for an annual inspection. The EO to accompany the Inspector throughout the visit
7. Submitting entries to awarding bodies by deadlines and all subsequent entry amendments
8. Obtaining detailed data on estimated entries from HoDs and submits to awarding bodies
9. Collating information on re-sits for internal and external candidates
10. Collecting information on internal exams to enable preparation for and conduct of the second year mock exam period after February half-term
11. Overseeing the production and distribution of an online timetable and seating plan for all exams in which students will be involved and communicating regularly with students and staff concerning imminent deadlines and events
12. Ensuring that students are informed of and understand those aspects of the exam timetable that will affect them
13. Identifying and managing exam timetable clashes, following JCQ's Overnight Supervision Arrangements Policy as a last resort
14. Ensuring question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met, following the JCQ Centre Inspection Service advice
15. Administering access arrangements and ensuring that applications for special consideration adhere to the JCQ publications: [Adjustments for candidates with disabilities and learning difficulties](#) and [A guide to the special consideration process](#). This is in liaison with the Learning Support Manager and Pastoral Managers
16. Receiving, checking, storing securely and despatching all exam papers and completed scripts including electronic question paper materials and that these are only for the use of candidates who have been entered for the examination
17. Ensures unused question papers are not released to any individual until 24 hours after the awarding body's published finishing time for the examination. (Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination)
18. Ensuring at least two (and no more than six members) of Centre staff should be authorised to handle secure electronic materials
19. Preparing all materials for exam rooms, including place stickers, clash cards, seating plans, question papers and stationery
20. Confirming appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the Head of Centre. In addition, the EO has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the Centre
21. Accounting for income and outgoings relating to all exam costs/charges
22. Organising the recruitment, training, updating, monitoring and deployment of a team of external invigilators responsible for the conduct of exams. The EO is the line manager for all exam invigilators and induction/refresher training is carried out annually and keeps a record of the content of training provided to invigilators for the required period
23. Working with the Learning Support Manager to ensure invigilators supervising access arrangement candidates and those acting as a facilitator, supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room

24. Ensuring candidates with access arrangements are identified on the seating plan to inform invigilators
25. Deploying specialist Learning Support invigilators effectively to exam rooms for 1:1 and small rooms where appropriate, throughout an exam series
26. Complying with the Equality Act 2010 which states that invigilators must ensure that access arrangements are implemented in the exam room. This includes emergency evacuation procedures and medication information, where it relates to disabled candidates:
 - a. Information supplied to disabled candidates should be suitably sized and adapted
 - b. Space should be provided for wheelchairs
 - c. Seating should be adapted and placed near exits if necessary
 - d. JCQ posters should be placed at wheelchair height
27. Ensuring students' coursework marks and sample coursework are submitted by Heads of Departments (HoDs) accurately and on schedule, tracks despatch, logs moderated samples and arranges for returned coursework to be distributed to relevant HoDs
28. Ensuring teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
29. Ensuring irregularities are investigated and informing the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, which are reported to the awarding body immediately
30. Arranging for dissemination of exam results and certificates to students and submitting, in consultation with the Principal, Deputy Principal for Curriculum & Quality or Directors of Faculty (DoF) any appeals/review of marking requests to awarding bodies
31. Delegating to the Deputy Examinations Officer and/or EO Assistant as appropriate
32. Ensuring the annual completion of relevant CPD to their role

1.3 The Deputy Principal (Curriculum & Quality) has overall responsibility for:

1. The compilation of all College policies and procedures relating to exams
2. Ensuring risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the Senior Leadership Team to act immediately in the event of an emergency or staff absence). Please see the Exam Contingency Plan
3. Ensuring effective mechanisms are in place for informing staff and students of exam procedures
4. Consulting with Directors of Faculty and Heads of Department to ensure that necessary coursework and non-examined assessment work is completed on time and in accordance with JCQ guidelines
5. Resolution of any difficulties over organisation/conduct of exams
6. Application and communication of internal appeals procedure relating to coursework and non-examined assessment work
7. Ensuring distribution of relevant examinations data and reports to appropriate staff
8. Oversight of system for managing and communicating review of marking applications for non-examined assessments

