



ST. JOSEPH'S COLLEGE  
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## Examinations Policy

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## **About this Policy**

This policy relates to all sections of St. Joseph's College, including the Early Years Foundation Stage.

St. Joseph's College is committed to ensuring that the examinations management and administration process is run effectively and efficiently. This examination policy will ensure that:

- all aspects of the St. Joseph's College examination process is documented and other relevant examination-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all College staff involved in the examinations process clearly understand their roles and responsibilities
- all examinations and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that
- "... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute." [JCQ General Regulations for Approved Centres (GR) 1.1]
- examination candidates understand the examinations process and what is expected of them

This policy is reviewed annually to ensure ways of working in the College are accurately reflected and that examinations and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant College staff.

## **Responsibility overview**

*"The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/ assessments" [GR 2.3]*

*The head of centre may not appoint themselves as the examinations officer." [GR 2.5]*



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## **The Headmaster will:**

- Understand the contents, refers to and directs relevant College staff to annually updated JCQ publications including:
  - General regulations for approved centres (GR)
  - Instructions for conducting examinations (ICE)
  - Access Arrangements and Reasonable Adjustments (AA)
  - Suspected Malpractice in Examinations and Assessments (SMEA)
  - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)
- Ensures the College has appropriate accommodation to support the size of the cohorts being taught
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration
- Ensures the examinations officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the examinations process to be effectively managed and administered
- Ensures College staff are supported and appropriately trained to undertake key tasks within the examinations process
- Ensures College staff undertake key tasks within the examinations process and meet internal deadlines set by the EO
- Ensures that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
  - the location of the College's secure storage unit is in an area solely assigned to examinations
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that arrangements are in place to check that the correct question paper packets are opened by authorised members of College staff
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

## **Examinations contingency plan**

Please refer to the College's Examinations Contingency policy.



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**Child protection/Safeguarding policy**

Please refer to the College's Safeguarding policy.

**Data protection policy**

Please refer to the College's Data Protection policy for Pupils and Parents.



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The following information is in line or in addition to the guidance contained within the Student Examination Handbook issued to all Candidates prior to the start of their first external examination.

## **The Examination Cycle - Information and Practice**

In Year 9, following guidance from staff and discussion at interview with parents and pupils we endeavour to ensure that an appropriate curriculum for each pupil is followed in Years 10 and 11.

Entries will be organised by the Examinations Officer in conjunction with the Head of Department.

During Year 11 and at the commencement of Year 12 students discuss their programme with their tutor and a programme of A Levels is agreed as appropriate.

Regular reviews of each pupil can lead to a modification of their programme in Years 10, 11, 12 or 13, in order to ensure that each pupil reaches their full potential in external examinations.

Monitoring of examinations is conducted by Heads of Faculty who have an annual results analysis meeting with their Heads of Department and the Deputy Head (Academic) following the publication of public examination results in the summer.

Internal examination results are analysed through results analysis meetings organised by the Deputy Head (Academic).

## **Examinations Entry**

Pupils in Years 10 to 13 are monitored by their Tutors and Head of Section. If a pupil or their teacher feels that she/he is unable to make progress in one of their subjects, or that their total programme is too heavy, this is discussed with parents and the Head/Deputy Head Academic. If it is agreed that this is the case then a subject may be dropped.

The time made available should be spent in the Library with a timetable of extra study on one or more of their other subjects, arranged by their Head of Section in liaison with relevant subject teachers.

Subject entry requirements are detailed in the Sixth Form Prospectus for all A Level subjects.

Progress for all students is monitored closely and it is sometimes agreed that a subject should be dropped in order for the student to spend more time on their other subjects. Such a discussion may take place after the publication of the internal assessments or summer examination results. A student's complete programme and their requirements for Higher Education are kept in mind whilst making any recommendations affecting subjects to be dropped or continued.



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## **Examination Regulations**

It is the candidate's responsibility to read and understand the rules and regulations issued by the examination boards in the document called Notice to Candidates. The Notice will always be provided with the candidate's examination timetable and a larger copy displayed outside of each examination room, together with the Warning to Candidates poster.

## **Location of Examinations**

Most GCSE and A level examinations will take place in the College Hall, however, during busy examination times, they may be conducted in the Theatre, Seminar Room or across classrooms.

