



Examination Policy

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ISSR	N/A
Reviewed by	SMT
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Policy Overview

This policy applies to the Senior School.

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EXAMINATION ENTRIES

POLICY

All pupils who have completed a course of study will be entered for appropriate external assessment.

The school may withdraw pupils from examinations if they are judged not to have completed the course of study, for example by failing to attend lessons or complete coursework.

The Deputy Head (Academic) and the relevant Head of Section will make the decision after consultation with the Head of Department, pupil and parents.

The school makes examination entries, not pupils or parents. The Examinations Officer will take responsibility for all entries, including where appropriate re-sits and changes of tier (e.g. separate sciences to Trilogy) are made at the request of parents.

Fees for examination entries are added to the fees of the Trinity term of the year of entry. Pupils on roll will not be entered as private candidates.

The school will make examination entries before the deadlines set by the awarding bodies. Late entries will only be made in the most exceptional circumstances and the penalty cost will be borne by the candidate.

The school does not accept external candidates.

PROCEDURES

Estimated Entries

In the Advent term the Examinations Officer will circulate an estimated entries checklist to Heads of Department, following final changes to GCE and GCSE options for the applicable year groups.

Heads of Department should use this to indicate the approximate number of pupils to be entered for each subject in the coming year, as well as any changes in specification and/or awarding body.

If a specification changes or a new examination subject is introduced during the school year (following approval by the Deputy Head (Academic)), the Examinations Officer should be informed immediately.

It is vital that the Examinations Officer is kept informed about specification changes. If this is not done, preliminary material may not be received from the awarding bodies and ultimately entries may not be made.

Provisional and Final Examination Entries

In good time, the Examinations Officer will instruct Heads of Department to check and confirm entries using the School's Management Information System. These should be completed by the internal deadline supplied by the Examinations Officer.

Each pupil will also receive a provisional Statement of Entry for them to check and sign, and then return to the Examination Officer via their form tutor before the deadline set by the Examination Officer.

The Exams office will notify any non-curriculum candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments.

The Exams Officer will ensure that the JCQ Information for candidates (coursework, non-examination assessments, on-screen tests, social media and written examinations and unauthorised items) is distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place.

Coursework/Orals

Entries must be made for GCE and GCSE coursework and oral units, even though there is no written examination involved.

Certification Entries

Certification entries will be made automatically at the end of Year 13 for all pupils who are eligible for qualifications.

Re-sit Entries

No re-sit entries will be made for GCSE subjects, though rare exceptions are made for Mathematics and English.

In rare medical and or pastoral circumstances, a Year 14 student may be entered for a re-sit for one or more GCE subjects. The Deputy Head (Academic) and the Assistant Head (Head of Upper School) will make the decision on whether this is appropriate after consultation with the relevant Head of Department, student and parents. It is not possible to re-sit a coursework unit, though the coursework component may be carried forward if the student was able to complete it.

It is at the School's discretion whether to enter a Year 14 student based upon considerations of space, staffing and safeguarding. Former pupils sitting examinations as external candidates must sign in at the Lodge as visitors (showing photo ID) and must remain in Reception, or the exam room at all times. They should be accompanied by a member of staff in any other area of the school building and should use the visitor toilets.

The cost of the re-sit will be £350, which includes the exam entry and an administrative fee, and will be payable by the candidate.

Co-curricular Entries

Exam entries for subjects additional to those studied on the candidate's timetable, will incur a charge of £350, which includes the exam entry and an administrative fee. The cost will be added to the candidate's termly fee bill.

Late Entries

Candidates making entries after the awarding body deadline, for which penalty fees are payable, will be billed for the penalty fee incurred unless there has been an administrative error by the School.

"Pirate Entries"

This is a term coined by the awarding bodies to describe entries made on the day of the exam. The penalty fees are substantial and such entries will only be allowed where there has been an administrative error.

Late Changes

Late amendments attract a penalty fee. If this is the case, the candidate concerned must pay the penalty fees unless this is due to an administrative error by the School.

