



# Public Exams Policy 2024-2025

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**MORE  
HOUSE  
SCHOOL**

KNIGHTSBRIDGE

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The purpose of this examination policy is to **ensure**:

- the planning and management of examinations is conducted efficiently and in the best interest of candidates and in accordance with the Joint Council for Qualifications (JCQ) guidelines
- the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

This examination policy will be reviewed as necessary by the Head of Centre (the Head) and the Examinations Officer.

Heads of centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

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

# 1. Examination responsibilities

## Head of Centre:

Overall responsibility for the School as an examination centre.

- Advices on appeals and re-marks
- Responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*
- Must ensure that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments.
- Must ensure that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system.

## Examinations Officer:

- Manages the administration of public examinations and assists with the analysis of examination results
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework and NEA (non-examined assessment) are completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all examination papers and completed scripts
- Administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- Identifies and manages examination timetable clashes
- Reports to the Bursar expenditures relating to all examination costs/charges
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their examinations.

## Head, Director of Studies and Head of Operations:

- Organises invigilation and rooming for all examinations

- Manages the analysis of results and reports to the Head of Centre
- Organisation of teaching and learning
- External validation of courses followed at key stage 4 / post-16.

### **Head of Department:**

- Informs Examinations Officer of course details and candidates with any amendments in line with fixed deadlines
- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of coursework and NEA mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

### **Teachers:**

- Notify HOD of any concerns regarding access arrangements (ASAP after the start of the course)
- Submission of candidate names to Heads of Department.

### **Head of Department for the Support of Learning:**

- Provide Examinations Officer with sufficient documentation to process applications for access arrangements
- Identification and testing of candidates' requirements for access arrangements
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims
- Administration of access arrangements Invigilators
- Accepting examination papers and other material from the examinations officer before the start of the examination
- Invigilation according to JCQ and Centre regulations
- Collection of all examination papers in the correct order at the end of the examination and their return to the School office, Head of Operations or Director of Studies.

### **Candidates:**

- Confirmation and signing of entries
- Understanding coursework and NEA regulations by signing a declaration that authenticates the coursework and NEA as their own.

### **Administrative staff:**

- Posting of examination papers.

## 2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the **Head of Centre**.

The statutory tests and qualifications offered are **GCSE, International GCSE, Level 3 Extended Project, A levels, Cambridge Technicals** and **AEA**.

The subjects offered for these qualifications in any academic year may be found in the Centre's published handbooks for that year, issued in September of the previous year for A level and March of the year in question for GCSE. Any further changes will be decided by the Head, the Subject leaders, the Deputy Head and the Examinations Officer.

### **At key stage 4:**

All candidates will be entitled, and enabled, to achieve an entry for GCSE and International GCSE qualifications from an external awarding body. Decisions on whether candidates should not take an individual subject will be taken in consultation with the candidates, parents, subject teachers and Head of Centre

### **At post-16:**

All candidates will be entitled, and enabled, to achieve an entry for one or more A Level, Cambridge Technical and/or Level 3 Extended Project qualifications from an external awarding body. Decisions on whether candidates should not take an individual subject will be taken in consultation with the candidates, parents, subject teachers and Head of Centre

## 3. Examination seasons and timetables

### Examination seasons

External examinations are scheduled in June, with GCSE English and Mathematics resits available in November or January.

Which examination series are used for re-taking GCSE English or Mathematics in the Centre is decided by the Head of Centre, Heads of Subject and the Heads of Department.

### Timetables

The Examinations Officer and Head of Operations will circulate the examination timetables for external examinations once these are confirmed. They will also be available on iSAMS and on the Parent Portal.

### Examination contingency day

In the highly unlikely event that there is national disruption to a day of examinations in Summer 2025, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, **up to and including the contingency day on Wednesday 25th June 2025.**

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements.

## 4. Entries, entry details, late entries and retakes

The centre will not enter candidates for a qualification at the same level and in the same subject multiple times in the same series (e.g. by entering a candidate for the same subject qualification with different awarding bodies). For example, a candidate must not be entered for AQA GCSE Mathematics and OCR GCSE Mathematics in the same series. This is to manage the increased risk of security breaches due to inappropriate timetable variations and is also generally in the interests of candidates to avoid detrimental effects

### Entries

- Candidates are selected for their examination entries by the Heads of Subject and the Heads of Department. A candidate or parent/carer can request a subject entry, change of level or withdrawal.
- The Centre does not generally accept entries from external candidates unless the candidate is known to the School or at the discretion of the Head of Centre.