## **On the day of the Examination**

Candidates should arrive in good time for their examination, this means at least half an hour before their start time. Normal public examination start times at the College are:

Morning Examination – 9am – candidates arrive by 8.30am  
Afternoon Examination – 2pm – candidates arrive by 1.30pm

Candidates (with the exception of external candidates) should make their way to the dining hall and wait quietly outside awaiting registration and further instructions.

## **Identification of Candidates**

Candidates will receive a 4-figure examination number that refers to only them throughout all their examinations at the College. In most examinations they will be seated according to this number. A candidate card will be present on each desk containing their name, candidate number and a photo of the candidate so that invigilators can carry out identification checks. Candidates must always ensure to sit at the correct desk.

The College does not accept entries from external candidates for any examination.

## **Late and Absent Candidates**

### **Candidates who are late**

Candidates who are running late and will miss the start of the examination, must telephone the College. They will then be informed how long they have left before they are refused entry into the examination. Late candidates should be escorted to and into the venue, as instructed by the Examinations Officer or member of SLT.

JCQ regulations state that:

"A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre."

"A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the College's organisational arrangements and provided that adequate supervision arrangements are in place."



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The late candidate's new start and finish times will be written clearly by an invigilator on the board at the front of the examination room

The Examinations Officer will ensure that invigilation supervision is in place for the duration of the candidate's examination.

### **Very late candidates**

JCQ regulations state that a candidate will be considered very late if they arrive more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination. (JCQ Published Start Times are 9am and 1.30pm).

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.

Candidates and their parents/carers should be clear that the awarding body may not accept their work.

JCQ regulations state that:

- When deciding whether to accept any of the work done by a candidate who arrives very late, the awarding body will pay particular attention to how far it can be sure that the security of the examination has been maintained.
- Given that candidates may have left the examination room one hour after the awarding body's published starting time, the awarding body is unlikely to be able to accept the work of very late candidates unless they have been adequately supervised.

### **Candidates Absent from an Exam**

If a candidate is going to be absent from a written examination they or their parent/carer should tell the school office as soon as possible before the examination begins, giving full details of the reason for absence. Misreading of the timetable is not accepted as a satisfactory explanation of absence.

Candidates who miss an examination due to illness, must telephone the College as soon as possible on the morning of the examination, and a medical certificate must be sent into the Examinations Office within three days of the examination that was missed, so that it can be used in an application for special consideration should the candidate be deemed to meet the criteria for this by the College.

### **Candidates who feel unwell before or during an Examination**

If a candidate reports feeling unwell before an exam outside the examination venue, the Senior Invigilator should be informed so that they can assess the situation. If it is felt that the candidate is too unwell to sit their examination, the Senior Invigilator or Examinations Officer will call parents/carers to discuss the situation.

If we know a candidate may become unwell during the examination, the Senior Invigilator will aim to seat the candidate near an exit to make them feel more comfortable and to limit the potential disruption to others within the examination room.



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In all cases where a candidate is taken ill during an examination, once the incident has been dealt with, details will be recorded in the examination log book and the Examinations Officer briefed at the end of the examination, as special consideration may need to be applied for – both for the candidate who is unwell and possibly for the other candidates in the room depending on the circumstances and amount of disruption.

If a candidate is present for an examination but they or their parents feel that their performance has been hindered by illness, a signed letter from the candidate's GP should be obtained as soon as possible after the examination, explaining the circumstances, and forwarded to the Examinations Officer for inclusion with an application for special consideration if the school feel that the candidate meets the published JCQ criteria.

## **Student Malpractice**

### **The Headmaster will:**

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form, investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body
- If the irregularity is identified after the candidate has signed the declaration of authentication, submit full details of the case to the relevant awarding body at the earliest opportunity
- Supervise all investigations resulting from an allegation of malpractice
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of College staff, candidates and any others involved

## **Teacher Malpractice**

- The College will carry out an investigation where it is evident that a teacher has helped a candidate with their controlled assessment or NEA beyond the guidelines contained within each specification
- Where there is malpractice, it will be dealt with under the disciplinary policy of the school and the awarding body will be informed

## **Malpractice in Public Examinations**

The College adheres to the JCQ regulations in all cases of malpractice in public examinations.