Declining Grades

It is no longer possible to decline grades that have been awarded.

Timetables

The Examinations Officer will issue provisional individual timetables to pupils once final entries have been made. The pupil is responsible for checking the details and notifying the Examination Officer of any errors.

The provisional timetables will show the dates and sessions of examinations, including any clashes of exams. The Exams Officer will re-timetable the clashed exam so that it meets the requirements of JCQ. The candidate will receive a letter, detailing the re-timetable exam and location.

FINAL Individual Timetables will be issued electronically via the iSAMS Pupil Portal before the exam series and will list the agreed order of exams and specific exam room arrangements.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence. The JCQ Overnight Supervision form is completed online using the Centre Admin Portal (CAP). The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the Head of Centre.

RESPONSIBILITIES

Heads of Department are responsible for making and checking examination entries.

The Examinations Officer is responsible for collecting examination entries and other submissions from departments and passing them to the awarding bodies accurately and in line with the appropriate deadlines.

The Examinations Officer is responsible for keeping departments and pupils informed about deadlines and about the entries that have been made on their behalf.

Pupils are responsible for checking their own entries and personal details and alerting the Examinations Officer to any errors or changes.

Pupils are responsible for checking the times and locations of their examinations. Specific locations for examinations will be published on individual Timetables sent electronically via the iSAMS Pupil Portal before the exams series and also in advance on the Examinations notice board.

It is the pupils' responsibility to check these well ahead of the examination session, as there are a number of different venues where examinations take place, depending on the number of candidates in each session or specific arrangements for individual pupils.

PROCEDURES ON THE DAY OF EXAMINATION

In order to ensure a consistent approach, colleagues are asked to follow the procedures laid out below.

GENERAL

Exams and Revision

- When pupils on study leave are not in exams, they should either go home or revise in the Library/designated classrooms. No pupils should be wandering around the site.
- Pupils are expected to remain silent throughout the time they spend in the exam room, whether or not an exam is actually in progress.

Exam Signs

Exam SILENCE signs will be put up around the vicinity of all exam rooms and are to be acknowledged by all staff and pupils when walking by to maintain quiet exam conditions.

The Exams team will ensure that **JCQ Unauthorised Items** and **Warning to Candidates** posters are displayed in a prominent place for all candidates to see prior to entering the examination room, as well as inside each room. Access to these documents is also available via the Examinations Page of the Hub.

Publication of Seating Arrangements

- Seating plans will be displayed on the Examination Notice Board.
- A seating plan will be posted outside and inside each exam room.
- A timetable for the whole season will be published electronically.

Invigilation

A team of external invigilators has been recruited and given appropriate training and will supervise examination rooms. Teaching staff will be used only rarely to supplement the team of external invigilators.

Invigilators will supervise pupils after they enter examination rooms. They will not be responsible for pupil discipline before and after examinations outside venues such as the Sports Hall.

SETTING UP EXAMS

Invigilators will be given advance timetables allocating them to particular exam rooms. They should gather in the appropriate room thirty minutes before the start of each examination session.

- Morning exams all start at 9.00am
- Afternoon exams officially start at 1.30pm
- Pupils frequently sit two or more papers in succession. In such cases they remain under exam conditions throughout and may not leave the exam room unaccompanied between papers.

Answer booklets and other materials will be available on the table at the front of the exam room. Extra answer booklets are stored in the exams office.

Exam papers will be taken to the exam room by a member of the examination team. **Under no circumstances should exam papers be left unsupervised.**

- In large venues (the Sports Hall) packs of exam question papers should be opened in the designated exam room and answer booklets laid out on desks before pupils are admitted to the exam room.
- In normal classrooms answer booklets and other materials may be laid out on desks, but packets of exam papers should not be opened until after pupils have been seated, unless the packs need to be split between different examination rooms.
- Attendance Register must be completed before the end of the examination.
- Pupils whose exam is in the **Sports Hall** should leave their bags in the changing rooms and then assemble in the quadrangle outside the Sports Hall at least 15 minutes before the official starting time of the examination.
- Pupils whose exam is in another room should line up outside exam rooms 15 minutes early and wait until given permission to enter by the invigilator, leaving their bags neatly in the corridor outside the exam room.
- A word processor cover sheet must be completed and included for each of the typed scripts.
- A rest break sheet must be completed and included with the applicable candidate's script.