### Late entries

- Entry deadlines are circulated to Heads of Department and Subject Leaders via the notice board and staff meetings
- Late entries are authorised by Heads of Subject, Heads of Department and Examinations Officer. There is a fee for late entries and changes

### Retakes

- Candidates who do not achieve grade 4 or above in GCSE English or grade 4 or above in GCSE Mathematics will have the opportunity to retake these examinations in the VI<sup>th</sup> form. This decision is made in consultation with the Head of Sixth Form, Examinations Officer and Head of Centre. These are possible in the winter exam period.
- Candidates are allowed to retake A Level examinations during the next available examination period at the discretion of the Head, following consultation with senior staff, parents and the candidate.
- Retake decisions will be made in consultation with the candidates, parents, Head of Centre, and relevant members of staff

*(See also section 5. Examination fees)*



## 5. Examination fees

- GCSE initial registration and entry examination fees are **paid by the candidates**.
- A Level initial registration and entry examination fees are **paid by the candidates**.
- Late entry or amendment fees are **paid by the candidates** unless the change is due to a decision or error made by the Centre.
- Candidates or departments **will not be charged for changes of tier**, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- Candidates **will be expected to pay** any examination costs incurred by the Centre due to the candidate's failure to sit an examination or meet the necessary coursework or NEA requirements.
- Retake fees for first and any subsequent retakes are **paid by the candidates**

*(See also section 4: Retakes).*

- Candidates **must pay the fee** for an enquiry about a result (or any other post-results service) except where the Head makes a special allowance.

*(See also section 11.2: Enquiries about results [EARs])*

## 6. The Disability Discrimination Act (DDA), special needs and access

### DDA

The Disability Discrimination Act 2010 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### Special needs

- A candidate's special needs requirements are determined by the Head of Department for the Support of Learning, doctor, educational psychologist / specialist teacher and the Head of Centre.
- The Head of Department for the Support of Learning will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination.
- The Head of Department for the Support of Learning can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

### Access arrangements

- Making special arrangements for candidates to take examinations is the responsibility of the Head of Department for the Support of Learning and the Examinations Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.
- Rooming for access arrangement candidates will be arranged by the Head of Department for the Support of Learning with the Examinations Officer and the Head of Operations.
- Invigilation and support for access arrangement candidates will be organised by the Head of Department for the Support of Learning with the Examinations Officer and the Head

## 7. Estimated Grades

Estimated grades are no longer submitted to the Examination Boards

## 8. Managing invigilators and examination days

### Invigilators

Most invigilation will be carried out by Centre staff.

**Teaching staff are not allowed to invigilate their own subject.**

### Examination days

- The Examinations Officer will book all examination rooms after liaison with the Head of Operations and make the question papers, other examination stationery and materials available for the invigilator.
- The Examinations Officer is responsible for setting up the allocated rooms.
- The lead invigilator will start all examinations in accordance with JCQ guidelines.
- Subject staff may be present at the start of the examination to assist under exceptional circumstances but must not advise on which questions are to be attempted. Permission must be sought from the Examinations Officer or Head of Centre
- In practical examinations, subject teachers may be on hand in case of any technical difficulties
- **Examination papers must not be read by subject teachers or invigilators.** They must not be removed from the examination room before the end of a session. Papers will be distributed to Heads of Department on the following day.

### Emergencies

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/room plan and evacuate the examination room in line with the School policy.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- 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.
- Make a full written report of the incident and of the action taken, and give this to the Examinations Officer who will forward it to the appropriate Board

## 9. Candidates, clash candidates and special consideration

### Candidates

- The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices **apply at all times**. **Invigilators should remind candidates about this and check for smart watches.**
- Candidates' personal belongings remain their **own responsibility** and the Centre accepts no liability for their loss or damage.
- **Disruptive** candidates are dealt with in accordance with JCQ guidelines.
- Candidates may **leave the examination room** for a genuine purpose requiring an immediate return to the examination room, in which case a **member of staff must accompany them.**
- Candidates **may not finish an examination early** except with the permission of the Examinations Officer or the Head of Centre.
- The Examinations Officer will ask the School Office to attempt to **contact any candidate who is not present at the start** of an examination and deal with them in accordance with JCQ guidelines.