Bags, books or notes are not allowed in the examination room. Bags etc. should be secured as they would normally be or left in the Dining Hall.





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Mobile phones, pagers, organisers, music players, headphones, smart watches or any type of electronic communication or storage device are not allowed in the examination room or into any room being used for 'Secure Supervision' either before or after an examination.

Mobile phones must be switched off before candidates enter the Dining Hall, and must be handed to the member of staff taking the register in the dining hall for safe-keeping. At the end of the examination it can be collected from reception. Only mobile phones will be looked after in this way.

The College cannot take any responsibility if they are lost/damaged or stolen. If a mobile phone, smart watch, pager or any other electronic communication device is found in a candidates possession during an examination or during secure supervision then the device will be taken from the candidates and a malpractice report made to the appropriate examination board. No exceptions will be made.

## **Food and Drink in the Examinations Room**

A drink of water in a clear plastic bottle, with the label removed may be allowed to be taken into the examination room. Candidates will not be allowed to leave the examination room to refill a bottle of water, and invigilators cannot leave to do this either.

Chewing gum and any other food or drink is not allowed in the examination room and may be confiscated.

## **Toilet Breaks**

Candidates will not be allowed to leave the examination room for a toilet break if the examination is less than 2 hours in duration. Candidates should always make sure to go to the toilet before they line up to enter the examination room.

Toilet passes will be issued to candidates who produce a medical note or a note from a parent notifying the College of a problem. This note should be presented to the Examinations Officer.

## **Application of Special Consideration**

Special Consideration can only be applied for a candidate if something has seriously affected their performance on the day of an examination. Examples of acceptable reasons for application are a bereavement of a close family member or friend, injury, illness with the evidence of a doctor or medical note.

## **Results**

GCSE and A Level results day dates will be published in the Candidate Examination Handbook prior to the first examination, in addition to the College's Senior School diary for that term.

## **Certificates**

Certificates are issued if you achieve grade 9 to 1/ Pass, Merit, Distinction at GCSE, or A to E at AS/A2 level. These arrive in the College during November after the examinations, with certificates presented at a formal ceremony to Years 11 and 13.



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Certificates will be retained for a minimum of 12 months before they are securely destroyed. Any destruction of certificates will be documented.



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Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Timetabling</b>			
Controlled assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. at the start of the academic year)	Plan dates in consultation with school calendar – negotiate with other parties	HoD's Deputy Head Pastoral Exams Officer
Too many controlled assessments and NEA close together across GCSE subjects	Plan controlled assessments and NEA so they are spaced over the duration of the course	Space controlled assessments and NEA to allow candidates sometime between them	HoD/HoF Deputy Head Academic
<b>Accommodation</b>			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessments and NEA	Use more than one classroom or multiple sittings where necessary	Deputy Head Academic / HOD Site Team
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / College facilities		Deputy Head Academic / HoD Site Team

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Downloading awarding body set tasks</b>			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	HoD Tech Support Exams Officer
Teaching staff unable to access task details	Test secure access rights ahead of controlled assessment and NEA schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment and NEA schedule	Exams Officer



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Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Exams Officer
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons)		Plan alternative session(s) for candidates	HoD Deputy Head Academic
<b>Example risks and issues</b>	<b>Possible remedial action</b>		<b>Staff</b>
	<b>Forward planning</b>	<b>Action</b>	
<b>Control levels for task taking</b>			
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	HoD/HoF
<b>Supervision</b>			
Student study diary/plan not provided or completed*	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	HoD/HoF
Teaching staff do not understand that the supervision of controlled assessments is their responsibility	Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments		HoD/HoF
A suitable supervisor has not been arranged for an assessment where teaching staff are <b>not</b> supervising	A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification		HoD/HoF Deputy Head Academic / Director of Studies(cover) Exams Officer

\* Not all GCSE controlled assessments will require the completion of a study diary or study plans



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Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Task setting</b>			
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	HoD/HoF
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	HoD/HoF
<b>Security of materials</b>			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	Exams Officer
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	Exams Officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the College	Exams Officer Bursar

\*\* All tasks whether set by the awarding body or the College **must** be developed in line with the requirements of the specification.