1.4 The Assistant Principal (Safeguarding and Support) has responsibility for:

1. Ensuring the Centre's equalities policy demonstrating the Centre's compliance with relevant legislation is in place and detailing the processes followed in respect of identifying the need for, requesting and implementing access arrangements
2. Ensuring the Centre has a Child Protection/Safeguarding Policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

3. Ensuring the Learning Support Manager is fully supported in effectively implementing and communicating access arrangements and reasonable adjustments once approved
4. Providing and annually reviewing a centre policy on Access Arrangements, specifically taking into account the following:
 - The use of word processors in exams and assessment
 - Ensuring criteria for candidates granted **separate invigilation within the Centre** is clear on a 1:1 basis and small room basis, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms. See *Access Arrangements Policy* and 'Separate Invigilation Appendix'
 - Checking the qualification(s) of the appointed assessor(s) and that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments
5. Notifying EO of late entry changes/withdrawals
6. Oversight of Personal Tutors' and Senior Tutors' roles in supporting students in exam related issues e.g. communicating important information, briefing students about general examination procedures and providing advice and support for students through the Shaping Futures tutorial programme

1.5 The Director of Estates has:

1. Responsibility for the provision of suitable accommodation, furniture and other facilities for examinations to support the EO
2. Oversight of fire evacuation procedures should the need arise
3. Responsibility for the security of the examination rooms that they comply with the JCQ. For example, ensuring exam rooms are locked and unlocked as required
4. Responsibility for ensuring that all unnecessary noise from students, staff and contractors is avoided during exam sessions

1.6 The Executive Assistant to SLT has:

1. Responsibility for the provision of support staff to coordinate post-results enquiries and re-direct them to appropriate members of academic staff

1.7 The Deputy Examinations Officer provides:

1. Deputisation for the Exams Officer in their absence
2. Support in assisting the EO in relation to general exam administration
3. Support in the processing of online applications for Access Arrangements, collating evidence given by Learning Support Manager and Deputy SENCO
4. Ensuring the annual completion of relevant CPD to their role

1.8 The Examinations Assistant provides:

1. Support in assisting the EO in relation to general exam administration
2. Support in the processing of online applications for Access Arrangements, collating evidence given by Learning Support Manager and Deputy Learning Support Manager
3. Support to the Examinations Officer as their delegated officer as required

1.9 The Learning Support Manager (Lead SENCO) is responsible for:

1. Overseeing the provision and compliance of Access Arrangements
2. Supporting the Deputy Learning Support Manager (Deputy SENCO) in the processing and applications of Access Arrangements

3. Quality Assuring the processing of Access Arrangements in line with JCQ requirements
4. Ensuring the annual completion of relevant CPD to their role

1.10 The Deputy Learning Support Manager (Deputy SENCO) is responsible for:

1. Deputising for the Learning Support Manager in their absence
2. Understanding the contents, and directs relevant Centre staff, to annually updated JCQ publications including: Access Arrangements and Reasonable Adjustments
3. Ensuring the Centre has documented processes in place relating to access arrangements and reasonable adjustments in the Exams Procedures document, which is reviewed annually
4. Identifying those students requiring additional learning support/special access arrangements and informing all relevant staff of students with special educational needs and their normal ways of working. Please see 'Exams Procedures' Document for the cycle of Access Arrangements in a two year period
5. Ensuring that students are appropriately tested to assess their needs and requirements. Please note that the Learning Support Manager and the EO are unable to process new access arrangements for students once they have left College
6. Ensuring evidence of need for access arrangements is available for inspection, and that documentation to comply with JCQ regulations is in place. A file is in place for each candidate for JCQ inspection purposes containing all the required documentation. The Learning Support Manager will meet with the inspector when requested to provide documentary evidence and address any questions the inspector may raise
7. Administering the access arrangements during exams - in conjunction with EO and EO Assistant – the providing of readers, scribes and practical assistants when required for exams
8. Providing additional specific study support supervision — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims as a normal way of working
9. Ensuring staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
10. Working with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
11. Ensuring invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
12. To act as a roaming invigilator where a candidate and invigilator (acting as a practical assistant, reader or scribe) are accommodated on a 1:1 basis. They are required to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
13. Ensuring the annual completion of relevant CPD to their role