### Clash candidates

The Examinations Officer will be responsible for managing arrangements for clash candidates. The Head of Operations will supply staff and space as necessary.

Where a candidate has a timetable clash involving an A-level Further Mathematics or A-level Mathematics examination, a centre cannot move the examination to the morning session. The examination must always be sat in the published afternoon session as per the awarding body's timetable.

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

### Special consideration

- Should a candidate be **too ill** to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the Centre, or the examination invigilator, to that effect
- Any special consideration claim must be **supported by appropriate evidence within five days of the examination**, for example a letter from the candidate's doctor.
- Special consideration is **not appropriate for long term illness.**
- The Examinations Officer will then complete a **special consideration application** to the relevant awarding body.
- The centre must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment.

## 10. Coursework (a.k.a. Controlled Assessment or NEA) and appeals against internal assessments

### Coursework

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date
- **Heads of department will ensure all coursework is ready for despatch at the correct time** and the Examinations Officer will keep a record of what has been sent when and to whom
- Marks for all internally assessed work are provided to the examinations office via iSAMS by the Subject Leaders and the Heads of Department
- Where candidates produce coursework electronically their work must be backed-up regularly and stored securely on the centre's IT system. The centre must implement appropriate information security arrangements (which will include protection against corruption and cyber-attack).

### Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Office, the Staff Handbook and is shown in section 13.5 of this document.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by **1st May** to the Head of Centre at NEA\_Appeals@morehouse.org.uk who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

*(See also section 13.5 for further details)*

## 11. Results, enquiries about results (EARs) and access to scripts (ATS)

The centre will keep results entirely confidential and restricted to the head of centre, examinations office staff and key members of teaching staff within the centre (at the discretion of the head of centre), until the official dates and times of release of results to candidates. The centre should refer to the JCQ publication Notice to Centres - release of results.

### Results

- Results will be published on the Parent Portal and results slips will be available on results days in at the Centre.
- Results are emailed to candidates if they are not collected at the Centre on results days.
- **Results are not given out over the telephone.**
- Arrangements for the School to be open on results days are made by the Head of Centre.
- The provision of staff on results days is the responsibility of the Head of Centre.

### Reviews of Marking

- Reviews of Marking may be requested by candidates in consultation with centre staff if there are reasonable grounds for believing there has been an error in marking. Staff may not request reviews without the permission of the candidates and their parent/guardian. Marks may go down as well as up.
- There is a charge for post-results services

*(See section 5: Examination fees)*

- There is a deadline for these requests.

### ATS

- After the release of results, candidates may ask the Examinations Officer to request the return of papers.
- If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark.
- Centre staff may also request scripts for investigation or for teaching purposes. Written consent of candidates must be obtained prior to the application. The papers should be anonymised before use for teaching purposes.
- Re-marks cannot be applied for once an original script has been returned. There is a deadline for these requests.

## 12. Certificates

- Certificates are presented in person at Prize-Giving or posted (recorded delivery).
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised, in advance and in writing, to do so.
- Certificates are not withheld from candidates who owe fees.
- The Centre retains certificates until they are collected.

## 13. Other Policies and Documents

### 13.1 Public Examination Information for all students

#### CHECK ALL EXAMINATION DATES BEFORE YOU GO ON STUDY LEAVE

- The night before your exam, **check the time carefully** - is it am. or pm.? If you miss an exam, you may well not be given a grade in that subject.
- When you arrive at school, **tick your name on the register** in the hall. Otherwise it will be assumed that you are not here for your exam.