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Deadlines</b>			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Mark what candidates have produced by the deadline  Seek guidance from awarding body on further action	HoD/HoF
Deadlines for marking	Ensure teaching staff are	Seek guidance from	HoD/HoF



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and/or paperwork not met by teaching staff	given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork (Marks can then be processed and submitted ahead of awarding body deadlines)	awarding body	Exams Officer
<b>Authentication</b>			
Candidate fails to sign authentication form	<p>Ensure all candidates have authentication forms to sign</p> <p>Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking</p>	Find candidate and ensure authentication form is signed	HoD/HoF
Teaching staff fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature	<p>Return the authentication form to the teacher for signature</p> <p>Ensure authentication forms are signed as work is marked</p>	HoD/HoF Deputy Head Academic
<b>Marking</b>			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking	Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking
College does not run the standardisation activity as required by the awarding body	Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted	Check with the awarding body whether a later standardisation event can be arranged	HoD/HoF



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## Disability Policy for Examinations

This document is provided as an examinations-specific supplement to the College-wide accessibility policy/plan which details how the College -

*"recognises its duties towards disabled candidates, including private candidates, as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.*

*†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect"*

[Quote taken directly from chapter 5.4 of the current JCQ publication *General regulations for approved centres*]

This policy details how the College facilitates access to examinations and assessments for disabled candidates, as defined under the terms of the Equality Act 2010.

### **The Equality Act 2010 definition of disability**

A definition is provided on page 4 of the current JCQ publication *Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments*.

### **Access arrangements**

Access arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. They allow candidates with special educational needs, disabilities or temporary injuries to access the examinations and assessments without changing the demands. For example, readers, scribes and braille question papers.

### **Reasonable adjustments**

Reasonable adjustments are cases where a candidate who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome the disadvantage. A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements.

### **Facilitating access**

On a candidate by candidate basis, consideration is given to adapting arrangements, adapting materials, the provision of specialist equipment and or the adaptation of standard equipment, the adaptation of the physical environment.

The Learning Support Coordinator (LSC) with support from the teaching staff and members of the Senior Leadership Team will gather evidence to support the needs of the candidate. LSC will work with teaching staff and the examinations officer to ensure that approved access arrangements are put in place for examinations and assessments.



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The LSC is the reviewer and will process the applications online and hold the evidence for inspection purposes for all external examinations.

The Deputy Head (Pastoral) oversees candidates with medical conditions and will speak directly with the candidates, informing the LSC and examination officer if access arrangements are to be required on a case by case basis.

The table provides example arrangements, adjustments and adaptations that are considered to meet the need(s) of a candidate and the actions considered/taken by the College for the purposes of facilitating access.

<b>Example of candidate need(s)</b>	<b>Arrangements explored</b>	<b>College actions</b>
A medical condition which prevents the candidate from taking exams in the College	Alternative site for the conduct of examinations *  Supervised rest breaks	Deputy Head (Pastoral) gathers evidence to support the need for the candidate to take exams at home  Deputy Head (Pastoral) provides written statement for file to confirm the need  Approval for rest breaks confirmed by LSC  Deputy Head (Pastoral) / Head of Section discussion with candidate to confirm the arrangements should be put in place  EO submits appropriate 'Alternative site for the conduct of exams form'  EO provides candidate with exam timetable and JCQ information for candidates Deputy Head (Pastoral) /Head of Section confirms with candidate the information is understood  Deputy Head (Pastoral) agrees with candidate that prior to each exam will call to confirm fitness to take exam  EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials  Invigilator monitors candidate's condition for each exam and records any issues on incident log





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		<p>Invigilator records rest breaks (time and duration) on incident log and confirms set time given for exam</p> <p>Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition</p> <p>EO discusses with Deputy Head (Pastoral) if candidate is eligible for special consideration (candidate present but disadvantaged)</p> <p>EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence</p>
<p>Persistent and significant difficulties in accessing written text and answers in written form</p>	<p>Reader/computer reader*</p> <p>25% Extra time</p> <p>Separate invigilation within the College*</p> <p>Read aloud*</p> <p>Laptop use</p> <p>Exam pen</p>	<p>LSC confirms candidate is disabled within the meaning of the Equality Act 2010</p> <p>Papers checked for those testing reading</p> <p>Computer reader sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded</p> <p>Form 8, signed and dated, with Sections A, B and C completed; kept on file with body of supporting evidence, printed approval from AAO and signed data protection notice. Held securely by LSC</p>