1.11 The Directors of Faculty (DoF) are responsible for:

1. Providing support and guidance to HoDs where necessary in carrying out duties outlined below
2. Overseeing changes in course specifications and units in Faculty areas
3. Providing curriculum/academic advice to HoDs and students in the immediate post-results period on requests for scripts, review of marking applications and appeals

1.12 The Heads of Department (HoD) are responsible for:

1. Providing course/exam details to the EO and notification of any changes
2. Guidance and pastoral oversight of students who are unsure about exam entries
3. Checking the accuracy of entry codes and student entry lists (prior to entries)
4. Providing permission for individual re-marks and initiation of cohort re-marks, in consultation with DoF and EO, where a subject-wide problem is identified
5. The adherence to all deadlines set by EO and awarding bodies, ensuring their department team keep updated with Awarding Body teacher specific information
6. Producing a department Assessment Policy that includes deadlines for coursework and dates of non-examined assessments
7. The secure storage of candidates' work for the required period by JCQ and the Awarding Body
8. The secure disposal of the students' scripts appropriately after the period set by the Awarding Body
9. The notification (through DoF) of changes in course specifications and units, and implications for entries
10. Ensuring teaching staff delivering GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body, in particular with regard to plagiarism and malpractice
11. Ensuring teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
12. Ensuring appropriate internal moderation, standardisation and verification processes are in place
13. Ensuring teaching staff inform candidates of their centre assessed marks via Markbook as a candidate may request a review of the Centre's marking before marks are submitted to the awarding body

1.13 The Personal Tutors are responsible for:

1. Communicating all exam information to students through the Student Portal and emails, reminding them of deadlines set by EO
2. The notification of any access arrangements not identified at enrolment to Learning Support (as soon as possible after start of course)
3. Providing advice and guidance to students on re-sits and any workload issues that a student may have

1.14 The Subject Teachers are responsible for:

1. The notification of any access arrangements not identified at enrolment to Learning Support (as soon as possible after start of course)
2. Checking student entry lists by the required deadlines as set by JCQ
3. Disseminating information to students on subject specific exam requirements, coursework deadlines etc
4. Keeping themselves updated with Awarding Body teacher-specific information

1.15 Director of IT and Digital Strategy is responsible for:

1. All IT arrangements for exams and coursework ie:
 - support for the input of data, updating exams databases as necessary
 - advising EO of all course changes and early leavers after exam entries made

2. Tracking and matching Unique Learner Numbers
3. Managing achievement data
4. The development of IT systems to support the examinations function
5. The production of all reports (with the assistance of the EO) regarding examinations
6. Ensuring email accounts are secure and only accessed by individuals authorised by the Head of Centre to handle secure materials
7. Ensuring accounts used to secure material are audited regularly and that any unused or unneeded accounts are closed promptly
8. Ensuring robust IT security measures are implemented and regularly reviewed, including secure access to awarding body systems
9. Ensuring all staff accessing awarding body systems must complete annual cyber security training with the EO retaining certificates of completion for inspection

1.16 Invigilators are responsible for:

1. Signing a confidentiality and security agreement and confirming whether they have any current maladministration/malpractice sanctions applied to them
2. Setting up exam rooms in accordance with seating plan and EO's instructions
3. Distributing exam papers and other materials before start of exam
4. Supervising those students with timetable clashes as required
5. Completing a visual identity check of candidates (all candidates are instructed to bring their College ID cards to exams, or photo ID for externals)
6. Collecting all exam papers in the correct order at the end of the exam.
7. Reporting any suspected cases of malpractice to EO and submitting written report as required
8. Ensuring compliance with JCQ regulations in examination rooms