#### **Morning examinations start at 9.00am and afternoon examinations at 2:00pm**

Assemble by **8.45 a.m. or 1.45 p.m. latest.**

- If you arrive late you may be admitted into an exam but the examination board may refuse to accept your script. In your own interest, you may **not** leave an exam early.
- You will be given places in the exam room and these will be indicated by a card with your name and candidate number on it. Please leave these cards on the desk as they will be needed for all your exams.
- When you are inside the exam room there must be **absolute silence**. If you need anything, put up your hand. Do not call out.
- Do your rough work only on proper examination stationery. Cross it through (but leave it legible!) and hand it in with your answers.
- Examination materials:
  - (a) Suitable pens using **black ink**.
  - (b) **Correcting fluid and correcting pens must not be used.**
  - (c) Colours may be used for diagrams or maps. Make sure your coloured pens don't soak through the paper.
  - (d) B or HB pencils must be used for multiple choice papers.
  - (e) Calculators may be used unless forbidden but they **must not be programmable**.No other materials may be taken into the exam room. Pens &c. must be carried in a clear plastic bag or held together with an elastic band.
- Sweets, drinks, chewing gum, mascots, noisy jewellery, calculator cases and **mobile phones, devices and any watches (even if switched off) are not allowed**. On warm days, an unlabelled, clear bottle of water is allowed at the candidate's discretion.
- **Dress sensibly**. Wear two or three layers of clothes so that they may be removed if it gets warmer.
- Do take great care to follow the exam regulations. Disqualification from one examination may result in disqualification from all exams.
- If you have any problems see the Examinations Officer.



## 13.2 Information for invigilators

Year 11, L6 and U6 form tutors should check with the Examinations Officer that pupils are in the School 30 minutes before the start of a paper, using the registers outside the office as a guide. They should inform the office of any absentees, so that the pupils concerned can be telephoned.

Centres must ensure that the testing of invigilators' competence and their understanding of these regulations is **rigorous**. This must also extend to those facilitating an access arrangement.

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### BEFORE THE EXAM starts

1. Be ready in the exam room at **8.50am** or **1.50pm**. Ensure that *silence notices* in your area are visible.
2. **Take NOTHING with you into the exam room**. The only exception is your phone, making sure it is switched to silent, to be used **ONLY** in an emergency to summon assistance.
3. **Check that you have the correct paper**; This must be done by 2 people.
4. Write on the board the exam name and code.
5. Let candidates in.

### BEFORE HANDING the PAPERS

**Complete and sign the attendance register and/or the seating plan**, whichever is provided.

#### Tell the Candidates:

- No more talking.
- Hands up to ask anything and wait for the invigilator to come to you.
- The following must be **handed in**: calculator cases, non-see-through pencil cases, notes inadvertently still in your pocket and **ALL MOBILE PHONES & WATCHES**.
- Food brought into the examination room must be free of packaging and in a transparent container. Drink bottles must be transparent with all labels removed.
- Remember that infringement of the regulations could disqualify you from the paper or the subject.
- Do NOT open the question paper until you are instructed that the exam has begun

### AFTER HANDING the PAPERS

#### Tell the Candidates:

- Check that you have the correct paper.
- Complete your details on the answer book and/or question paper.
- Write in black except for diagrams. **DO NOT** use correcting fluid or correcting pens. When you make a mistake, just cross it out with a single line. Rough work must be on answer sheets or answer books and you should put a line through it when you have finished with it.
- The boards' rules for conducting the exam are displayed in the exam room for reference.

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### DURING THE EXAM

1. **Write start and finish times** on the board.
2. Constant vigilance is required.
3. **Don't look at the question paper** unless a candidate's question is involved. **Do not help yourself to a paper or interrupt the exam to have a look at one.**

*'There is nothing printed on this page'* needs addressing - summon the Examinations Officer.

*'What does this word mean?'* must be politely declined.

4. Issue **only the Additional Answer Sheets as extra paper**. All the working must be done on the exam paper and handed in.
  5. If a candidate arrives **late** for an exam (whether by more or less than half an hour) please **make a note** of the time at which she arrives. She should be given the **full time** for the exam. Please let a Co-Head know if a late arrival may require additional invigilation.
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## FINISHING THE EXAM

1. **No candidate may leave the exam room before the allotted time** for her exam has expired.
  2. Candidates with **extra time** are not required to use said extra time if they are certain that they have finished.
  3. When having two different exams taking place in the same room, If one exam finishes whilst other candidates are still working on the other exam, please simply take the papers from the relevant girls and indicate that they should leave **quietly**.
  4. **Collect the scripts before the girls leave the room**. Scripts and candidate desk labels are to be collected **in candidate index number order**. Make sure that you have **ALL** other materials in the exam room, including laptops used in the exams. As you leave the exam room, please turn around any **silence** notices outside the room.
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## AFTER THE EXAM IS FINISHED

1. All the exam materials, box folder and scripts should be **taken to the office** where they will be locked away. *If no-one is in the office, give the scripts and box folder to the **Examinations Officer, Deputy Head or the Head of Operations**.*
  2. ***Under no circumstances should any examination material be left in the office or anywhere else unattended.***
  3. Heads of Department or Subject Coordinators will be given question papers by the Examinations Officer **24 hours after** the papers have been sent to the examining boards.
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## EMERGENCIES

1. If you need help, dial **102** (staff room) or **200** (office).
2. In the event of a fire alarm or lock-down, remind the girls that they must not communicate with each other and evacuate the room as normal. Scripts should be left where they are but the **attendance register should be taken with you**. Please be careful to note the time you interrupt and restart the exam. Please read Section 25 (page 46) of the 'Instructions for conducting examinations' which is in the examination pack.