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Significant difficulty in concentrating or anxiety	Prompter Separate invigilation within the College* Read aloud* Supervised rest breaks	LSC gathers evidence to support substantial and long term adverse impairment  LSC confirms with candidate how and when they will be prompted or supported  EO briefs invigilator to monitor candidate and the method of prompting (call out his name to bring his attention back to the paper - confirms requirement for separate room) or support anxiety such as supervised rest breaks
Sensory impairment (Visual, hearing etc)	Enlarged print Braille Facilitating instructions* Seating	LSC confirms candidate is disabled within the meaning of the Equality Act 2010  LSC gathers evidence to support substantial and long term adverse impairment.  Through liaising with candidates and appropriate impairment advisor, LSC confirms with candidate how and when they will be supported and applies access arrangements such as extra time where appropriate.

\*Access arrangements which attract an additional cost will have this cost passed on to the parent.



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## Word Processor Policy

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for Conducting Examinations.

### Purpose of the policy

This policy details how the College manages and administers the use of word processors (including laptops) in examinations and assessments.

### Principles for using a word processor

The College complies with Adjustments for Candidates with Disabilities and Learning Difficulties Regulations and Guidance booklet as follows:

- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question
- Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis
- The use of a word processor is considered and agreed where appropriate at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework
- Candidates are made aware that they will have the use of a word processor for examinations and non-examination assessments (including controlled assessments/coursework)

The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:

- in the classroom; or
- working in small groups for reading and/or writing; or
- literacy support lessons; or



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- literacy intervention strategies; and/or
- in internal school tests and mock examinations

The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.

### **The use of a word processor**

The College complies with Adjustments for Candidates with Disabilities and Learning Difficulties Regulations and Guidance booklet as follows:

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- Only grants the use of a word processor to a candidate where it is their normal way of working within the College
- Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, a medical condition, a physical disability, a sensory impairment, illegible handwriting, planning and organisational problems when writing by hand, temporary medical condition, such as a broken arm)
- Provides access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) components as standard practice unless prohibited by the specification
- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen
- In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script
- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home

### **Word processors and their programmes**

The College complies with ICE 14.20 *Word processors* instructions by ensuring:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable



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- word processors have been cleared of any previously stored data, as must any portable storage medium used
- an unauthorised memory stick is not permitted for use by a candidate
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of College staff
- word processors are in good working order at the time of the examination
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- where a candidate using a word processor is accommodated separately, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates will be present to verify that the work printed is their own
- word processed scripts are inserted in any answer booklet which contains some of the answers
- word processors are used to produce scripts under secure conditions, and if they are not then the College is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet, internet or any other means of communication
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe



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**Laptops**

The College further complies with ICE 14 instructions by ensuring:

- the battery capacity of all laptops is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination
- candidates with fully charged laptops are given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points
- candidates are reminded that their College number, candidate number and the unit/component code must appear on each page as a header or footer
- candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way
- candidates are instructed to appropriately number each page
- candidates are instructed to use a minimum 12pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- where it is possible 'autosave' is set up on each laptop
- candidates are present at the end of the examination when their script is printed off so they can verify that the work printed is their own



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**The criteria St. Joseph's College uses to award and allocate word processors for examinations**

A word processor may be awarded and allocated to a candidate where it is shown that the candidate has a firmly established need, and that it reflects their normal way of working within the College. By not being awarded a word processor they would be at a substantial disadvantage when compared to other candidates.

A candidate may be awarded and allocated the use of a word processor if they have -

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting

Examination compliant word processors will be provided by the IT department in liaison with the Data and Examinations manager, who will securely store them in the Data and Examinations office.

Word processors are set up and checked in the examination room by the Data and Examinations manager before the start of each examination. The security of the examination will be maintained at all times, and all candidates will be supervised in accordance with JCQ regulations.

Senior Leadership Team – March 2021



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## Controlled and Non-Examination Assessments Policy

### Introduction

Controlled assessment is a form of internal assessment where the control levels (High, Medium or Low) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the College and moderated by the awarding body.

Non examination assessments (NEA) measure subject-specific knowledge and skills that cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. The stages are task setting, task taking and task marking.

