Examinations Policy 2026-27

Centre name: Sarah Bonnell School
Centre number: 13232

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Review Frequency	Yearly
Committee	Head of School (Jess Carter, Headteacher) / Executive Head (Andy Hemmings)
The policy is communicated by the following means	
Staff	Policy folder on the staff google drive and staff portal
Parents	October 2026 School Website
Students	Google Classroom, Assemblies, Exams Officer Communication & Form Time

N.B. From 2026 onwards, this policy will be reviewed in October each year to ensure it is updated and ready for the academic year ahead.

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1.Rationale

At Sarah Bonnell we maximise the achievement of all our students by providing them with a broad and balanced curriculum. At Key Stage 4 students are guided to choose one of four different pathways consisting of a different combination of academic qualifications.

The purpose of the Examination Policy is to ensure:

- all students, including those who are are eligible for pupil premium funding and/or are SEND, are entered for appropriate examinations which maximise their opportunities to progress to further education and employment
- the planning and management of examinations is conducted efficiently and in the best interest of candidates
- the operation of an efficient exam system which has clear guidelines for all relevant staff
- to ensure that the school is managing the external examinations process in line with Joint Council of Qualifications (JCQ) requirements.

Throughout the Examination Policy, examination board terminology is used. This policy applies to all examinations and assessments administered by Sarah Bonnell School, including GCSEs, vocational and technical qualifications, non-examination assessments and any other qualifications offered through approved awarding organisations.

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre (Headteacher), Deputy Headteacher (Teaching, Learning and Assessment) in consultation with Curriculum Leaders. Decisions are always based on the best interests of the students.

The statutory tests and qualifications offered are:

- GCSE
- IGCSE
- Asdan
- Unit Award Scheme
- Entry Level GCSEs

The subjects offered for these qualifications in any academic year may be found in the centre's Curriculum Booklet for that year. In September each year, the qualifications offered are reviewed as part of the Subject Quality Review Meetings held with the Headteacher and Deputy Headteacher (Progress and Assessment). If a change of syllabus is agreed, the Exam Officer is informed.

- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body
- All candidates will be given the opportunity to be entered for examinations based on the merits of their work in accordance with the vision and values of the school
- Decisions upon which exam series candidates would benefit most from entry will be made by the Curriculum Leaders, subject teachers and individual candidates in order to secure the best overall achievement for the student

3. Exam Seasons and Timetables

3.1 Exam seasons

Internal examinations are scheduled at different times of the year for students in Key Stage 4 (please consult the school calendar).

External examinations are scheduled in November, May and June. Examinations may also be scheduled throughout the year as decided by the Curriculum Leader and agreed by the Deputy Headteacher (Teaching, Learning and Assessment).
Internal examinations, practice examinations and Year 7 Progress Test Series (PTS) are held under external exam conditions.

3.2 Timetables

Timetables for internal examinations are generated by the Exams Officer in consultation with the Deputy Headteacher and SLT in order to minimise disruption to the taught curriculum and to provide maximum opportunity for students to experience and prepare for the external examinations. Student and staff well-being is also considered when drawing up timetables for internal examinations. Once confirmed, the Exams Officer will circulate the exam timetables for internal examinations and display them on the Exam Notice Board in the piazza.

Personalised examination timetables are checked against final awarding body entries and resolved clashes. Students receive the current JCQ Information for Candidates documents before examinations, whether electronically (via Google Classroom) or in hard copy.

3.3 Candidates

All candidates are responsible for ensuring that they know the date, time and location of their examinations by referring to their examination timetable. Any student who loses or does not receive an exam timetable must speak to the Exams Officer at the earliest opportunity in order to get a replacement. Alternatively, candidates can check the Examinations Notice Board in the Piazza, the school website or the Y11 Cohort Google Classroom where the examination schedule is also published.
Timetables for external examinations are shared well-in advance of each exam season to support students with their preparation. These are created by the Exams Officer, and checked by the Deputy Headteacher (Teaching, Learning and Assessment). Students then receive a personalised timetable with confirmed locations at the end of term 4 or start of term 5, once entries are finalised and clashes have been resolved.

4. Predicted Grades

4.1 Predicted grades are issued in January of the year of the examination by subject teachers based on GCSE Practice Examinations and teacher assessment. These grades are used to inform decisions about examination entry and tier of entry and also support the application process to Key Stage 5 Pathway.
4.2 Predicted Grades are reviewed by the Deputy Headteacher and Head of Centre.
4.3 Predicted Grades at Sarah Bonnell School are based on accurate assessment of a student's achievement. It is not our policy to artificially inflate predicted grades in order to secure a particular Key Stage 5 Pathway. At Sarah Bonnell our predictions are based on triangulating a range of sources as well as using professional judgement. There are always data driven conversations and predictions are never created in isolation or based on a narrow selection, or single piece, of work.
4.4 Any requests to change Predicted Grades (by students/staff/parents/carers) will be given careful consideration by the Progress Leader, SLT Link for Year 11 and Deputy Headteacher (Teaching, Learning and Assessment), but no guarantee of change will be made.

5. Entries, Entry Details and Late Entries

Examination entries, and tiers of entry, are considered carefully for all students, in their best interests, and discussed by Curriculum Leaders, the Year 11 Team and Deputy Headteacher (Progress and Assessment) at regular times throughout the course. These are shared and discussed at Year 11 Parents Consultation Evening in January of the year of examination entry and adjustments are made based on this. Final entries are made by the deadline of 21 February, and final tier changes are finalised by the deadline of 21 April.

5.1 Entries

5.1.1 Students who complete the course and any required non-examined assessment will be entered for the appropriate examination.

5.1.2 Confirmation of entries and entry agreement must be signed by the parent/person with parental responsibility.

5.1.3 Candidates, or their parents/carers, may request a subject entry, change of tier or withdrawal from an examination. Such requests will be considered carefully, taking into account the professional judgement of the Curriculum Leader, the candidate's prior attainment, their best interests and the requirements of the awarding body. Where the views of parents/carers differ from the professional recommendation of the Curriculum Leader, a meeting will be offered with the Head of Centre to discuss the implications of the proposed decision. Parents/carers may be asked to confirm their request and acknowledgement of the potential implications in writing. The final decision regarding examination entries, tier changes and withdrawals rests with the Head of Centre, who will consider the views of all parties, relevant evidence and the centre's responsibilities under JCQ and awarding body regulations.

5.1.4 Candidates must be entered under names that can be verified against suitable identification such as a birth certificate or passport. This is checked and signed via the Entry Statement checking process in January of Y11. Student's certifications will be printed in the name on their final signed Exam Entry Statement, and any mistakes or variance identified by the student after the collection of results in August will be the responsibility of the student to correct via requesting and paying for a new certificate from the exam board(s). Alternative names should only be used in exceptional circumstances.

5.1.5 Students are identified in the exam hall via being required to wear their full school uniform, allocated seats via the seating plan, and photo ID cards on their desks, checks are undertaken by the invigilation team prior to the commencement of the exam. The Year 11 team are also present at the start of each exam as students are entering the exam hall. Where a student wears a full-face covering, a female member of the invigilation team will take the student aside to confirm their identity against their photo card. They will follow JCQ guidance:

- They should be approached by a member of staff of the same gender.
- They should be taken to a private room.
- They should be politely asked to remove the religious clothing for identification.
- Candidates must be informed of this procedure well before their first examination.

5.1.6 Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parents/person with parental responsibility, Curriculum Leaders, Progress Leader, SLT Link for Year 11 and Deputy Headteacher (Progress and Assessment).

5.1.7 When a decision is made that a candidate will not be entered for an examination, it is the final outcome of a detailed, supportive process during which the student will have had the opportunity to meet the necessary criteria for examination entry.

5.2 Late entries

Entry deadlines are circulated to all Curriculum Leaders in advance of the JCQ deadline. Late entries can only be authorised by the Deputy Headteacher (Teaching, Learning and Assessment). Late entry fees will be deducted from the Curriculum Area budget in most circumstances.

5.3 Exam Fees

5.3.1 The centre will pay all normal examination fees on behalf of candidates made before the national deadline.

5.3.2 Deadlines for entries and checking of entries are on the school calendar for staff.

5.3.3 Late entry or amendments are considered on a case by case basis by the Deputy Headteacher (Teaching, Learning and Assessment) and where relevant fees for this are paid by the centre.