CONDUCT OF EXAMINATIONS

The Start of the Exam

The Examinations Officer or invigilator should be at the door of the exam room in order to ensure correct and orderly entry. Candidates are under formal examination conditions from the moment they enter the exam room until the scripts have been collected and the pupils have left the room.

Invigilators Must...

- ensure that bags and coats are not brought into the examination room. Wrist watches must be placed on the desk or left outside the exam room;
- ensure that pupils are sitting in the correct seats identified by their photographic candidate cards on each desk;
- ensure candidates have the correct exam paper in front of them (subject/tier, e.g. Triple or Trilogy Science). A seating plan is displayed on the wall and on the table at the front of the exam room.

A Member of the Exam Team Should...

- ensure the Centre Number **10802**, the title of the exam paper, exam board and start and finish times of each exam are written on the board;
- check that a clock is visible to all candidates, showing the correct time;
- read appropriate parts of the suggested wording given in JCG's **Instructions for the Conduct of Examinations**;
- draw pupils' attention to the instructions on the front of the question paper, and to any other notices issued by the examiners;
- instruct pupils to write their names on the front of the answer booklet;
- tell pupils when they can start writing.

Guidance for Teachers

Only Senior Teachers authorised by the Head of Centre (and with the permission of the Examinations Officer) may enter exam rooms to make announcements to candidates about the examination, provided:

- candidates have not yet opened their question papers;
- the teachers concerned have not looked at the question papers themselves.

Teachers may not remove question papers from exam rooms. Unused copies will normally be distributed to Heads of Department after 48 hours.

During the Exam

Invigilators should give pupils their full attention throughout the exam. They must not take work or reading matter or refreshments into the exam room and there must be active invigilation.

Invigilators are not permitted to give candidates any advice whatsoever about exam questions, even if they ask for it. If an invigilator or a teacher believes there is an error in a question paper this should be reported to the Examinations Officer immediately. Under no circumstances should any announcement be made to candidates sitting the exam unless the awarding body has issued an erratum notice.

- The Exam Team member should check attendance, marking absentees and late arrivals clearly on the seating plan. Bear in mind that it may be necessary to refer to the seating plan months after the exam – any markings should be clear and unambiguous.
- Where there is an awarding body attendance list this should then be completed accurately from the seating plan. Do not mark pupils as absent if they do not appear on the seating plan – they may be in another room. Where an exam is spread over several rooms, the attendance list will normally be in the largest room.

- Invigilators should “work the room” keeping an eye on pupils and ensuring appropriate behaviour.

At the End of the Exam

- At the end of the exam candidates should be told to stop writing.
- Answer papers must be collected before pupils leave the exam room.
- Answer papers should be collected in exam number order, or sorted after collection if this is not practical. In Public exams pupils are usually seated “snake-wise” - that is, from front to back of row A, from back to front of row B, from front to back of row C etc.
- Care must be taken over pupils who are eligible for extra time and rest breaks. This is indicated by a green or blue dot on their candidate card (placed on the exam desk) and also on the seating plan. Extra time/rest break candidates will usually be seated together in a separate column.

The End of the Exam

- Pupils should sit in silence and wait for dismissal.
- In large venues pupils should leave column by column, in silence, when told to by the Exam Team member.
- Where examinations continue after 4pm candidates who normally travel by school bus are responsible for making their own travel arrangements.

Dispatch of Scripts

- Scripts should be returned to the examinations office for checking, packing and dispatch.