### Roles and Responsibilities

#### The Deputy Head (Academic) will:

- Ensure, on behalf of the Headmaster, that each department carries out and applies the correct conduct for the assessment in accordance with the instructions issued by the Joint Council for Qualifications (JCQ) and awarding body subject-specific instructions
- Coordinate, where appropriate, a schedule for controlled assessment and NEA to take place
- Map overall resource management requirements for the year. As part of this, resolve:
  - Clashes/ problems over the timing or operation of controlled assessments
  - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Liaise with the Deputy Head (Pastoral) to ensure all relevant controlled assessment events are included on the calendar of events

#### Heads of Department will ensure:

- The safe and secure conduct of controlled assessment and NEA in their area and comply with JCQ guidelines and awarding bodies' subject-specific instructions
- All marking is standardised
- All teachers in each department understand their responsibilities with regard to controlled assessment and NEA, and are familiar with the contents of the JCQ publication *Instructions for Conducting Controlled Assessment* and the publication *Instructions for conducting Non-Examination Assessments*
- Individual teachers understand the requirements of the awarding body's specification, particularly the level of control required, and are familiar with the relevant teachers' notes, and any other subject-specific instruction





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- There is a clear policy in the department handbook on the carrying out of controlled assessment and NEA and appropriate staff training takes place on an annual basis
- All confidential materials, together with the work produced by the candidates, are stored securely at all times or held in secure storage, defined as a secure locked steel cabinet, a metal cabinet or similar, within the examination office
- Support Staff are given sufficient notice in which to order and prepare materials needed for assessments
- The Learning Support Coordinator is informed about any assistance required for the administration and management of access arrangements
- In the case of formal supervision (high level of control), candidates do not have access to e-mail, the internet, mobile phones or any other electronic devices
- Where videos or photographs/images of the candidates are to be included as part of the controlled assessment consent is obtained from parents
- A log is kept which contains:
  - The date and time of each assessment together with its title
  - The name of the supervising teacher
  - A list of candidates who were present during the assessment
  - A list of any absent candidates
  - A log of any incidents which occurred during the assessment is kept for each assessment

## **Teaching staff must:**

- Comply with the general guidelines contained in the JCQ publication *Instructions for Conducting Controlled Assessments* and the publication *Instructions for Conducting Non-Examination Assessments*
- Understand and comply with the awarding body specification for conducting controlled assessments and NEA, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials, together with the work produced by the candidates, are stored securely at all times
- Supervise assessments (at the specified level of control) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks to the Examinations Officer or directly to the Awarding Body by the date required, keeping a record of the marks awarded



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- Retain candidates' work securely between assessment sessions (if more than one)
- Retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the College
- Staff are encouraged to go through the JCQ *Notice to Candidates (for controlled assessments)* at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice

## **The Examinations Officer will:**

- Enter students for individual units, whether assessed by controlled assessment, NEA, external examinations or on-screen test, before the deadline for final entries
- Enter students' 'cash-in' codes for the terminal examination series
- Take responsibility for receipt, safe storage and safe transmission of candidates' work, whether in CD, digital or hard copy format
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines
- Ensure access arrangements have been applied for
- On the few occasions where controlled assessment cannot be conducted in the classroom due to issues of learning support, arrange suitable accommodation where controlled assessment can be carried out

## **Review of College assessed marking**

The College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

## **The College will:**

- Ensure that candidates are informed of their College assessed marks so that they may request a review of the College's marking before marks are submitted to the awarding body
- Inform candidates that they may request copies of materials to assist them in considering whether to request a review of the College's marking of the assessment



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- Having received a request for copies of materials, promptly make them available to the candidate
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Provide a clear deadline for candidates to submit a request for a review of the College's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing
- Allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline
- Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the College
- Inform the candidate in writing of the outcome of the review of the College's marking
- Ensure the outcome of the review of the College's marking will be made known to the Headmaster. A written record of the review will be kept and made available to the awarding body upon request

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the College, whereas moderation by the awarding body ensures that College's marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### **Appeals against the College's decision not to support a clerical check, a review of marking, a review or moderation or appeal**

Following the issue of results, awarding bodies make post-results services (EAR) available. Full details of these services, internal deadlines of services and fees charged are provided by the Examinations Officer.