5.3.4 Candidates or curriculum areas will be charged for changes made after the published school deadlines. Candidates or curriculum areas will not be charged for changes of tier, withdrawals made by the proper

procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. A list of examination fees is available on the school website.

Candidates must be entered under names that can be verified against suitable identification such as a birth certificate or passport. This process is confirmed and checked by each candidate before final entries are submitted to examination boards. These records are stored securely.

5.3.5 Students requesting replacement GCSE certificates please refer to Appendix C. The school will only pay for replacement certificates if the error is of the school's doing. Candidates' certificates will be printed in the name displayed on their final signed Exam Entry Statement.

6. Equality, SEND and Access Arrangements

Sarah Bonnell School is committed to ensuring that all candidates are treated fairly and have an equal opportunity to demonstrate their knowledge, skills and understanding in examinations and assessments. The school will identify and make appropriate provision for candidates who require access arrangements or reasonable adjustments in accordance with the Equality Act 2010 and current JCQ regulations. Arrangements will be based on each candidate's individual needs, normal way of working and relevant supporting evidence, and will be managed in consultation with the SENCo, Exams Officer and teaching staff.

6.1 Equality Act 2010 and reasonable adjustments

Sarah Bonnell School complies with the Equality Act 2010 and recognises its responsibilities towards candidates with disabilities and other protected characteristics.The centre will ensure that reasonable adjustments and access arrangements are identified, applied for and implemented in accordance with the current JCQ Access Arrangements and Reasonable Adjustments regulations and relevant awarding body requirements. The centre is committed to ensuring that all candidates have equitable access to examinations and assessments, without compromising the integrity or requirements of the qualification.

6.2 Special Educational Needs and Disabilities (SEND)

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

6.3 Access arrangements

6.3.1 Making special arrangements for candidates to take examinations is the responsibility of the SENCo.

6.3.2 Submitting complete access arrangement applications to the awarding bodies is the responsibility of the SENCo.

6.3.3 Rooming for access arrangement candidates will be arranged by the SENCo with the Exams Officer through coordination in order to ensure accountability.

6.3.4 Invigilation and support for access arrangement candidates will be organised by the SENCo with the Exams Officer through coordination in order to ensure accountability.

6.3.5 Access arrangements must be identified, assessed and applied for in advance of the examination series, in line with JCQ regulations and published deadlines. The school will therefore aim to avoid last-minute changes wherever possible. However, where exceptional circumstances arise, such as a temporary injury or illness during the examination period, the school will consider the candidate's individual needs and make appropriate arrangements in accordance with JCQ guidance. Supporting evidence may be required, and the SENCo and Exams Officer will work together to determine the appropriate provision. The school will maintain a contingency process to respond to emergency access arrangement requests throughout the examination series.

Process for checking the qualification(s) of the centre's assessor(s) and that the correct procedures are followed

Sarah Bonnell School will ensure that any assessor appointed to assess candidates for access arrangements is appropriately qualified and that all assessment procedures are carried out in line with the current JCQ publication *Access Arrangements and Reasonable Adjustments*, particularly Chapter 7.

The Head of Centre is responsible for ensuring that the centre has a written process in place to check the qualification(s) of assessor(s) and that the correct JCQ procedures are followed. The SENCo is responsible for maintaining the day-to-day process, keeping records securely, and presenting evidence to a JCQ Centre Inspector when requested.

Assessors must be approved by the Head of Centre before undertaking any assessment of a candidate for access arrangements. An assessor may be employed or contracted directly by Sarah Bonnell School, employed by another centre within the Trust, employed by the Local Authority, or be an external assessor who has contacted the centre before the assessment, liaised with the SENCo, been approved by the Head of Centre, and received the required centre evidence before assessing the candidate.

A privately commissioned assessment cannot be used to award access arrangements or process an application using Access Arrangements Online where the centre has not been involved, the assessor has not liaised with the centre, the assessor has not been approved by the Head of Centre, and the assessor has not received the relevant centre evidence before the assessment.

Before an assessor undertakes any assessment of a candidate, the SENCo will obtain and check evidence of the assessor's qualification(s). Evidence will be checked against the requirements set out in the current JCQ *Access Arrangements and Reasonable Adjustments* guidance. The assessor must be appropriately qualified. This may include an access arrangements assessor who has successfully completed an appropriate postgraduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment; a specialist assessor with a current SpLD Assessment Practising Certificate, as awarded by BDA, the Dyslexia Guild or Patoss and listed on the SASC website; or an appropriately qualified psychologist registered with the Health and Care Professions Council.

Evidence of the assessor's qualification(s) must be obtained at the point of engagement or employment and before the assessor undertakes any assessment of a candidate. The SENCo will maintain a secure assessor evidence file, either electronically or in hard copy. This will include the assessor's name and role, evidence of qualification(s), evidence of current professional registration or practising certificate where applicable, the date qualifications were checked, the name and role of the person who checked the evidence, confirmation that the assessor has been approved by the Head of Centre, the date of approval, and evidence that the assessor is familiar with the current JCQ *Access Arrangements and Reasonable Adjustments* guidance.

The SENCo will ensure that access arrangement assessments are carried out in line with JCQ requirements. Before any assessment of a candidate with learning difficulties takes place, the SENCo will provide the assessor with the relevant centre-based evidence, including a completed Part 1 of Form 8 where required. This will include evidence of the candidate's normal way of working, history of need, relevant teacher evidence, and any other supporting information.

The assessor must use this information to inform the assessment and must complete the required sections of the relevant JCQ documentation. The SENCo will check that the assessment evidence supports the requested arrangement and that any application made through Access Arrangements Online is consistent with the

candidate's normal way of working and JCQ requirements.

The SENCo, supported by the SLT link for exams and the Head of Centre, will review the assessor qualification evidence and access arrangements process annually. This review will confirm that all assessor qualification evidence is current and held on file, any new assessor has been approved before assessing candidates, Form 8 and other relevant documentation is completed correctly, evidence of normal way of working is available, applications are processed in line with JCQ deadlines, and records are ready for inspection.

Where any issue is identified, the SENCo will take corrective action and escalate concerns to the SLT link for exams and the Head of Centre.

The SENCo will present evidence of assessor qualification(s), completed access arrangements documentation and supporting evidence to the JCQ Centre Inspector when requested. If the SENCo is unavailable, the SLT link for exams or another nominated senior leader will meet with the inspector and provide access to the required documentation.

6.3.6 Statement detailing centre approach to awarding and allocating word processors during examinations (AA 5.8):

Sarah Bonnell School ensures that the candidate and reader cannot be overheard by, or distract, other candidates (this will also apply if the candidate uses a computer reader.) Where the candidate and reader are accommodated in another room, on a one to one basis, the invigilator may additionally act as the reader.
Students are assessed according to our access arrangements guidance and following guidance AA paragraph 5.8. This must be the students normal way of working or where a medical issue prevents them from accessing the paper using a writing implement. The laptop is a specific piece of equipment with minimum functions to ensure it does not advantage the candidate. It is centrally stored and only made accessible during exam season. The Exams Officer returns the laptop at the end of each session along with a memory stick of the exam script to print and send off to relevant examination boards. The candidate must be present for the printing of their work.

Key information for word processor:

- Word processors must reflect the candidate's normal way of working.
- Spelling and grammar checks and predictive text must be disabled unless specifically permitted.
- AI tools must be disabled *
- Internet access must be disabled *
- Previously stored data must be cleared.
- Candidates must be supervised appropriately.
- The candidate must be present when their work is printed and verify that it is their own.

AI Tools and Digital Security *

All AI tools, including generative AI, writing assistants, predictive text and automated grammar correction tools, must be disabled in accordance with JCQ regulations.

Prior to each examination series, the Exams Officer, working with the IT team, will ensure that all word processors are configured and tested to prevent access to unauthorised functions and resources. This will include testing restrictions at three levels:

- **Application level:** Ensuring AI assistants, spelling and grammar checking, predictive text and other prohibited functions are disabled.
- **Operating system level:** Ensuring candidates cannot access unauthorised applications, files, notifications or system-integrated AI tools.
- **Network level:** Ensuring access to the internet, cloud storage, messaging platforms and online AI services is restricted.

