



ST JAMES
Senior Girls' School

Examination Policy

St James Senior Girls' School

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Aims

It is the aim of the School that pupils are given thorough preparation to enable them to sit their GCSE and A Level examinations.

Revision skills and exam techniques are developed throughout the School starting in Year 7. See Assessment Policy for further details.

For procedural information on the following, see attached Appendices.

External/Public Examinations:

1. Instructions for Examination Supervisors
2. Emergency Evacuation Procedure
3. Examination Contingency Plan

Principles of Conduct for Internal Examinations

The following instructions are used:

Procedures and Principles of Conduct during Examinations

For the sake of clarity for the pupils and for training in examination procedures it is important that everyone follows the same procedures.

1. The classroom should be set up in such a way that there is space between the desks and little opportunity for pupils to see another's work.
2. Where possible the desks should face the same direction.
3. Only equipment required for the examination should be on desks. A list should be kept of pupils who fail to bring the right equipment.
4. No pencil cases should be taken into the examination and no ink killer is to be used.
5. Any mobile phones and smart watches should be handed in: failure to do this will result in disqualification.
6. All bags should be put at the back of the room.
7. Pupils should go to the toilet before the papers are given out.
8. Read the instructions carefully and make sure that everything is available.
9. Question papers should be placed on desks face down and left until the start of the examination.
10. At the start of the examination, the start and finishing times should be written on the board. Remember to calculate and allocate extra time.
11. Pupils should be allowed approximately five minutes to read through the paper. During this time no one should start writing. It should be included in the overall time and everyone should do it.
12. During this time, the invigilator should read through the paper and check for any errors.
13. Once the examination is under way the invigilator needs to be very vigilant and maintain a wakeful presence and on no account do anything else.

14. Should a pupil need anything during the examination she should raise her hand and the invigilator should go to the pupil and respond to her need. No pupil should leave her seat.
15. No papers to be handed in before 30 minutes of the examination has passed.
16. Pupils should not seek to make contact with anyone in the room. Should this happen or should there be any sign of cheating the invigilator should explain the offence quietly to the pupil in question informing her that she may be disqualified. The pupil should be allowed to complete the paper and a report of the incident should be handed to the Head of Section.
17. At the end of the examination, collect in all the papers and question sheets. Please remember to fill out the access arrangements form for those with extra time or rest breaks.
18. If a pupil finishes early she should read a book (not revision related)
19. Laptops – please make sure the pupils get the laptops in good time. When they finish the exam, they should print and then collect the print outs before closing the program/computer.

At the end of the exam:

Print off typed scripts and collate with the other scripts.

Complete Feedback for Access Arrangements forms for each student with an access arrangement.

INSTRUCTIONS TO PUPILS. (to be read out prior to the examinations)

1. There should be no talking from the start of the examination as indicated by the teacher, until after the scripts have been handed in.
2. All bags should be at the back of the room or as instructed by the teacher.
3. Only the equipment for the examination should be on the desk - no pencil cases and no ink killer.
4. Any mobile phones and smart watches should be handed in: failure to do this will result in disqualification.
5. A reading book should be under the chair for use should you finish early.
6. You may not call out.
7. You should put up your hand if something is dropped or more paper is required.
8. Cheating will result in a pupil receiving no marks. You should not turn around or seek to make contact with anyone in the room.
9. If there is a genuine query write a note on the paper for the member of staff concerned explaining what is not understood and why.
10. You may not hand in scripts during the first half hour of the examination.
11. No one is allowed to leave the room until all are finished.
12. When the paper is turned over, everyone should spend the first five minutes reading through the whole question paper. The invigilator will indicate when you can start writing.
13. If you are using a laptop, remember to save and print the work and collect it at the end of the exam, before closing the computer/program.
14. If you have extra time, please change pen colour when you are in extra time and embolden the text if using a computer.
15. If you have rest breaks, your papers will be taken away from you during the break and returned when the break is finished.
16. Read a book if you finish early.

External/Public Examinations

For all external examination procedures please refer to the 'ICE' booklet - 'Instructions for conducting examinations':

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Malpractice and Plagiarism

Pupils at St James receive training from their subject teachers and from the School Librarian in the following areas in order to encourage academic honesty:

- What constitutes plagiarism
- How to become effective researchers using both printed material and the internet
- The importance of referencing sources and the means by which to do so
- The penalties that will be applied both internally and externally if plagiarism is detected in a non-examination assessment. These penalties are also made known to parents of GCSE and A Level examination candidates at the start of their respective courses.