If the College or a candidate has a concern and believes a result may not be accurate, an enquiry about the result may be requested through one of three services (Clerical re-check, review of marking, review of moderation (this service is not available to an individual candidate) Written candidate consent is required in all cases and can only be collected after the publication of results.

If the candidate believes there are grounds to appeal against the College's decision not to support an enquiry, an internal appeal can be submitted to the College by completion of the Internal appeals form. The appellant will be informed of the outcome of his/her appeal, before the internal deadline for submitting an EAR.



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Where the College is satisfied after receiving the EAR outcome, but the candidate believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made. If the College proceeds with a preliminary appeal then it will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet.

Candidates or parents/carers are not permitted to make direct representations to an awarding body

## ***Complaints and appeals procedure***

Please refer to the College's Complaints policy.



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## Internal appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the College's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

FOR COLLEGE USE ONLY	
Date received	
Reference No.	

<b>Name</b>		<b>Candidate name</b> if different	
<b>Awarding body</b>		<b>Exam paper code</b>	
<b>Subject</b>		<b>Exam paper title</b>	

Please state the grounds for your appeal below

*(If applicable, tick below)*

- Where my appeal is against an internal assessment decision I wish to request a review of the College's marking  
*If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

Candidate signature:

Date of signature:

**This form must be signed, dated and returned to the Examinations Officer on behalf of the Headmaster to the timescale indicated in the relevant appeals procedure**



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## External Candidate Policy

St. Joseph's College will only accept External Candidates for GCSE and A-Level examinations if they have been previously enrolled with, or have a strong connection with the College.

### Examinations Available to Private Candidates

Please note that we are only able to accept entries for examinations by the following awarding bodies: AQA, Pearson Edexcel and OCR.

Examinations requiring coursework, practical or speaking elements should be discussed with the College's Data & Examination Manager.

External Candidates are asked to read this section of the College's Examination Policy before completing the External Candidate Booking Form.

### Fees and Deadlines

The College may charge an admin to process your entries, in addition to awarding body entry fees. The College should be notified of your intention to enter by the second week in January to allow the College to meet deadlines set by the awarding bodies.

### Completing the Booking Form

You must ensure that all information on the booking form is complete and correct, as it will represent your instructions to us for your examination entries. Please also ensure you enter all cash-in codes for A levels, and appropriate tiers (Foundation or Higher) as required for GCSEs to enable us to make your entries.

It is essential that a UCI number is provided by the candidate, as examination boards will no longer accept entries for candidates without these. If you are unsure of your UCI number please contact your previous school's Examinations Officer.

In addition to the completed booking form we will require a form of photographic ID.

### Access Arrangements

If you have received access arrangements for examinations in the past, and wish to continue with these whilst sitting examinations at the College, we will require you to contact your previous school's Exams Officer to arrange for the relevant evidence to be sent to the Data & Examination Manager. Only on receipt of this information will we be able to process an application for the relevant access arrangement.

Please note that for certain access arrangements where additional invigilation is required, an additional fee may be charged.

### On The Day of The Exam

Morning examinations start at 9.00am and afternoon examinations start at 2.00pm prompt. Candidates must arrive at the College at least 15 minutes prior to the examination start time and report to the Main Reception.



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## **Results**

Private Candidates are welcome to collect their results from the College on the same day as our own candidates. Uncollected results are posted home after 1pm on results day.

## **Questions or Problems?**

If you have any queries or would like to discuss further you should contact the Data & Examination Manager.



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### External Candidate Booking Form

Please complete this form to ensure that we have all the details required to complete your exam entry to the awarding bodies. You should return this form by post to the Data & Examinations Manager or email to [rich.clements@sjcr.org.uk](mailto:rich.clements@sjcr.org.uk)

<b>1. Candidate's personal details</b> (Please use block capitals)	
Title (eg. Mr, Miss, Mrs, Ms, Dr)	
Full Name	
Gender	
Date of Birth	
UCI Number	
Previous Centre Name	
Previous Centre Number	
Full Address	
Post Code	
Telephone Number	
<b>2. Exam details</b> (Please use block capitals)	
Qualification (GCSE, A-Level)	
Subject	
Awarding Body (Exam board)	
Component Code	
Exam Series and Year	June 2022





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Did you have Access Arrangements in your previous Centre? (Yes/ No)	
<b>3. Candidate Declaration: The information contained in this form is true and correct to the best of my knowledge.</b>	
Candidate Signature:	Date:

To see how we comply with the General Data Protection Regulations please refer to our Privacy Notices and Policies at <https://www.sjcr.org.uk/434/information/parent-handbook-and-policies>



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## Emergency Evacuation Policy for Examinations

This policy is addition to the College's critical incident policy which should also be referred to for incidents.