These checks will be completed before examinations commence, with any issues resolved prior to devices being approved for examination use. A record of testing and verification will be maintained by the Exams Officer and IT team

For full details please refer to Word Processor Policy.

7. Roles and Responsibilities

7.1 Head of Centre (the Headteacher)

Has overall responsibility for the school as an exam centre including:

7.1.1 Oversight of the progress of all external examination cohorts to ensure all students, including those who are disadvantaged, are equitably and appropriately entered for relevant examinations that are sufficiently aspirational

7.1.2 Provides advice on appeals and re-marks; see appendix AB.

7.1.3 The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

7.1.4 Ensures the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation. Ensures any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the National Counter Terrorism Security Office on the *Procedures for handling bomb threats.*

7.1.5 The Head of Centre must personally confirm awareness of and adherence to the latest JCQ regulations through the annual National Centre Number Register declaration.

7.1.6 In relation to cyber security, The Head of Centre must ensure that:

- Staff accessing awarding body systems complete annual cyber security training.
- Records of completed training are retained for inspection.
- A written cyber security policy is in place.
- Appropriate security measures, including MFA where available, are implemented.

7.1.7 The centre must have a written escalation process if the Head of Centre or the senior leader responsible for examinations is absent. Contingency arrangements must also include succession planning for staff involved in examination administration.

7.2 Deputy Head - Teaching, Learning and Assessment

7.2.1 Leadership and management for progress of all external examination cohorts to ensure all students, including those who are disadvantaged, are equitably and appropriately entered for relevant examinations that are sufficiently aspirational.

7.2.2 Advises Head of Centre on all suspicions or actual incidents of malpractice.

7.2.3 Advises the leadership team, subject teachers and other relevant support staff of the exam timetables and application procedures as set by the various exam boards

7.2.4 Prepares and presents reports to the senior leadership team showing where future procedural improvements might be made.

7.2.5 Advises on appeals and re-marks; see appendix AB.

7.2.6 Oversees the production and distribution to staff, governors and candidates of an annual calendar for all

examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.

7.2.7 Accounts for income and expenditures relating to all exam costs/charges.

7.2.8 Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.

7.2.9 Confirms detailed data on estimated entries.

7.2.10 Organises the recruitment of exam invigilators.

7.2.11 Manages all investigations into malpractice with the Headteacher.

7.2.12 Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the senior leadership team, any appeals/re-mark requests to the awarding bodies.

7.2.13 External validation of courses followed at Key Stage 4 and Key Stage 5.

7.2.14 Publication of examination results on the school website.

7.2.15 Ensures appropriate training for all invigilators in line with JCQ requirements is led by the Exams Officer.

7.2.16 Ensures candidates are briefed via assemblies and form time, prior to examinations taking place, on what will happen in the event of an emergency in the exam room. During the first whole cohort examination students are reminded of the procedures. Staff are also informed (Appendix D).

7.2.17 Ensuring appropriate contingency and succession arrangements are in place.

7.2.18 Reviewing examination procedures and identifying areas for improvement.

7.3 Exams Officer

The School has an Exams Officer who is responsible for the administration of all examinations in the school. This role is line-managed by the Deputy Headteacher (Teaching, Learning and Assessment) responsible for examinations.

7.3.1 Books all exam rooms after liaison with other users and makes the question papers, other exam stationery and materials available for the invigilator.

7.3.2 Consults with teaching staff to ensure that necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines.

7.3.3 Provides detailed data on estimated entries

7.3.4 Receives, checks and stores securely all exam papers and completed scripts using the school's delivery, receipt, secure movement and secure storage log forms (Appendix E and F). If any material is incorrect, the appropriate awarding body will be informed immediately. Question paper packets must be stored in timetable order. Where possible, a second authorised member of staff must check the question paper packets against the examination timetable and record that this check has taken place. Where this check cannot be completed until the next working day, an authorised keyholder must be on site to facilitate the check.

7.3.5 Identifies, manages and resolves exam timetable clashes. Ensures invigilators are trained on clash procedures and clearly communicates expectations to invigilators on the day of a clash. Candidates may revise using their own resources whilst under centre supervision between examinations but must not be coached by a member of centre staff and may not have access to the internet. 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:

a) be in possession of an electronic communication/storage device or have access to the internet;

b) have contact with any candidate who has sat the examination;

c) be coached by a member of centre staff.

7.3.6 Supports the tracking of income and expenditures relating to all exam costs/charges.

7.3.7 Organises training and monitoring of a team of examination invigilators responsible for the conduct of examinations. Runs invigilator training to ensure staff are up to date with JCQ regulations (Appendix G). Training must cover the relevant JCQ requirements and the school's examination procedures. Records of training, including

attendance, must be maintained. This requirement also applies to invigilators supplied by external agencies, who must receive appropriate centre-specific training.

7.3.8 Submits candidates' coursework/controlled assessment marks, tracks dispatch and stores returned internal assessment and any other material required by the appropriate awarding bodies correctly and on schedule.

7.3.9 Maintains systems and processes to support the timely entry of candidates for their examinations.

7.3.10 Ensures all relevant documentation is on display during exam sessions in accordance with JCQ guidelines (Appendix H).

7.3.11 Allows candidates access to relevant pre-release materials, on or as soon as possible after the date specified by the awarding bodies.

7.3.12 The Exams Officer and SENCo will cooperate with the JCQ Centre Inspection Service, and/or an awarding body and/or regulatory authority when subject to inspection and/or investigation, and comply with all requests for information or documentation as soon as is practical.

7.3.13 Organises rooming for all candidates well in advance of each examination session. Using the exam room checklist ensures examination rooms are fit for purpose and meet JCQ regulations. This will require communication with the premises team and sometimes Curriculum Leaders. Access arrangement candidates will be arranged by the SENCo with the Exams Officer (Appendix I).

7.3.14 Ensures reliable clocks are in each examination venue and meet JCQ expectations. Carries out regular clock checks before and during the examination season to ensure they are in good working condition.

7.3.15 Keeps a signed, recorded copy of the seating plan, invigilation arrangements and centre copies of attendance registers following each examination. Seating plans must accurately show each candidate's position in the examination room, including any changes to seating arrangements. These records should be kept after each examination season in case awarding bodies require evidence and until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

7.3.16 Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded (Appendix D, J and K). Ensures that an incident log is available in every examination room for invigilators to record any incidents or irregularities during an examination.

7.3.17 Ensures appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken through the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event).

7.3.18 Ensures secure storage arrangements are in place and compliant with JCQ expectations. Uses the checklist and updates the facilities each year where appropriate (Appendix E).

7.3.19 Maintains records of annual cyber security training for relevant staff who have access to awarding body systems. Ensures that staff understand their responsibilities for keeping account details secure, using strong passwords and multi-factor authentication (where available), recognising phishing attempts and reporting suspected security incidents.

7.3.20 Ensures that completed examination scripts are securely packaged and dispatched in accordance with awarding body requirements. Scripts must remain secure until collected from the agreed collection point. Where scripts are moved to the collection point before collection, this must take place no more than 15 minutes before the scheduled collection time and they must not be left unattended. The driver must sign the secure despatch log, or proof of postage must be retained where applicable.

7.4 Curriculum Leaders

Curriculum Leaders are responsible for ensuring that examinations and assessments within their subject areas are managed in accordance with JCQ regulations and the requirements of the relevant awarding bodies.

7.4.1 Must be aware of the progress of all external examination cohorts in the subject to ensure all students, including those who are disadvantaged, are equitably and appropriately entered for relevant examinations that are sufficiently aspirational.

7.4.2 Are responsible for understanding the requirements of all qualifications delivered in their subject area, including secure storage or pre-release materials, NEA materials, and centre policies.

7.4.3 Make the submission of candidates' names, exam entries, estimated grades and coursework marks to

Exams Officer by the deadlines specified.

7.4.4 Have involvement in post-results procedures - responding to internal assessment feedback from exam boards and recommendations to the Deputy Headteacher (Teaching, Learning and Assessment) towards remarks.

7.4.5 Carry out accurate completion of coursework mark sheets and declaration sheets (Appendix L). Please also refer to the Non Examination Assessment Policy.