EVENTUALITIES

Late Arrivals

- Pupils who arrive up to 60 minutes late should be met by the Exams Officer and escorted to the Exam Room. They should be allowed the full time for the examination. No late arrivals are admitted to exams involving audio or video playback.
- If a pupil arrives more than 60 minutes late or after the end of the exam, this is considered **very late**, and a report must be made to the exam Board.

Missing Equipment

- Pupils are responsible for providing their own pens, pencils, drawing equipment, calculators etc. The school does not hold a stock of spares.
- Under no circumstances should pupils be allowed to share equipment.

Leaving the Exam Room Temporarily

- Pupils who leave the exam room to go to the toilet or the medical room must be accompanied by an invigilator and must not speak to anyone, either in person or on the phone, while they are outside the exam room. Before returning to the exam room, the invigilator will check the toilet with a wand device, to ensure that no unauthorised electronic items have been placed in the toilet by the pupil. The invigilator will also “wand” the pupil to again check for any electronic devices, before the pupil is allowed to return to the exam room.

Leaving the Exam Room Early

- JCQ regulations state that no candidate may leave the exam room until one hour after the official start time of the exam and no candidate may be readmitted to the exam room once he/she has left.
- In practice, pupils may not leave the exam room until the end of the exam session and a member of the Exam Team dismisses them.

Unauthorised Items - Mobile Phones, Smart Watches and other electronic devices

- Pupils must not be in possession of the following items in any exam locations:
AirPods;
earphones/earbuds;
iPods;
mobile phones;
MP3/4 players or similar devices;
watches;
smart glasses;
any other smart devices.
- If a mobile phone or a smart device/vibrates in a pupil's pocket, it should be switched off and handed to an invigilator immediately and the Examinations Officer should be informed, immediately, who will, in turn, inform the Deputy Head (Academic). At the end of the exam, the pupil should remain in their seat in the exam room and the Examinations Officer and Deputy Head (Academic) will attend the exam room.
- All incidents involving mobile phones or smart devices will be reported to the awarding body. The candidate concerned will normally have his/her marks for the paper reduced to zero.

Malpractice (Cheating)

Any pupil who is observed to have malpractised (cheating) should be warned immediately by the invigilator and any offending material confiscated; the Examinations Officer should be informed immediately, who will, in turn, inform the Deputy Head (Academic). The invigilator should note the incident on the Exam Room Incident Log Sheet. At the end of the exam, the pupil should remain in their seat in the exam room and the Examinations Officer, and the Deputy Head (Academic) will attend the exam room.

All incidents involving malpractice will be reported to the awarding body. The candidate concerned will normally have his/her marks for the paper reduced to zero.

Disturbances

Any pupil who creates a disturbance should be warned not to do so, **once only** and the invigilator should log this on the Exam Room Incident Log form. If the pupil persists the invigilator should contact the Examinations Officer, who may warn the pupil again, or remove him/her from the examination. If there is a disturbance outside the exam room the Examinations Officer must be called **immediately** to resolve the situation.

Fire Alarm

- If the fire alarm sounds during an exam the Senior Invigilator should instruct pupils to stop writing, close their answer books and wait for further instructions. The Senior Invigilator should complete an Exam Room Incident Log form, recording the time that the exam session was stopped. The Examinations Officer should be summoned immediately. If the alarm is genuine, pupils should leave the room silently, row by row. Question papers and answer papers etc. should be left in the exam room.
- Pupils should go to the designated assembly area, again in complete silence. Pupils should be kept separate from other pupils and supervised to ensure that there is no collusion. They should line up in candidate number order and remain silent throughout.
- When the all-clear is given pupils should return to the exam room and complete the paper, being allowed the remaining time. The Senior Invigilator should note the re-start time on the Exam Room Incident Log form. A report will be made to the awarding body.

Calling for Assistance

There will always be an additional invigilator outside of the exam room, in order that the Examination Officer can be called. The invigilator outside of the room should have a mobile phone with them (switched off) and call the Exams Office on **0208 613 5005**, the Examinations Officer's mobile **07591 387202**, or Reception on **0208 557 1500**, if they need assistance.