Candidates submitting non-examination assessments are required to sign a 'Declaration of Authentication' form provided by each exam board.

Policies and procedures for suspected malpractice and plagiarism in examinations and assessments can be found here: <http://www.jcq.org.uk/exams-office/malpractice>

Candidates are issued with information regarding written exams and non-examination assessments from here:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Penalties

If plagiarism is detected in a preliminary draft of a non-examination assessment, the pupil and her parents will be informed. The pupil will be required to redo the piece of work, under supervision, in a detention and will be given a school laptop to work on which will have no connection to the internet.

If plagiarism is detected in a final draft, the pupil and her parents will be informed. The work will be submitted to the exam board with a letter attached stating that we suspect plagiarism.

Assisting Plagiarism

If in the examination room one candidate passed her script to a neighbouring candidate both would be disqualified. There is no difference in principle when dealing with non-examination assessments. The candidate who lends is as liable to disqualification as the one who borrows (but no penalty would fall upon a candidate whose work was taken without his/her knowledge).

Entries

The Examinations Officer (EO) will give Head of Departments (HoDs) a check list and it is the responsibility of the HoDs to ensure candidates are entered for the correct exams. Any changes must be made in writing to the EO.

External / Private Candidates

The school will not accept external/private candidates with the exception of past pupils and adults being entered for Sanskrit. Candidates are required to provide some form of identity e.g. passport.

Fees

The EO is responsible for submitting fees information to the Bursar for invoicing to parents. The EO will send a letter to parents showing a breakdown of the exam fees.

Access Arrangements including extra time (please see Access Arrangements Policy)

Our centre seeks to comply with the Equality Act 2010 and fully supports disabled candidates. This includes our duty to explore and provide access to suitable courses and submit applications for reasonable adjustments for disabled candidates. For further information, please see the SEND Policy.

Some pupils qualify for access arrangements including extra time in their formal examinations if either they have had a HCPC registered educational psychologist's assessment that demonstrates a learning need or the SENDCO has assessed for access arrangements including extra time. Some access arrangements, such as rest breaks, are granted by the SENDCO when the pupil's learning needs become apparent. In most cases, the access arrangement is in place for the pupil's mock exams and is the pupil's normal way of working.

A list of pupils entitled to access arrangements is distributed to all staff by the SENDCO at the beginning of the examination period.

A record of the actual time a pupil takes in each subject is kept so that the situation is carefully monitored by the SENDCO. If it is clear that a pupil does not need the extra time, it may not be offered on the next occasion. This is used as evidence of need when applying for access arrangements for external examinations.

All access arrangement applications for eligible pupils are made by the EO following the guidance found at:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

Any educational psychologist providing an assessment needs to be registered by the HCPC; we also keep copies of their certificates to practise on file, for inspection purposes. Any EP report for existing pupils is initiated by the SENDCO in consultation with parents. An up-to-date assessment, indicating the need for extra time, must be in place before the pupil sits any external examination. The EO and SENDCO liaise on:

- where the reports will be kept (for any visiting Examinations Inspector)
- ensuring that provision is made for extra time in the examinations

The SENDCO is the person responsible for granting all access arrangements, including for medical conditions. The SENDCO also grants access arrangements to pupils with SEMH needs such as anxiety and stress, in consultation with the Deputy Head (Pastoral).

A separate room and invigilator are required for anyone using a human reader and/or scribe and the invigilator will have received training by the school (or through their agency) for the purposes of acting as a reader and/or scribe.

If a separate room is requested by parents, this must be for a valid reason, discussed with the SENDCO and parents are asked to pay for invigilation.

Word Processors - see Laptop and Portable Device Policy

Special Consideration

All applications for eligible pupils are made by the EO following the guidance found at: <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

Absence/Late arrival

- Candidates arriving late for examinations must report to the EO. The full amount of time for the examination will be given at the discretion of the EO.
- Candidates who are absent from examinations will be contacted by their Head of Section.

Invigilation

- External Invigilators will be appropriately vetted in accordance with our Recruitment Policy.
- Invigilators must not take any work into the exam room and must give full attention to the conduct of the examination.
- 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 cannot act as an invigilator during the examination.
- If an invigilator suspects a candidate is cheating, they must act and collect evidence before the candidate leaves the examination room.