1.17 Students (candidates) are responsible for:

1. Checking exam entry entries, when prompted, and notifying any errors in exam entries or personal details to the EO
2. Ensuring they have an up-to-date exam timetable which includes resolved clashes and rooming and seating information and attending examinations at the times specified
3. Ensuring they are familiar with all exam regulations and procedures, by reading their 'Information for Candidates' exam guidelines, and abiding by these regulations
4. Ensuring they have photo ID (College card) for checking on the day of the exam
5. Understanding coursework regulations and signing a declaration that authenticates the coursework and non-assessed examination work as their own
6. Paying of re-sit fees by specified deadlines through the College's Finance Department

2. Students, Special Consideration and Private Candidates

2.1 Students

1. JCQ rules on students' use of mobile phones/smart watches and all electronic devices apply at all times. Invigilators are required to check that students are not in possession of electronic devices, or other unauthorised items, in the exam room. Students may be asked to demonstrate that they do not have any unauthorised items on their person. All watches must be placed on the desk in clear view of the invigilator
2. Normal College rules on appropriate dress and behaviour apply. Hats, coats, hoodies and any ear coverings are not allowed to be worn during the exam, unless worn for religious reasons. However, students will still be asked to show that they have no unauthorised items on their person
3. Students' personal belongings remain their own responsibility and the College accepts no liability for their loss or damage
4. Disruptive students are dealt with in accordance with [JCQ guidelines](#)
5. Students may leave the exam room for a genuine purpose, requiring an immediate return to the exam room, in which case an invigilator must accompany them and a note will be made on the incident log
6. Information concerned with the rules outlined above are communicated to students via the College's Virtual Learning Environment and during the College's tutorial programme
7. The supervision of clash students, identifying a secure venue, and arranging overnight supervision is the responsibility of the EO

2.2 Special Consideration

1. Should a student be too ill to sit an exam, suffer bereavement or other trauma, or be taken ill during the exam itself, it is the student's responsibility to alert the College, or the exam invigilator, to that effect
2. The student must support any special consideration claim with appropriate evidence within five days of the exam (for example, a letter from the student's doctor)
3. The EO will complete the necessary online application with the relevant awarding body within 7 days of the exam. The EO will use the guidelines provided by JCQ to complete special consideration online forms
4. Applications for Special Consideration must be made within seven days of the last exam in the series in each subject. The exam boards do not accept late applications

2.3 Private Candidates

1. The College may accept private entries from ex-students who left in the previous academic year, in exceptional circumstances and on a case-by-case basis, where the circumstances were known to the College prior to the student's departure. Such candidates are required to pay the full cost of entry plus an administrative fee, which includes any applicable Access Arrangement costs
2. The College does not accept private entries from current students for subjects they are not enrolled or which are not delivered by the College.
3. If exams are cancelled nationally or the private candidate is absent from less than 15% of the total assessment, then the College would not be able to apply for a 'statement of recognition' or an 'enhanced grade'

4. All Non-Examined Assessments (NEA - coursework, oral and practical papers) are not available to students wishing to enter themselves as external candidates. Marks from their NEA are carried forward from the previous year
5. The College does not act as an exam centre for other organisations