7.4.6 Carry out accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

7.4.7 Inform the Exams Officer of amendments to exam entries when required. Tier changes must be communicated with and agreed by the parent/person with parental responsibility before an exam entry amendment is requested. Written confirmation of the tier change must be sent to the parent/person with parental responsibility.

7.4.8 Identify and declare any actual, potential or perceived conflicts of interest relating to examinations and assessments within their subject area. This includes situations where a member of staff teaches, prepares or assesses a family member, close friend or another individual with whom they have a personal relationship, particularly in relation to internally assessed components, coursework and NEA. Any potential conflicts must be reported to the Exams Officer and Head of Centre before the relevant awarding body's published entry deadline.

7.4.9 Ensure that records of identified conflicts of interest are maintained and that appropriate measures are put in place to manage or mitigate any potential impact on the integrity of examinations and assessments.

7.4.10 Ensure that teachers involved in the assessment of candidates' work understand their responsibilities regarding authenticity and the use of artificial intelligence (AI). This includes ensuring that candidates' work is their own, that any permitted use of AI is appropriately acknowledged and that suspected malpractice is reported promptly in accordance with the school's Malpractice Policy.

7.5 Teachers

7.5.1 Use progress data to inform decisions about exam entry for students taking their subject that are equitable and appropriately aspirational.

7.5.2 Must know and understand the requirements of the syllabus they are teaching.

7.5.3 Make the submission of candidates' names, exam entries, estimated grades and coursework marks to Curriculum Leaders.

7.5.4 Ensure any access arrangements students are entitled to during examinations are also available to them during controlled assessments

7.5.5 Subject staff may not be present at the start of the exam. In practical examinations subject teachers may be on hand in case of any technical difficulties. A copy of the exam paper(s) will be distributed to Curriculum Leaders at the end of the exam session by the Exams Officer.

7.5.6 Curriculum Leaders, or a nominated deputy, may only be allowed inside the exam hall in cases where a candidate has raised a concern over an error on the paper, but no erratum notice has been issued. In these circumstances, it is permissible for the Exams Officer to consult a subject teacher to check an error, before raising a concern with the examining board.

7.5.7 Teachers must not use AI as the sole or primary means of marking candidates' work.

7.5.8 Teachers must review the entirety of each candidate's work.

7.5.9 Teachers must determine the mark using their own professional judgement.

7.5.10 The teacher remains responsible for the mark or grade awarded.

7.6 SENCo (Assistant Headteacher)

7.6.1 Must have knowledge and understanding of the access arrangements process.

7.6.2 Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations.*

7.6.3 Has overall responsibility for the administration of access arrangements and check that the qualifications for

the centre's assessor. Records of the assessor's qualifications and any required approvals must be maintained.

7.6.4 Has overall responsibility for the identification and testing of candidates' requirements for access arrangements.

7.6.5 Has overall responsibility for the provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

7.6.6 Communicates with parents and staff regarding student eligibility for access arrangements.

7.6.7 Ensures that any IT equipment required by candidates during examinations is available to them throughout the year in line with JCQ 'normal way of working'. Where a word processor is required, its use must comply with the school's separate Word Processor Policy and current JCQ regulations.

7.6.8 Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate.

7.6.9 Ensures the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation.

7.6.10 Works closely with the Exams Officer to ensure that approved access arrangements are communicated, recorded and implemented correctly for each examination series.

7.6.11 Ensures that relevant supporting evidence for approved access arrangements is available at the examination venue for inspection by JCQ or awarding body inspectors, where required.

7.7 Lead invigilator/invigilators must

7.7.1 Attend annual training on the examination regulations and sign and agree to the invigilation confidentiality and security agreement (Appendix M). Training must cover current JCQ regulations and centre procedures and include checks that invigilators understand their responsibilities. The Exams Officer must retain records of both the training content and attendance. This requirement also applies to external agency invigilators, who must receive appropriate centre-specific training; assurance provided by the agency alone is not sufficient.

7.7.2 Follow all Sarah Bonnell and JCQ procedures at the before, during and after examinations. Invigilators must follow the instructions of the Exams Officer, for example relating to the distribution of examination papers and the requirement not to read question papers or examination materials. Invigilators must also ensure the correct procedures are followed in the collection of all exam papers at the end of the exam and their return to the Exams Officer (Appendix O).

7.7.3 Escort students to and from the examination room where appropriate.

7.7.4 Conduct of all the examinations according to JCQ regulations and centre training. Ensure that candidates are seated in accordance with the examination seating plan and report any discrepancies to the Exams Officer.

7.7.5 Supervise the entry of candidates ensuring they sit in the appropriate seat. Check the identity against the photo ID card.

7.7.6 Ensure candidates comply with regulations of the examination room.

7.7.7 Ask candidates to check that they have been given the correct question paper, read the instructions, check they have the correct materials and equipment and inform them of any erratum notices.

7.7.8 Remind candidates about electronic equipment, and go through the exam procedure crib sheet (Appendix P).

7.7.9 When starting the exam, ensure that all details must be written clearly on the information board at the front of every exam venue.

7.7.10 Take a register as soon as possible to the start of the exam, notifying the Exams Officer and Attendance Officer of any absences, and the completion of examination group registers before the end of the examination.

7.7.11 Supervise candidates throughout the whole exam time, including clash arrangements, be vigilant and remain aware of emerging situations, looking out for malpractice, or students feeling unwell.

Attention must be paid to noise levels, whether internal or external, intermittent or continuous. All irregularities are recorded on the 'Exam room incident log' (Appendix Q). An incident log must be available in every examination room. Invigilators are required to move around the examination venue quietly and frequently. The lead invigilator strategically places invigilators around the room to ensure comprehensive surveillance. Invigilators must remain alert and must not undertake activities that could distract them from their responsibilities or compromise effective supervision. The examination room must never be left unattended. During clash arrangements ensure students are supervised at all times. Candidates may revise using their own resources whilst under centre supervision between examinations but must not be coached by a member of centre staff, and may not have access to the internet. 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:

a) be in possession of an electronic communication/storage device or have access to the internet;

b) have contact with any candidate who has sat the examination;

c) be coached by a member of centre staff

7.7.12 By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the exam room. Follow the actions required in the emergency evacuation procedure issued to them for every exam room. Invigilators must follow emergency instructions promptly and must not delay an evacuation while waiting for authorisation from the Exams Officer or a member of the Senior Leadership Team. Record details on the exam room incident log to support follow-up reporting to the awarding body by the Exams Officer (Appendix K).

7.7.13 Ensure that seating plans accurately record the position of each candidate in the examination room. Any changes to seating arrangements must be reflected on the seating plan and reported to the Exams Officer.

Procedures to verify the identity of all candidates at the time of the examination or assessment

Sarah Bonnell School has written procedures in place to verify the identity of all candidates at the time of an examination or assessment. This is to ensure that the correct candidate is sitting the correct examination or assessment and that the integrity of the examination process is maintained.

The Head of Centre is responsible for ensuring that appropriate procedures are in place. The Exams Officer is responsible for ensuring that accurate candidate information, seating plans and attendance registers are available for each examination. Invigilators are responsible for checking and confirming candidate identity in line with this procedure and the invigilator checklist.

Candidate identification arrangements

All candidates are expected to follow the school's examination entry and identification procedures. Candidate identity will be confirmed using a combination of:

- examination attendance registers;
- seating plans;
- candidate numbers;
- candidate name checks;
- school ID cards where available;
- visual confirmation by school staff or invigilators who know the candidates;

- support from members of staff where candidate identity requires further confirmation.

Candidates must bring their school ID card to examinations where this is required by the school. ID cards will be checked by invigilators as part of the examination room entry or seating process. Where a candidate does not have their ID card, their identity will be verified through alternative school records and/or confirmation by an appropriate member of staff.

Role of invigilators

Invigilators are trained annually to establish the identity of all candidates sitting examinations. This requirement is included in the invigilator training programme and the invigilator checklist.

Before the examination begins, invigilators will check that:

- each candidate is seated in the correct place according to the seating plan;
- each candidate's name and candidate number match the attendance register and desk card;
- candidates have been entered for the correct paper, tier and component;
- any concerns about candidate identity are escalated immediately.