Overnight Supervision

- Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted.
- Candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.
- The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations.
- The JCQ Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence.

Certificates

- Certificates are sent to pupils by registered post.
- Any unclaimed certificates are kept under secure conditions for a minimum of 12 months from the date of issue. They will then be destroyed in a confidential manner.
- Candidates wishing to receive results after this can apply to the awarding bodies for a Certifying Statement of Results.

Public Examination Procedures

- Instructions for the daily running of examinations are in Appendix 1 – Instructions for Examination Supervisors.
- A timetable will be given to the Estates Team to enable them to set up the correct rooms at the correct times.
- The examination rooms must be fully set up half an hour before the start time or one hour for large exams.
- ‘Warning to Candidates’ and ‘Mobile Phone’ signs must be posted outside each examination room in use.
- ‘Silence’ notices must be posted in the hallways and ‘No Entry’ signs on the door of each examination room in use.
- The Supervisor must make sure that the Invigilator understands:
 - the ‘Emergency Evacuation Procedure’ (see Appendix 2)
 - that they should call the EO or the Supervisor for any query
 - that they should call the EO or the Supervisor if a pupil needs the toilet or feels unwell and needs to leave the room
 - that NO candidate is allowed to leave the examination room before an exam is finished (unless she is the only candidate)

Appendix 1 - Instructions for Examination Supervisors

BEFORE THE EXAM

Collect from exam office:

- Exam box containing “ICE” booklet, stationery, tissues etc.
- Exam papers from filing cabinet (question paper, attendance register, seating plan, postage envelope)
- Exam stationery (answer booklets, formula/data booklets, maths equipment, tracing/graph/manuscript paper)
- Candidate numbers
- Silence and NO ENTRY signs

Check:

- Ventilation
- Clock

Lay out on Invigilator’s desk:

- ICE booklet - *Instructions for conducting examinations*
- Advice for exam invigilators
- Emergency evacuation procedure
- A copy of each question paper - **DO NOT LEAVE UNATTENDED**
- Attendance registers
- Seating plan - completed

Write on board:

- Centre number: 10168
- Date
- Name of examination + subject code
- Exam start and finish times (check for extra timers)

Set out on desks:

- Candidate name and number cards
- Question papers - **DO NOT LEAVE UNATTENDED**
- Any stationery required

ONCE PUPILS ARRIVE

- Check pupils have been to the toilet
- Line up in numerical order
- File into examination room in silence
- Check they have the right equipment
- CLEAR pencil cases
- NO mobile phones
- NO watches
- NO calculator covers
- NO glasses cases
- NO labels on bottles of water
- NO food - including chewing gum
- NO writing on hands, legs etc

REMIND INVIGILATOR TO TURN MOBILE PHONE TO SILENT

DURING THE EXAM

Start the exam:

- Go through instructions for each question paper - include any erratum notices
- Pupils to fill in the front of question/answer booklet
- PAUSE
- Start examination and write times on board
- Fill in and SIGN attendance register

During the exam:

- Pupils should not turn around or seek to make contact with anyone in the room
- If something is dropped on the floor, candidates should put up their hand
- Be aware of time, especially finishing times and where several papers are involved
- Do not allow pupils to leave before finish time
- Extra timers must stay until the end of the extra time (unless they are the only one)
- If a pupil needs the toilet or feels ill, call Exams Officer who will take her out

Laptops:

- PRINT to EXAMS OFFICE (or Find_Me_Mono in Sixth Form Centre – CODE 3321)
- Pupils must wait in Exam room until Exams Officer brings printing

Rest breaks:

- Only 3 breaks of 5-10 minutes per exam (5 for those with 50%)
- Exam paper must be removed from pupil during break and laptop half closed
- Pupil may not leave the room unless they need the toilet
- Complete REST BREAK sheet and place new finish time on pupil's desk

AFTER THE EXAM

End the exams:

- Collect in all papers - in numerical order
- Put in postage envelope together with top copy of attendance register - DO NOT SEAL
- Fill in codes and number of scripts on envelope
- Return all equipment to examination box
- Remove exam signs from outside the exam room
- Take exams, copy of attendance register, seating plan, spare stationery to exam office
- Place exams in post tray in cupboard
- Put copy of attendance register and seating plan in front folder of exam filing cabinet
- Candidate numbers back in order
- Spare question papers to be left in exams office for 24 hours

Appendix 2 - Emergency Evacuation Procedure for Examinations

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- 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 gather separately from the rest of the school in Marcus Garvey Park.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the 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.