3. Non-examined Assessment Work (NEA)

3.1 Non-examined Assessment Work

1. A non-examination assessment is any assessment that is not externally set and taken by candidates at the same time under controlled conditions. This includes internal assessment and externally set/marked practical examinations taken at different times across centres
2. The Head of Centre ensures teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities
3. Students who have to prepare coursework and non-examined assessment work should do so by the required deadlines. The *Coursework Deadlines Policy* provides further details on College policy and procedures relating to coursework and non-examined assessment deadlines
4. Students must be aware of the JCQ rules on plagiarism (see Plagiarism Policy) and should read the information available in the exams information on our Virtual Learning Environment. Any form of plagiarism or the use of information technology to generate and submit work that wasn't created by the candidate (such as through large language models or artificial intelligence), is viewed as a form of malpractice
5. Departments must ensure candidate work is authenticated in line with JCQ and awarding body requirements. Authentication procedures are documented and retained for inspection
6. Departments should have clearly stated policies and procedures for internal moderation, in line with awarding body recommendations and requirements where stated. Such policies and procedures should be scrutinised and agreed by DoFs
7. HoDs will ensure that all coursework is marked and/or despatched at the correct time and that teaching staff within the department inform candidates of their centre assessed marks through Markbook as a candidate may request a review of the Centre's marking before marks are submitted to the awarding body
8. HoDs will record what has been sent, and when, and inform the EO of this and of any late submissions
9. Marks for all internally assessed work are provided to the Exams Office by HoDs, or completed online using the awarding body secure websites

3.2 Reviewing Non-Examined Assessment

1. The College is required, by [JCQ regulations](#), to publish a separate policy on this subject ("Policy for requesting a review of internal marking"), which is available from the Exams Office and published on our Virtual Learning Environment. This process applies to A level, AS level, GCSE Maths and English and the Extended Project Qualification only
2. Students may request a review if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
3. Requests for reviews must be made in writing to the Deputy Principal (Curriculum & Quality) with evidence to support their review. The Deputy Principal will delegate to the relevant Director of Faculty to investigate.
4. After an investigation has been carried out, the Director of Faculty for the area will inform the student in writing of the outcome of the appeal, copying this to the EO and Deputy Principal and recording it for inspection by the awarding body

3.3 Lost coursework or other non-examined material

1. The student has an important responsibility to look after their coursework whilst it is in their hands. Work may be physical media or digital, but both forms can be lost or damaged

2. The College and its staff take its responsibility for administering and holding coursework and samples very seriously and has systems to ensure student work submissions are looked after and not damaged or lost
3. In the event of lost or damaged coursework or other assessment material, the Head of Department for the relevant course will closely follow procedures outlined by the Awarding Body for that specification
4. All decisions will lie with the Awarding Body, who must be notified. The Awarding Body may require the coursework to be redone and resubmitted, or it may not allow a grade to be awarded (especially where there is no or little evidence of the student's work on the coursework which was monitored by the teacher)

3.4 Malpractice (Cheating, Plagiarism, Misuse of Artificial Intelligence, etc)

1. The College, as an accredited exam centre (and an accredited assessor for relevant qualifications) has a duty to keep watch for, prevent, investigate, identify and report any incidences of malpractice
2. Consequences of malpractice, if not dealt with correctly, can be grave for individuals and institutions:
 - If students at the College are involved in malpractice, this may lead to the withholding of all grades for all qualifications studied by that student for that year
 - If a member of staff at the College is involved in malpractice, this may lead to an investigation and can affect contract of employment and/or approval for work by professional bodies
 - The College would jeopardize its accredited status, leading to grave implications for current and future students to take exams and other assessments on site and as part of courses delivered
3. Malpractice can most easily occur, if care isn't taken, in these areas:
 - A. **Inappropriate use of Artificial Intelligence tools** in Coursework and NEAs for the student to demonstrate their own knowledge, skills and understanding as required for the qualification, students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work
 - B. **Plagiarism** is unacknowledged or unreferenced copying from texts whether these are in print, on the internet or pieces of work previously submitted for assessments by others
4. To ensure the College supports all members of its community to avoid malpractice, it will use a range of methods, including:
 - Keeping all students, staff and other stakeholders well-informed of appropriate use of technological tools, rules, regulations, systems and policies
 - Staff vigilance around student progress and performance, behaviours and work submissions to keep watch for malpractice
 - Foster our community culture of fairness and equality and develop the value of integrity and honesty within individuals
 - Report all identified incidences of malpractice and adapt systems and policies to close gaps and opportunities where it can occur
5. See the College's "**Malpractice in Non-Examined Assessment Policy**" for principles and procedures in managing incidents of malpractice in coursework and NEAs submissions (plagiarism and inappropriate use of Artificial Intelligence tools)