This policy details how the College deals with an emergency evacuation of the examination room(s) or the partial/full lockdown of the College site, by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

### Fire or emergency situation

In the event of a fire or emergency situation the alarms will sound throughout the College.

On hearing this alarm:

- The examination officer will go to the examination room to oversee the evacuation
- Invigilating staff should stop the candidates from writing
- Invigilating staff should collect the attendance registers **(in order to ensure all candidates are present)**
- All candidates to leave all question papers and scripts in the examination room
- Candidates should vacate the building, supervised as closely as possible, by the nearest safe escape route and assemble at the Fire Assembly Area on the Top Field
- Candidates will line up in candidate number order away from all other College students on the Prep side of the Top Field
- Candidates should remain under examination conditions at all times and must not speak with anyone, or they risk malpractice
- Invigilating staff should make a note of the time of the interruption and how long it lasted and always allow the candidates the full working time set for the examination
- Make a full report of the incident and of the action taken, and send to the relevant awarding body

### Procedure for handling bomb threats

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>



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## Lockdown

In the event of a site lockdown the College Staff will be alerted to the activation of the lockdown procedure plan by a recognised signal, transmitted throughout the school via the school bells, school radios and repeated verbally. This verbal signal will be:

### **LOCKDOWN, LOCKDOWN, LOCKDOWN**

On hearing this signal:

- The Examination Officer will go to the examination room to oversee the lockdown and be a line of communication throughout
- All candidates and invigilating staff should remain in the examination room
- The Site Team are to ensure all external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Invigilating staff should stop the candidates from writing, until further instruction are provided by the Examinations Officer to continue
- Invigilating staff should make a note of the time of the interruption and how long it lasted and always allow the candidates the full working time set for the examination
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.
- Invigilating staff should ensure that candidates remain in examination conditions at all times, or they risk malpractice
- If it becomes necessary to evacuate the building, the fire alarm will be sounded and standard fire evacuation procedures followed

Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full lockdown signifies an immediate threat to the school and may be an escalation of a partial lockdown. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, pupils sit quietly out of sight (eg. under desk or around a corner).



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### **Invigilation emergency evacuation procedure for examinations**

The invigilator **must** take the following action in an emergency evacuation such as a fire alarm:

- Stop the candidates from writing
- Collect the attendance register (**in order to ensure all candidates are present**)
- Evacuate the examination room in line with the instructions given by the appropriate authority
- Advise candidates to leave all question papers and scripts in the examination room
- Candidates should leave the room in silence and under examination conditions
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room under examination conditions
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and of the action taken, and send to the relevant awarding body



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## **Policy with respect to staff involvement with public examinations**

St. Joseph's College has a duty, as a registered Examination Centre for one or more of the UK awarding organisations (exam boards), to uphold the integrity of public examinations. As with other instances of examination maladministration, the sharing of confidential material relating to any current or future ("live") public examination series by any member of staff is prohibited by the Conflict of Interests policies of the exam boards and is likely to constitute gross misconduct.

All staff should seek permission from the Headmaster prior to undertaking any role for an examination board.

Staff engaged by exam boards in various capacities for the setting, marking, moderating and reviewing of public examinations may also be involved in delivering the same examination specifications to pupils at the College. Such staff must remain neutral at all times both with their colleagues and the pupils and must act with the utmost integrity, taking care to manage the potential conflict of interest by ensuring that the examination security is not breached in any way.

All staff must treat as confidential the identity of colleagues involved in examining and must not discuss or speculate on such topics with pupils.

Any member of staff who is concerned about the integrity of an aspect of the public exams process should raise these concerns with the relevant authority in the exam board/JCQ/regulator. Concerns raised about the conduct of exams at the College should be raised with the Headmaster. If a concern relates to the Headmaster, then the Chair of Governors should be contacted.