Invigilators must not ignore or assume identity where there is uncertainty. If an invigilator is unsure that a candidate is correctly identified, they must alert the Exams Officer, Lead Invigilator or SLT link for exams immediately.

Use of seating plans and attendance registers

The Exams Officer will provide invigilators with seating plans and attendance registers for each examination. These documents will be used to confirm that the correct candidates are present and seated appropriately.

Attendance registers will be completed accurately during the examination. Any absence, late arrival, candidate query or identity concern will be recorded and reported to the Exams Officer.

Late candidates

Where a candidate arrives late, their identity must still be verified before they are allowed to sit the examination. The invigilator, Lead Invigilator or Exams Officer will confirm the candidate's name, candidate number and examination entry before the candidate is seated.

Any late arrival will be recorded in line with JCQ requirements and the school's examination procedures.

External, private or transferred candidates

Where applicable, external, private or transferred candidates must provide appropriate photographic identification before sitting an examination or assessment. Acceptable identification may include a passport, driving licence, biometric residence permit, or other official photographic ID.

The Exams Officer will check the identity of any external, private or transferred candidate before the examination and ensure invigilators are aware of any relevant arrangements.

Identity concerns

If there is any concern about the identity of a candidate, the candidate must not be allowed to continue without further checks unless directed by the Head of Centre, Exams Officer or SLT link for exams.

Where an identity concern arises, the Exams Officer will:

- check the candidate's details against school records;
- seek confirmation from an appropriate member of staff where required;
- record the concern and the action taken;
- inform the Head of Centre where the concern is significant;
- report the matter to the awarding body where required.

Any suspected impersonation, deliberate misidentification or attempt to sit an examination on behalf of another candidate will be treated as suspected malpractice and managed in line with JCQ malpractice procedures and the school's malpractice policy.

Record keeping

Completed attendance registers, seating plans and any incident records relating to candidate identity will be retained securely by the Exams Officer in line with JCQ and awarding body requirements.

This procedure is communicated to relevant staff and invigilators through annual examination briefings, invigilator training and the invigilator checklist. It is reviewed annually as part of the school's examination policy review cycle.

Exams officer

- Ensures a procedure is in place to verify the identity of all candidates

  Candidate Identification Procedure

Each candidate has student ID photo card on the desk Invigilators will check each student against this card when completing registers and seating plan. Those wearing clothing (such as a veil/niqab/face mask etc) will be asked to remove it by member of staff. School aims to have female invigilators where possible. Any queries to be raised with the Exams officer or SLT Refer to GR (sections 5.6, 5.9) and ICE (section 16)

- Ensures invigilators are aware of the procedure through training.
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

- Ensures a procedure is in place to verify the identity of all candidates

- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

7.8 Candidates

7.8.1 All candidates are issued with the relevant JCQ Information for Candidates documents, including information relating to written examinations, on-screen examinations, social media, coursework, non-examination assessments and AI, as appropriate, prior to their examinations. This information highlights the regulations set by awarding bodies and any breach of these guidelines will be reported to the appropriate awarding bodies as necessary. The JCQ Code of Conduct (Appendix H) will be displayed outside each examination room. The JCQ Warning to Candidates and Unauthorised Items posters must also be displayed prominently outside each examination room. It is the candidate's responsibility to read this information and to meet all expectations.

7.8.2 All candidates must be clearly identifiable as students of Sarah Bonnell School. Students must wear full school uniform, including their blazer and blue hijab (for those students who wear it) to be allowed admittance to the examination room. Where a candidate's identity cannot be established because their face is covered by religious clothing, the centre's identification procedure will be followed. This will involve a member of staff of the same gender speaking to the candidate and, where necessary, conducting an identification check in a private room. Candidates will be informed of this procedure in advance.

7.8.3 It is the candidate's responsibility to ensure that they know what equipment will be needed for each examination. See Section 12: Equipment.

7.8.4 The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times (Appendix H). This includes watches (analogue, digital and smart watches), mobile phones, earphones and earbuds, MP3/MP4 players, tablets, smart glasses and any other unauthorised electronic or smart devices. Possession of unauthorised material in the examination room may constitute malpractice, whether or not the candidate intends to use it.

7.8.5 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

7.8.6 Disruptive candidates are dealt with in accordance with JCQ guidelines and the Sarah Bonnell Way (behaviour policy).

7.8.7 Candidates may leave the examination room for supervised rest breaks where these have been approved in accordance with JCQ regulations, or where necessary for a medical reason. Any approved arrangements must be communicated to the Exams Officer and invigilators in advance wherever possible. Candidates are accompanied by a member of centre staff who is not the candidate's subject teacher or a subject specialist for the examination. The frequency and duration of visits must be logged.

7.8.8 Candidates without a medical condition are only allowed to leave the examination room for the toilet in an emergency and will be accompanied by a member of centre staff. Each visit will be logged on the Exam Room Incident Log and reviewed by the Exams Officer and Deputy Headteacher.

7.8.9 Candidates must be informed that awarding bodies may use their examination scripts and other submitted assessment materials for essential assessment activities, including marking, moderation, standardisation, grading and quality assurance. Awarding bodies may also use anonymised student materials for additional purposes, such as teacher and examiner training, assessment-related publications and research. Candidates may opt out of these additional uses by notifying the centre, which will forward the request to the relevant awarding body. This opt-out does not apply to essential assessment activities.

8. Timings and Lateness to External Examinations

Emergency evacuation of an examination room will be managed in line with the school's Emergency Evacuation of the Examination Room Policy and JCQ Instructions for Conducting Examinations.

Criteria for implementation of the plan

Whole centre evacuation or lockdown during exam time due to a serious incident resulting in exam candidates being unable to start, proceed with, or complete their examinations.

To support students with their external examinations the start time is 9.00am for morning sessions, and 13:30pm for afternoon sessions. For internal examinations, the timings fit with the school timetable.

8.1 Candidates are required to report to the designated examination room 10 minutes before their examination is due to start. Where a candidate is going to be unavoidably late, the candidate should make every effort to contact the school in order to give an estimated time of arrival.

8.2 The Exams Officer will inform the Deputy Headteacher (Teaching, Learning and Assessment) and Year 11 team of any absences. The Year 11 team will telephone all candidates who are not present at the start of the examination.

8.3 A candidate who arrives late, but within 1 hour after the start of the examination, will be allowed to enter the examination room and sit the full examination. However this is at the discretion of the centre and a decision will be taken by the Headteacher or Deputy Headteacher (Teaching, Learning and Assessment) depending on the individual circumstances.

8.4 A candidate will be considered 'very late' if they arrive more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10am for a morning examination or after 2:30pm for an afternoon examination.

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

8.6 If a candidate arrives very late for an examination, the Deputy Headteacher (Teaching, Learning and Assessment) and/or Headteacher will decide whether the candidate may be admitted. If admitted, the candidate will be allowed the full examination time where possible, and the Exams Officer must:

- Send the candidate's script to the awarding body in the normal way.
- Submit the report on a candidate admitted very late through the Centre Admin Portal (CAP) within seven days of the examination.
- Inform the candidate that the awarding body may not accept their script.
- Provide the required information, including the reason for lateness, the time the candidate came under centre supervision, the examination start and finish times, and confirmation that the candidate had not accessed or been made aware of the examination paper beforehand.

The candidate must be informed that the decision to accept the script rests with the awarding body.

8.7 Supervision of students arriving late prioritises the need to assess quickly whether they can be admitted to the examination room. On arrival at school the student(s) must sign in at Front of House, who will supervise the student until the Year Leader, Deputy Headteacher or Exams Officer collect the student pending the decision. The student will be supervised throughout the period.

9. Lateness to Internal Examinations

At Sarah Bonnell we use internal examinations as an opportunity to practice and emulate real exam conditions. Under normal circumstances, a candidate who arrives within 30 minutes after the start of the internal examination will be allowed to enter the examination room, however the candidate will not have the full time available. Attendance is tracked and monitored by the Exams Officer, attendance officer and the year team. Attendance and punctuality to examinations is evaluated at the end of internal examinations. Support and

interventions are put in place where necessary, this could take the form of a parent meeting.

10. Illness

10.1 It is the candidate's responsibility to inform the school of any illness that prevents them from attending an examination. Candidates who miss an exam due to self-certified illness, and their parents/carers must complete JCQ/ME Form 14.