4. Post-Results Service

4.1 Post-Results Service

1. The publication of results
 - a. must be kept entirely confidential and restricted to the Head of Centre, Examinations Office staff and key members of teaching staff within the College (at the discretion of the Head of Centre) until the official dates and times of release of results to candidates. The centre should refer to the JCQ publication Notice to Centres – release of results: <https://www.jcq.org.uk/exams-office/results-and-certification/>
 - b. can only be given to the candidate and not the parents, unless explicit written communication has been provided by the candidate
2. The College will provide a 'Post-Results' service for students after each exam series for a minimum of three working days after the publication of results to enable a conversation with a senior member of staff
3. Students will be communicated with in regards to the arrangements for Post-Results procedures before they sit any examinations and will also be communicated with immediately after the publication of results, stipulating the availability of senior staff from the College, how to arrange an appointment and the relevant deadlines and fees provided by the awarding body
4. Candidates cannot 'Appeal' their grade directly with the awarding body. However, they are able to request the following through the College as part of the Post-Results service:
 - a. Return of Script
 - b. Review of Marking (Individual Paper) – review of the original marking to ensure that the mark scheme has been applied correctly. The paper is not re-marked
5. Awarding bodies will only accept requests for Reviews of Marking from centres and not from candidates or their parents. Therefore, any requests need to be approved by a senior member of staff at the Centre through the Post-Results service after a discussion with the candidate
6. The College must obtain written candidate consent (email record or signed form) for Reviews of Marking after the publication of the results, as subject grades may be lowered
7. Teaching staff may provide informal guidance during the Post-Results period if available; however, most staff are on annual leave during this time and may not be accessible
8. Teaching staff are not permitted to formally re-mark examination scripts prior to the submission of a Review of Marking request, as they do not have access to the relevant exam board training or mark schemes for that examination series. All requests relating to Reviews of Marking must be referred to the Post-Results team in the first instance, and it remains the sole responsibility of the student to initiate and pursue any Review of Marking
9. Consent forms and emails from candidates will be retained by the College for at least six months following the outcome of the Review of Marking
10. Should the College decide to not approve a Review of Marking, the candidate must follow the College's Complaints Procedure to raise any further issues
11. Students will be informed by the awarding body of the outcome of any Review of Marking or script return

4.2 Appealing the Review of Marking

1. The appeals process is only available to centres and private candidates after receiving the outcome of a review of results

2. Appeals must be made in writing by the Principal of the College and clearly state the grounds for appeal
3. Should the Principal decide to not approve an appeal, the candidate will be informed in writing and the candidate must follow the College's Complaints Procedure to raise any further issues

4.3 Review of Marking for a Cohort

1. If Godalming College as a centre has substantiated concerns about one of its component/subject cohorts, then we will submit a request for marking for all candidates we believe to be affected in line with the awarding bodies' procedures

4.4 Exceptional Circumstances

1. The College reserves the right to change its Post-Results service at short notice in light of exceptional circumstances

Related Key Documents

1. NEA (Non-Examined Assessments) Documents
 - a. Coursework Deadlines Policy
 - b. Policy for requesting for a review of internal marking
 - c. BTEC Policies – include Internal Verification Policy - BTEC Level 2 and 3 National Qualifications
2. Examination Procedures
3. Examination Contingency Plan
4. Learning Support Policy
5. Access Arrangements Policy
6. IT Acceptable Use Policy Students
7. IT Acceptable Use Policy Staff
8. Whistleblowing Policy
9. Disaster Management Strategy
10. Evacuation Procedure
11. Cyber Security Policy
12. Other
 - a. Data Protection Policy
 - b. Safeguarding Policy
 - c. Equality, Diversity and Inclusion Policy