If there is more than one invigilator assistance can be summoned in the same way, or by sending the extra invigilator who is outside the exam room, to find the Examinations Officer or the Deputy Examinations Officer.

Recording Incidents

Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break. These incidents must be recorded on the exam room incident log, which is available in each exam location.

The Senior Invigilator should record all incidents on the incident log. In cases where disciplinary action is to be taken a written statement may be required after the examination from the invigilator(s) involved.

RESPONSIBILITIES

As Head of Centre the Headteacher has ultimate responsibility for all assessments conducted at Alleyn's School.

The Head of Centre will ensure compliance with the published JCQ regulations and awarding body requirements in order to deliver the qualification(s) and that the Centre complies with local Health and Safety Regulations which are in place so that the Centre is adequately covered for public liability claims.

The Examinations Officer is responsible for the day-to-day management of examinations, including:

- timetabling;
- rooming and seating;
- publication of arrangements;
- the safeguarding and distribution of question papers;
- the activity of invigilators;
- the distribution, collection and dispatch of scripts;
- the observation of awarding body regulations.

The Examinations Officer reports to the Deputy Head (Academic).

Pupils are responsible for attending examinations on time and in proper school uniform.

Pupils are responsible for checking the Examination Notice Board for the location of their exam prior to the exam session. Specific locations for examinations will be published in advance on the pupils' examination timetable and it is the pupils' responsibility to check these well ahead of the examination session, as there are a number of different venues where examinations take place, depending on the number of candidates in each session or specific arrangements for individual pupils.

Pupils are responsible for providing their own pens, pencils, drawing equipment, calculators etc.

If examinations continue after the end of school, pupils are responsible for making their own travel arrangements.

COURSEWORK and Non-Examination Assessments

On completion of a piece of coursework all pupils must sign an appropriate statement of authentication. Teaching staff should take the steps necessary to confirm that no plagiarism has taken place, from the Internet or from other sources.

RESPONSIBILITIES

Teaching staff are responsible for managing the production, marking and internal moderation of coursework.

The Examinations Officer is responsible for collecting coursework marks and submitting them to the awarding bodies, for forwarding requests for samples to the appropriate Departments.

All documentation of coursework is the responsibility of the teachers concerned. The Examinations Officer will not check coursework or documentation before dispatch.

[Academic Honesty Policy](#)

[Artificial Intelligence Policy](#)

JCQ: [AI Use in Assessments : Protecting the Integrity of Qualifications](#)

JCQ: [AI and Assessments - A Quick Guide for Students](#)

RESULTS AND CERTIFICATES

Pupils will be invited to collect examination results when these are released by the awarding bodies. Results will be e-mailed to pupils according to JCQ guidelines on results day. Pupils who are unable to collect their results in person, must complete the third-party collection form available via the Hub to provide permission for another person to collect the results on their behalf.

Certificates for the main summer exam season will be issued to pupils who are still at the school via their Form Tutor. Pupils who have left the school will be sent their certificates by registered post. It is the pupil's responsibility to advise the school of any change to their address.

RESPONSIBILITIES

The Examinations Officer is responsible for receiving, checking, and arranging the distribution of certificates.

It is the responsibility of the pupil to ensure that their certificates are kept safe as they cannot be replaced.

POST-RESULTS SERVICES

Pupils will be issued with information about Post-Result Services along with their examination results. These include:

- obtaining photocopies of scripts;
- obtaining original scripts;
- review of marking services.

If a university place depends on the outcome of a review the advice and signature of the Head of Department (or a senior member of staff) must be obtained before a Priority Review is requested.

Requests for reviews must be discussed with the relevant Head of Department before they will be considered. The Head of Department will be able to advise if there is a reasonable chance of the overall grade being improved. The pupil will be required to make an appropriate payment for the marking of their script to be reviewed; the cost will be refunded if the review is successful, and the grade is changed. Where available, a photocopy of the papers being questioned should be requested before requesting a review; otherwise a photocopy can be chosen to be requested at the time of the review request.