10.2 In the case of external examinations, it is the candidate's responsibility to obtain appropriate medical evidence of illness and submit it to the Exams Officer within two days of the examination. An application will only be submitted where the centre is satisfied that the candidate has been adversely affected and the circumstances meet the awarding body's criteria.

10.3 In cases where a candidate has attended an examination but has fallen ill during the examination, it is the candidate's responsibility to obtain appropriate medical evidence of this illness and submit it to the Exams Officer within two days of the examination. The Exams Officer will then submit this information to the examination board. This may include Form 14, relevant medical evidence or a statement from the school where staff have direct knowledge of the circumstances. Formal medical evidence is not required in every case.

10.4 Students are informed during the internal practice examination process and during the build up to the summer examination series that they have one chance to complete examinations. The candidate or their parent/carer should inform the Exams Officer of any continuing impact on the candidate's performance and provide supporting evidence, where available, normally within two days of the examination.

10.5 The Exams Officer will submit any appropriate special consideration application to the relevant awarding body through its online system. The candidate will be informed when an application has been submitted. The centre will retain supporting evidence until after the publication of results.

10.6 Students and parents/carers are informed during the internal practice examination process and in the build-up to the summer examination series that external examinations take place on published dates and cannot routinely be rearranged by the school. Any absence will be managed in accordance with JCQ regulations and the relevant awarding body's requirements.

11. Other Circumstances

11.1 Where a candidate is unable to attend, or is disadvantaged in any way in an examination through extraordinary circumstances, such as a sudden bereavement, it is the candidate's responsibility to obtain written evidence of these circumstances and submit them to the Exams Officer within two days of the examination. The Exams Officer will then submit this information to the examination board as part of the special consideration process. Supporting information or evidence should normally be provided to the Exams Officer within two days of the examination.

11.2 The Exams Officer, in consultation with the Deputy Headteacher (Teaching, Learning and Assessment), will consider whether the circumstances meet the JCQ eligibility criteria for special consideration. Where appropriate, an application will be submitted to the relevant awarding body through its online system.

11.3 The school will consider each case individually. Special consideration is not automatic, and the decision to award any adjustment rests with the awarding body.

12. Equipment

12.1 It is the candidate's responsibility to be fully equipped for their examinations.

12.2 Through assemblies, form time and communications via subject teachers and the examination noticeboard students are taught about the range of equipment needed and required by exam boards and the JCQ.

12.3 It is the candidate's responsibility to ensure that they bring all necessary equipment into the examination room and that this complies with the JCQ regulations, as outlined in the JCQ Information for Candidates

12.4 Where a candidate does not have the necessary equipment, under no circumstances will the candidate be allowed to borrow equipment from another candidate. A limited selection of equipment will be available in the Examination Rooms for candidates to borrow in an emergency.

13. Mobile phones and other electronic communications equipment

13.1 All candidates are informed via assemblies, form time and at the start of each examination that it is an infringement of examination regulations to have a mobile phone or other unauthorised electronic communication or storage device in the examination room, regardless of whether it is switched on or off.

13.2 Candidates are advised not to bring mobile phones to school on examination days. If a candidate has a mobile phone in the exam room which is not handed in to the invigilators, the school will confiscate the item, record the incident and follow the relevant JCQ procedures (Appendix H). The incident will be reported to the relevant awarding body where required.

13.3 Students cannot bring personal belongings into any exam venues, with the exception of: stationery in clear containers, calculators (without lids), a transparent water bottle with no wrapper, and their regulation school uniform. Students are greeted at the entrance of every exam and reminded of these expectations.

13.4 All students have access to lockers to store any personal belongings. The school will not take responsibility for any personal belongings that go missing from examination rooms.

13.5 Candidates may not take into the examination room any unauthorised electronic device, including MP3/MP4 players, iPods, tablets, smart glasses, earphones, earbuds, mobile phones or smart watches. All watches are prohibited, including analogue, digital and smart watches. This information is displayed at the entrance to each examination room to remind students of JCQ requirements.

14. Arrangements for leaving the examination room

14.1 Where a candidate needs to leave the examination room temporarily, for example for a medical reason or an approved supervised rest break, they must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject specialist for the examination. Candidates must remain under supervision at all times and must not have access to any unauthorised materials. The Exams Officer must ensure that invigilators are informed of any pre-agreed arrangements. The centre may allow additional time to compensate for a candidate's temporary absence.

14.2 Candidates who finish their exam before the allotted time must remain in the venue under exam conditions until the examination has finished. Candidates are not permitted to leave early.

14.3 Toilet breaks should normally be agreed in advance with the Deputy Headteacher (Teaching, Learning and Assessment), in consultation with the SENCo/Lead for Access and Inclusion and the relevant Progress Leader/Year Leader for Year 11. Where a medical need is identified, appropriate supporting evidence may be requested. Arrangements will be considered on an individual basis, taking account of the candidate's needs and any approved access arrangements.

14.4 Every student needing to visit the toilet will be supervised and escorted by a member of the invigilation team. This is recorded on our central log which will be monitored by the Deputy Headteacher (Teaching, Learning and Assessment), Exams Officer and Year 11 Team. This is to identify and support students where necessary. Records will be retained for six months following the relevant internal or external examination series, in accordance with the school's record-keeping arrangements.

14.5 At Sarah Bonnell, internal practice examinations take place in Years 10 and 11 to give students the opportunity to experience formal examination conditions and develop the stamina required to complete their external GCSE examinations.

15. Malpractice

15.1 Candidates who are being disruptive will be warned by a member of the invigilation team that they are at risk of being removed from the examination room. They will be informed that the awarding body will be contacted and that they could be penalised, which could include disqualification. Any suspected malpractice will be reported and dealt with in accordance with current JCQ regulations and the school's Malpractice Policy.

15.2 Invigilators will record all suspected incidents of malpractice or examination irregularities using the 'Exam Room Incident Log' (Appendix Q) and retain any relevant materials to support the investigation. This information is passed on to the Exams Officer and Deputy Headteacher (Teaching, Learning and Assessment). If necessary, the invigilator may summon assistance and remove or secure any unauthorised materials in accordance with the Exams Officer's instructions.

15.3 The Head of Centre will report suspected or actual malpractice to the relevant awarding body in accordance with JCQ reporting requirements and within the required timescales, using the appropriate current JCQ forms and reporting procedures (Appendix S). This includes candidate malpractice, staff malpractice and maladministration. The Head of Centre has the authority to remove any candidate that is at risk of disrupting others in the room. The Exams Officer will support the submission of the documentation and ensure the relevant scripts are packed up as normal.

15.4 The Head of Centre and Deputy Headteacher (Teaching, Learning and Assessment) monitor and report any potential malpractice by invigilators and centre staff. At Sarah Bonnell we ensure any member of staff who has a conflict of interest completes the 'conflict of interest form' (Appendix T). All actual, potential and perceived conflicts of interest must be declared, recorded and managed in accordance with the school's separate Conflicts of Interest Policy. Members of SLT do not start or end examinations for subjects they teach or line manage. Teachers are not permitted into examination rooms on the day their subject is examined, unless specifically authorised and permitted under JCQ regulations.

15.5 For non-examination assessments, coursework, controlled assessments and other centre-assessed components, candidates must complete the required candidate declaration/authentication documentation in line with JCQ and awarding body requirements. Teachers must only authenticate work where they are satisfied that it is the candidate's own work and has been completed under the required conditions. Teachers must review the candidate's work in full and determine the assessment mark themselves; AI tools must not be used as the sole or primary means of assessing or marking candidates' work. Candidates are informed of their centre-assessed marks and given the opportunity to request a review of the centre's marking in line with JCQ guidance. A written internal appeals procedure is in place and accessible to all candidates. Please refer to the separate Internal Appeals Procedure.

15.6 Candidates are regularly informed about malpractice and how to avoid it through assemblies, written guidance, and exam preparation sessions. Assemblies on JCQ regulations and malpractice (including plagiarism and collusion) are delivered twice each year. Subject teachers also explain what malpractice looks like in their specific qualification during NEA briefings. Candidates are provided with the relevant JCQ Information for Candidates documents before undertaking assessments, including guidance on AI use where applicable.