Appendix 3 - Examination Contingency Plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at St James Senior Girls' School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

This plan complies with JCQ general regulations (section 5) in that:

The centre agrees to have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the Head of Centre, Deputy Head (Academic), examinations officer or SENDCO be absent at a crucial stage of the examination cycle.

In the event that both the Head of Centre and the Deputy Head (Academic) are absent from school, the Head of Sixth Form (or another member of the SMT in her absence) will take responsibility for the oversight of examination administration.

Causes of potential disruption to the exam process

1. Exams Officer extended absence at key points in the exam process (cycle)

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

Planning:

- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited and trained

Entries:

- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams:

- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time:

- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration

- candidates' scripts not dispatched as required to awarding bodies

Results and post-results:

- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

Centre actions:

- Exams Officer to have documented procedures manual(s) in place
- SLT to nominate a 'deputy' to cover a role/task
- Exams Officer to ensure essential information is available to Deputy Head (Academic)

2. SENDCO extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

Planning:

- candidates not tested/assessed to identify potential access arrangement requirements
- evidence of need and evidence to support normal way of working not collated

Pre-exams:

- approval for access arrangements not applied for to the awarding body
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained

Exam time:

- access arrangement candidate support not arranged for exam rooms

Centre actions:

- SLT to arrange employment of the services of an approved assessor for the period of assessment of the cohort.
- Exams Officer to perform administration for pre-exams and exam time arrangements.
- SLT to nominate a 'deputy' to cover role/task should the SENDCO be absent for a prolonged period of time.

3. Teaching staff extended absence at key points in the exam cycle

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in:
 - candidates not being entered for exams/assessments or being entered late
 - late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- SLT to arrange a "deputy" within the faculty concerned at the earliest opportunity. They would take up all the necessary roles within the faculty to ensure the above all occur.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan:

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

Centre actions:

- Exams Officer to keep abreast of the planning, hiring, training etc. of all invigilators at least 2 months prior to the recruitment phase. On the day of the exams, if there is an invigilator shortage, staff would have to be deployed to cover for absence.

5. Failure of IT systems

Criteria for implementation of the plan:

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time
- Extended school internet failure at above times
- Failure of laptops

Centre actions:

- Exams Officer to access directly secure online aspects of individual awarding bodies' website to complete the tasks remotely, if necessary, using 4G or 5G wireless networks or other appropriate internet access.
- Laptops to be replaced

6. Disruption of teaching time - centre closed for an extended period

Criteria for implementation of the plan:

Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

Centre actions:

- The centre will communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- The centre takes advice from government if the issue is a national one.

7. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan:

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue.
- The centre to communicate with parents, carers and candidates regarding solutions to the issue.

8. Centre unable to open as normal during the exams period

Criteria for implementation of the plan:

Centre unable to open as normal for scheduled examinations

Centre actions:

- Examination boards concerned would be contacted immediately and advice obtained acted upon.
- Senior Boys' School could be used as an alternative centre.

9. Disruption in the distribution of examination papers

Criteria for implementation of the plan:

Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions:

- The centre to communicate with awarding organisations to organise alternative delivery of papers.
- Centre would act upon advice offered by JCQ.

10. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan:

Delay in normal collection arrangements for completed examination scripts

Centre actions:

- Scripts to be stored in secure exam cupboard.
- Exam office keys held by Exams Officer and PA to Head of Centre (2 sets).
- Exams Officer's office must be locked when unoccupied.
- The centre to communicate with relevant awarding organisations at the outset to resolve the issue.

11. Assessment evidence is not available to be marked

Criteria for implementation of the plan:

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

- To reduce this risk, active scripts remain on site for the absolute minimum time.
- It is the responsibility of the head of centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.

12. Centre unable to distribute results as normal

Criteria for implementation of the plan:

Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions:

- Contact to be made immediately to the awarding bodies about alternative options.
- Senior Boys' School could be used as an alternative centre.

Signed by:	Hugh Venables Chair of Governors
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Date for next review of this policy	Autumn 2022
Policy owner (SMT)	Deputy Head (Academic)