All requests for Reviews of Marking must be submitted on the appropriate request form with payment of the required fee.

All forms will be available on the Examinations page of the Hub.

RESPONSIBILITIES

It is the responsibility of the Head of Department to advise on post-result services.

It is the responsibility of the Examinations Officer to:

- inform Departments and pupils about deadlines for post-result services;
- submit requests for post-result services to the awarding bodies in accordance with any deadlines they may set.

Pupils are responsible for completing and signing their permission on the correct post-result services form. One form is to be completed and submitted per subject. The Examinations Officer will assist with course codes and candidate numbers if required.

DOCUMENTS

JCQ: [Instructions for Conducting Examinations](#)

MALPRACTICE

DEFINITIONS

Malpractice "any act, default or practice which is a breach of [Awarding Body] regulations, or which:

- compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any qualification or the validity of the certificates; and/or
- damages the authority, reputation or credibility of any Awarding Body or Centre or any officer, employee or agent of any Awarding Body or Centre."

JCQ: [Malpractice](#)

POLICY

The school will ensure that pupils are informed about regulations relating to examinations and coursework.

The school will investigate all alleged infringements of regulations, by staff or by pupils.

Any pupil or member of staff accused of malpractice will be:

- informed of the allegation made against them;
- given access to the evidence supporting the allegation;
- told the possible consequences should malpractice be proven;
- given the opportunity to prepare a response;
- given the opportunity to seek independent help;
- informed of appeals procedures (if any).

All proven allegations of malpractice will be reported to the appropriate awarding body.

PROCEDURES

Where malpractice appears to have taken place it should be reported to the Examinations Officer in the first instance.

An investigation will be carried out by the Deputy Head responsible for examinations on behalf of the Head of Centre and the Head of Centre will submit a report to the awarding body.

Where allegations of malpractice are made against a pupil, he or she should be:

- given an opportunity to write a personal statement;
- given an opportunity to seek advice from his/her parents.

Whether or not a pupil's parents are involved in the investigation, they will be provided with a copy of the report submitted to the awarding body.

Where a pupil's parents are connected with the school (for example, as members of staff or governors) they will not be permitted to take part in the investigation.

Where the alleged malpractice involves coursework, and the pupil has not yet signed a statement of authentication the issue should be dealt with internally.

Where coursework submitted for internal assessment is rejected on the grounds of malpractice, candidates have the right to appeal against this decision.

Once a statement of authentication has been signed the case must be referred to the appropriate awarding body.

All decisions about penalties to be applied for malpractice lie with the awarding body concerned. When it receives a response to a malpractice report the school should inform the parties involved as soon as possible.

Pupils do not have a right of appeal against decisions. The school may appeal on behalf of a pupil. Pupils and parents should not attempt to contact awarding bodies directly.

RESPONSIBILITIES

It is the responsibility of teaching staff to ensure that pupils understand:

- exam room regulations;
- regulations relating to coursework;
- school expectations during the exam period.

It is the responsibility of the Examinations Officer to ensure that:

- pupils are issued with copies of regulatory notices;
- regulatory notices are displayed in all exam rooms;
- invigilators remind pupils of regulations at the beginning of each exam session;
- copies of regulatory notices are published on the school's website.

DOCUMENTS

INTERNAL APPEALS

JCQ: [Malpractice](#)

JCQ: [Plagiarism in Assessments](#)– Guidance for Teachers

POLICY

The school will ensure that whenever its staff assesses pupils' work for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity will conduct assessments.

Pupils' work will be produced and authenticated according to the requirements of the examination boards. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

If a pupil feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

This procedure is published in a separate document available from the Examination Office and on the Hub, the School's VLE.

PROCEDURES

Appeals should be made as soon as possible and must be made at least two weeks before the last externally assessed paper in the examination series.

Appeals should be made in writing to the Examinations Officer. They will be investigated by the Deputy Head with responsibility for examinations, or by another member of staff appointed by the Head of Centre to conduct the investigation.

The member of staff conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series.