15.7 All qualifications delivered at Sarah Bonnell are covered by this malpractice policy, including GCSEs, vocational qualifications and centre-assessed components. The centre takes all reasonable steps to prevent malpractice before, during and after assessment periods. This includes ensuring that staff understand their responsibilities for preventing, identifying, reporting and responding to suspected malpractice.

15.8 The centre acknowledges the increased use of Artificial Intelligence (AI) in learning. Candidates are taught what AI is, when it may be used (e.g., for revision summaries or checking spelling), and when its use is considered malpractice (e.g., submitting AI-generated text as original work). Staff are trained to identify AI misuse, and AI-related malpractice is treated with the same seriousness as other forms of plagiarism or collusion. Guidance on appropriate AI use is provided to candidates and available in Appendix U.

Where AI use is permitted by the assessment conditions, candidates must acknowledge and declare its use clearly, in line with JCQ and awarding body guidance. Candidates will be advised of the risks of using AI, including inaccurate or fabricated content, biased or inappropriate responses, false references, over-reliance on generated material, and the risk that submitted work may not be accepted as their own. AI misuse includes, but is not limited to, submitting AI-generated content as the candidate's own work, copying or paraphrasing AI-generated content without acknowledgement, using AI where it is prohibited by the assessment conditions, or using AI in a way that prevents the teacher from being able to authenticate the work. Where AI has been used as part of the assessment process, relevant evidence, including prompts, AI-generated outputs and earlier versions of the candidate's work, must be retained where required to support authentication and any subsequent investigation.

15.9 Where malpractice is suspected, the Exams Officer and Head of Centre will ensure that personal data of those involved (staff or students) may be shared with awarding bodies, regulators or professional bodies, in line with the

current JCQ Suspected Malpractice: Policies and Procedures. This is communicated to all relevant parties at the start of each examination series.

15.10 All suspected or actual cases of malpractice are investigated in accordance with the current JCQ requirements and the school's separate Malpractice Policy. Evidence is gathered and securely stored. Outcomes are documented, and follow-up actions are implemented where required to safeguard future examination integrity. The centre will maintain a clear record of the investigation, evidence considered, decisions made, reporting to the awarding body and any resulting actions.

15.11 Escalation of suspected malpractice

Any member of staff who suspects candidate or staff malpractice in relation to examinations, assessments, NEA, coursework, controlled assessments or vocational qualifications must report the concern immediately to the Exams Officer and Head of Centre. Where the concern relates to NEA or centre-assessed work, the relevant Curriculum Leader and SLT link should also be informed. Staff must not investigate or resolve suspected malpractice independently unless directed to do so by the Head of Centre. The Head of Centre will determine, in line with the current JCQ Suspected Malpractice: Policies and Procedures, whether the matter should be reported to the relevant awarding body. Suspected malpractice must be reported promptly, and any investigation must follow the procedures set out in the school's separate Malpractice Policy.

15.12 Separate Malpractice Policy

Sarah Bonnell School has a separate, full Malpractice Policy which sets out the procedures for preventing, identifying, investigating and reporting suspected or actual malpractice and maladministration. This includes candidate and staff malpractice, plagiarism, collusion, breaches of assessment regulations and the misuse of Artificial Intelligence (AI). All staff and candidates must follow the requirements set out in this policy. The policy is available here: *Malpractice Policy Sarah Bonnell 26-27

16. Results

16.1 Examination results for the summer series of examinations are collected from the school by the candidates on the designated day in August.

16.2 Results may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in advance of the end of the summer term. (Appendix U)

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

16.4 The provision of staff on results days is the responsibility of the Head of Centre and Deputy Headteacher (Teaching, Learning and Assessment).

17. Examination Queries

17.1 Enquiries About Results (EARs)

17.1.1 Enquiries About Results (EARs) may be requested by centre staff on behalf of candidates where there are reasonable grounds for believing that an error may have occurred in the marking or processing of an examination. If a result is queried, the Exams Officer, teaching staff, Deputy Headteacher (Teaching, Learning and Assessment) and Head of Centre will investigate the feasibility of requesting an appropriate post-results service. This may include a clerical re-check, review of marking or review of moderation, depending on the nature of the concern. All requests must be made by Curriculum Leaders through the Exams Officer, in accordance with awarding body procedures and published deadlines. Costs will normally be met from the relevant curriculum area's budget where the centre supports the request.

17.1.2 Where the centre does not support a request for a clerical re-check or review of marking, a candidate may appeal the centre's decision through the school's Internal Appeals Procedure. Internal candidates cannot submit these requests directly to the awarding body; requests must be submitted by the centre. Where a candidate wishes to proceed against the school's advice, the request will be considered in accordance with the Internal Appeals Procedure. Any applicable fee may be charged to the candidate/family, where this has been communicated in advance.

17.1.3 Candidates requesting a post-results service must be informed of any applicable fee before the request is

submitted. Where the candidate is responsible for the cost, payment must be received before the school submits the request. The centre will record and monitor all payments and refunds in accordance with the relevant awarding body's fee arrangements.

17.1.4 Candidates and parents/carers will be informed of the available post-results services and the arrangements for requesting them before the publication of results. Senior members of staff will be available on results days to discuss results and potential requests. Candidates wishing to request a service must complete the relevant school form (Appendix V) and provide their own written consent where required by JCQ. For clerical re-checks and reviews of marking, written candidate consent must be obtained after results have been published and before the request is submitted. Parental consent alone is not sufficient. Requests must be submitted within the relevant awarding body's published deadlines.

17.1.5 The candidate will be informed that a clerical re-check or review of marking may result in their mark and overall subject grade being lowered, raised or remaining unchanged. Written candidate consent must confirm that they understand this possibility. Where a review results in a change to the candidate's grade, any fee refund will be dealt with in accordance with the relevant awarding body's published charging arrangements.

17.1.6 All financial transactions are tracked and monitored by the Deputy Headteacher (Teaching, Learning and Assessment), the Exams Officer, and the Finance Officer.

17.1.7 Examination results are treated as confidential candidate information and only released in accordance with the awarding body's published results dates and the school's data protection arrangements.

17.1.8 Appeals against the outcome of a clerical re-check, review of marking or review of moderation will be considered in accordance with the awarding body's appeals process. For internal candidates, any appeal to the awarding body must be submitted by the Head of Centre. Candidates wishing to challenge the centre's decision not to request a post-results service must follow the school's Internal Appeals Procedure.

17.2 Access to Scripts (ATS)

17.2.1 Following the publication of examination results, candidates may request access to copies of their marked examination scripts. Centre staff may also request access to candidates' scripts for teaching and learning purposes. Where scripts are requested for teaching and learning, the candidate's written consent must be obtained.

17.2.2 Requests for access to scripts must be made through the Exams Officer. Candidates must complete the relevant consent form (Appendix X) where required by the awarding body. Any applicable fees must be paid before the request is submitted.

17.2.3 Candidates and Curriculum Leaders will be informed of the internal school deadlines for requests, which will take account of the awarding bodies' published deadlines. These will be communicated on results day.

17.2.4 Where an original examination script has been returned to the centre, a subsequent review of marking cannot be requested for that script. Candidates will therefore be advised to consider carefully whether they wish to request access to a script for teaching and learning purposes or to inform a decision about a review of marking.

17.2.5 All internal candidates must make requests for access to scripts through the Exams Officer. Private candidates will be informed that they may apply directly to the relevant awarding body for post-results services, where applicable.

17.2.6 Requests for access to scripts are submitted electronically by the Exams Officer through the relevant awarding body's secure system and within the published deadlines.

17.2.7 Senior members of centre staff, including Curriculum Leaders and senior leaders, are available to support candidates with decisions about accessing scripts and other post-results services. Staff will provide guidance on the available options and any implications for subsequent requests for a review of marking.

17.2.8 The Exams Officer will communicate the outcomes of requests to candidates and relevant staff as soon as they are received. All requests, consent forms, outcomes and associated financial transactions will be recorded and retained securely. Financial transactions are monitored by the Deputy Headteacher (Teaching, Learning and Assessment), Exams Officer and Finance Officer.

17.2.9 The centre has a written Internal Appeals Procedure, which candidates may use if they disagree with the

school's decision not to support a post-results request. Further details are provided in Section 17.1 and the separate Internal Appeals Procedure, available on the school website and from the Exams Officer.

17.2.10 The arrangements for access to scripts and other post-results services are communicated to candidates and parents/carers before results day through examination briefings, written guidance, the school website and/or direct communication from the Exams Officer.

17.3 Appeals against internal assessments

Please also refer to Section 5 of the Non-Examination Assessment Policy and the school's Internal Appeals Procedure.

17.3.1 The school has a published Internal Appeals Procedure covering decisions relating to internally assessed work, including coursework and non-examination assessments (NEA). Candidates will be informed in writing of their centre-assessed marks and given sufficient time to request a review before marks are submitted to the awarding body. Candidates must submit requests in writing, using the school's Internal Appeals Form, by the published internal deadline.

17.3.2 Candidates may request a review of the centre's marking where they believe that the marking criteria have not been applied correctly or that assessment procedures have not been followed in accordance with JCQ regulations and the relevant awarding body's requirements. Requests must be submitted to the Exams Office and referred to the Deputy Headteacher (Teaching, Learning and Assessment) and Head of Centre. The review will be undertaken by an appropriately competent assessor who has not previously been involved in assessing the candidate's work and has no personal interest in the outcome. The review will consider whether the mark awarded is consistent with the centre's marking standards. The outcome will be communicated to the candidate in writing and recorded by the Exams Office.

17.3.3 Candidates will be informed of their right to request a review of marking, the relevant deadlines and the school's Internal Appeals Procedure when they receive their centre-assessed marks. Candidates will also be informed that marks may change following internal review or external moderation. Appeals relating to the rejection of work on the grounds of suspected malpractice or inability to authenticate work will be considered in accordance with Section 13 of the Non-Examination Assessment Policy and the school's Internal Appeals Procedure.

18. Certificates

18.1 Certificates are distributed to candidates without undue delay following receipt by the centre, regardless of any outstanding disputes, including non-payment of fees. Candidates must sign to confirm receipt of their certificates. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so by completing the 'Candidate Permission Form' (Appendix U). The centre will maintain a record of certificates issued.

18.2 During Spring Term 1, all candidates are issued an Exam Entry Statement and asked to verify their details including name, date of birth and exam entries. Students are clearly informed that the name on this entry statement is the name that will appear on their GCSE certificates. Candidates who identify an error in their name are required to show proof of ID (passport or birth certificate) and their name is updated and a new Statement of Entry form generated for candidate and parental signature. Unless an error has been made in this process by the school, candidates whose name is incorrect on their GCSE certificates will have to contact exam boards themselves in order to obtain a replacement certificate. There is normally a fee charged.

18.3 The centre retains uncollected examination certificates for a minimum of two years, after which time they are securely and confidentially destroyed.

18.4 The centre will maintain a record of certificates destroyed for four years. This record will include the

candidate number, awarding body, qualification and examination series.

19. Examination Invigilation - External Examinations/ Internal Examinations

19.1 It is the school's policy to use our own invigilators, external agency invigilators and/or school support staff for all external and some internal examinations. The Exams Officer holds a database of invigilators who have worked in previous examination seasons. In the first instance this database will be used to recruit invigilators for each exam session. Where the demand for invigilation exceeds the number of existing invigilators available, it is the school's policy to advertise in order to recruit more invigilators.

19.2 Invigilators must participate in a training session led by the Exams Officer in line with JCQ regulations. In conjunction the school carries out safeguarding training and verifies that all potential invigilators have been DBS checked. All participants sign confirmation of the training (Appendix G) and the confidentiality and security agreement form. Training is held twice a year, before our practice examinations and before the summer examination series. Training is recorded, monitored and evaluated by the Exams Officer and Deputy Headteacher (Teaching, Learning and Assessment). Each trainee provides feedback. Records of training content and attendance are retained by the Exams Officer, including records of the training provided to staff facilitating access arrangements, and are available for inspection. External agency invigilators must also receive centre-specific training before undertaking invigilation at the school.

19.3 The delivery of examinations by the Exams Officer and invigilators are set out in our school 'Exam Day Checklist' (Appendix I). The lead invigilator delegates and gives specific responsibilities to the team in accordance with the 'exam room checklist' (Appendix O). All invigilators must understand their responsibilities and demonstrate that they are competent to carry them out in accordance with the training provided.

19.4 Attention must be paid to noise levels, whether internal or external, intermittent or continuous. Through their training invigilators know that candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. Any disruption or irregularity must be recorded in the Exam Room Incident Log and reported to the Exams Officer.

19.5 At the end of each examination invigilators check that each script collected matches the attendance register and that the names match the details on the register. Any discrepancies must be reported to the Exams Officer immediately. The scripts are then taken to the secure storage unit by the Exams Officer until dispatch. Scripts must remain secure and must not be left unattended.

19.6 At each examination venue, invigilators have access to the centre's 'In The Event of Checklist' (Appendix J) and 'JCQ instructions for conducting examinations' booklet to support with any queries. An Exam Room Incident Log must also be available in each examination room for invigilators to record any incidents or irregularities.

19.7 If a student needs to be isolated due to a clash during an external examination series they may revise using their own resources whilst under centre supervision between examinations, but must not be coached by a member of centre staff. The candidate must remain under the required supervision and must not have access to unauthorised materials, communication devices or contact with other candidates during the supervised period

19.8 Seating plans must accurately record the position of each candidate in the examination room. Any changes to seating arrangements must be reflected on the seating plan and retained with the examination records.

20. In the Event of an Emergency Evacuation

Sarah Bonnell School has a written procedure for the emergency evacuation of examination rooms, in line with JCQ regulations. Full details can be found in the **Emergency Evacuation of the Examination Room Policy (Appendix D).**

When dealing with emergencies, staff must follow any instructions issued by relevant local or national agencies.

Reference should also be made to the government guidance on Procedures for Handling Bomb Threats.

Criteria for implementation

This procedure applies where an emergency, serious incident or centre lockdown affects candidates' ability to start, continue or complete an examination safely.

20.1 Immediate response to an emergency

In the event of a fire alarm or other emergency during an examination, invigilators must:

- **Stop the examination immediately**, instruct candidates to close their answer booklets and remain silent, and record the time of the alarm and interruption.
- **Assess any immediate danger.** Where there is an immediate threat to safety, such as visible smoke or the smell of smoke, evacuate immediately.
- **Where there is no immediate visible danger**, contact the Deputy Headteacher or Head of School via **radio Channel 1**, requesting that they switch to **Channel 4** for further instructions. Candidates must remain silent and supervised while awaiting a decision.
- **If contact cannot be established within two minutes of the alarm sounding, evacuate immediately**, following the school's emergency evacuation procedures. This must not delay evacuation where an immediate threat exists or the school's fire safety procedures require evacuation.

20.2 Where evacuation is required

- Candidates must leave all examination materials on their desks and exit the room in silence.
- Invigilators must collect the attendance register and escort candidates via the nearest safe designated route to the **MUGA**, where they must assemble separately from the rest of the school.
- Candidates must remain under close supervision, with no communication about the examination.
- Invigilators must account for all candidates and record the timings of the interruption and evacuation.
- Once safe to resume, candidates must receive their full remaining examination time, in accordance with JCQ requirements.

20.3 Where the examination cannot resume

If candidates cannot return to the examination room, or examination security may have been compromised, the Head of Centre, Deputy Headteacher (Teaching, Learning and Assessment) or Exams Officer must contact the relevant awarding body immediately for advice.

20.4 Recording and reporting

The Exams Officer, supported by the Deputy Headteacher (Teaching, Learning and Assessment), will ensure that:

- The incident, timings and actions taken are recorded in the Exam Room Incident Log.
- Any required reports are submitted to the relevant awarding body.
- An application for special consideration is considered where appropriate.

20.5 Contingency arrangements

The Head of Centre and/or Deputy Headteacher (Teaching, Learning and Assessment) will follow the school's Examination Contingency Plan (Appendix Y). A risk assessment will be completed before each examination series (Appendix Z) and shared with SLT.

20.6 Training and accessibility

The Exams Officer will ensure invigilators receive annual training on emergency evacuation procedures and have access to the relevant documentation.

The SENCo will ensure appropriate evacuation arrangements are in place for candidates who require additional assistance.