The pupil will be informed in writing of the outcome of the appeal, including any correspondence with the examination board, any changes made to the assessment of his/her work and any changes to improve matters in future.

The outcome of the appeal will be made known to the Head of Centre. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light the awarding body will be informed.

Pupils should be aware that changes made to the assessment of their work may not always result in a higher mark. Instead, the mark may remain the same, or go down.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded. This is outside the control of Alleyn's School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examination board.

ACCESS ARRANGEMENTS, REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATION

DEFINITIONS

Access Arrangements

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres, others require prior JCQ awarding body approval.

Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way, Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

Reasonable Adjustments

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment.

Special Consideration

Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

JCQ: [Access Arrangements & Reasonable Adjustments](#)

JCQ: [A Guide to the Special Consideration Process](#)

POLICY – ACCESS ARRANGEMENTS

The school will ensure that pupils with particular requirements are entered for external assessment that is appropriate to their abilities. For details see the School's Specific Learning Differences and Disability Policy and JCQ website.

The school will ensure that access arrangements are provided in examinations to give pupils with particular requirements a fair opportunity to demonstrate their attainment.

All access arrangements in examinations will:

- comply with awarding body regulations;
- be backed by evidence of need;
- reflect the support arrangements to which the pupils concerned have been accustomed in class.

POLICY – SPECIAL CONSIDERATION

Where a pupil's performance in an examination is affected by unforeseen events beyond his/her control the School will ensure that the awarding body concerned is made aware of the fact.

All applications for special consideration will:

- comply with awarding body regulations;
- be backed by evidence.

The School will ensure that pupils requesting special consideration are made aware in their exam briefing of the limited nature of special consideration awards.

JCQ: [A Guide to the Special Consideration Process](#)

PROCEDURES – ACCESS ARRANGEMENTS

Staff or parents who have concerns about a pupil's ability to access examinations should contact the Head of Section or the Head of Learning Support in the first instance.

The Head of Learning Support should:

- arrange for the pupil to undergo the appropriate medical or psychological assessment;
- assemble evidence for an application for access arrangements;
- make an application using Access Arrangements Online.

As soon as possible after the deadline for applications the Head of Learning Support should pass a list of pupils qualifying for special arrangements to the Examinations Officer, who will make appropriate seating and rooming arrangements.

JCQ: [Access Arrangements & Reasonable Adjustments](#)

PROCEDURES – SPECIAL CONSIDERATION

Staff, parents or pupils who have concerns about the impact of unforeseen events on pupils' performance should contact the Examinations Officer, who will submit an application for special consideration if appropriate.

Note that the outcome of a special consideration application is not known until exam results are issued. Confirmation that special consideration has been applied normally appears on subject result listings provided by the awarding body,

not on pupil statements of results or on certificates. Awarding bodies will not provide information about the number of marks awarded.

JCQ: [A Guide to the Special Consideration Process](#)

RESPONSIBILITIES

It is the responsibility of the Head of Learning Support to provide the Examinations Officer with a list of those pupils entitled to Access Arrangements.

It is the responsibility of the Head of Learning Support to submit applications for Access Arrangements to Awarding Bodies and to inform pupils of the agreed arrangements.

It is the responsibility of the Examinations Officer to provide suitable seating, rooming and invigilation for pupils with access arrangements.

It is the responsibility of the Examinations Officer to submit applications for special consideration to the Awarding Bodies.

It is the responsibility of the pupil to inform the Examinations Officer promptly about any difficulties he/she may have encountered before or during an examination.

It is the responsibility of the pupil to provide medical or other evidence requested by the Examinations Officer.

DOCUMENTS

JCQ: [Access Arrangements & Reasonable Adjustments](#)

Linked Documents:

- [Academic Honesty Policy](#)
- [Specific Learning Differences & Disabilities Policy](#)
- Exam Contingency Plan
- Non-Examination Assessment Policy
- Risk Management Process for Controlled Assessments
- Internal Appeals Policy
- [Artificial Intelligence Policy](#)