Exam rooms are not to be used for any activity without the permission of the Examinations Officer, Head of Centre or SLT. These rooms will have the words **EXAMINATION ROOM** on the door.

All other questions and problems should be addressed to the Examinations Officer or the Head of Centre.

### 13.3 Controlled Assessment (NEA) policy for More House School

- It is the responsibility of each Curriculum Leader to **obtain the controlled assessment** task details from the exam boards.
- The Curriculum Leader should **choose the most appropriate time** for the controlled assessment to take place.
- The Controlled Assessment **may take place during timetabled class time**.
- Departments must plan **when and how the assessment will take place**, taking into account the accommodation and resources required. The Exams Officer should be notified when a high level controlled assessment is taking place.
- Relevant display materials must be removed or covered up.
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- Each student is to keep a research diary where they note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography.
- All assessment materials must be **locked in a suitable secure cabinet** at the end of each session.
- Separate user accounts for exam use must be used for high control level work. These must have **no access to internet** or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected after each session and locked away as in 8 above.
- If a student is **absent**, the teacher must allow that student the chance to make up the time if necessary.
- Entries for controlled assessment must be made at the **appropriate time**.
- **Attendance records** from assessment sessions should be kept by the class teacher.
- Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the School if more than one teacher is involved in the assessment.
- If suspected **malpractice** occurs, the Exams Officer must be informed.
- If a student's work is **lost** within the School, this must be reported to the exam board.
- **Authentication forms must be signed** by the teachers and candidates.
- Access arrangements do apply to controlled assessment.
- The assessment marks must be submitted to the exam board by the appropriate date.
- Candidates' work must be securely stored as in 8 above until all results have been verified.
- Re-sits of controlled assessment may be allowed in the next exam session.
- After the results are published it may be possible to request a re-moderation of the work.

## 13.4 Emergency evacuation procedure for Examinations

The invigilator **must** take the following action in the case of an emergency evacuation of the School.

- Stop the candidates from writing.
- Collect the room plan which is being used as the attendance register.
- Make a note of the time that the evacuation occurs.
- Advise the candidates to leave all question papers and scripts in the examination room.
- Remind the candidates that **they are not to talk**.
- Evacuate the building according to the School's standard procedures, meeting and registering in Hans Place.
- Make sure that the candidates are supervised as closely as possible to ensure that no discussion of the examination takes place.

After the evacuation, the Examinations Officer or the Head will oversee the restart of the examinations. The candidates will be allowed the full length of time to finish their papers.

A full report of the incident and the actions taken will be submitted to the relevant awarding body by the Examinations Officer or the Co-Head.

### 13.5 Information for Candidates: Reviews of Centre Assessed Marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

More House School 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. More House School 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. Appeals may only be made against **the process** which led to the award of the mark.

- More House School will ensure that candidates are informed of their centre assessed marks by **1st May** so that they may request a review of the centre's marking processes before marks are submitted to the awarding body.
- More House School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- More House School will, having received a request for copies of materials, promptly make them available to the candidate.
- More House School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Submissions for a request for a review of the centre's marking must be received before **noon on 4th May**. Requests will not be accepted after this deadline. Requests **must** be made in writing, specifying the area of concern, and submitted by email to [NEA\\_Appeals@morehouse.org.uk](mailto:NEA_Appeals@morehouse.org.uk). A fee of £50 will apply for each appeal; this will be returned if there is an increase in marks awarded due to the appeal.
- More House School will 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.
- More House School will 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.
- More House School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- More House School will inform the candidate in writing of the outcome of the review of the centre's marking. The outcome of the review may result in an increase or a decrease in marks awarded. This will be the mark that is forwarded to the awarding body.
- The outcome of the review of the centre's marking will be made known to the head of centre. 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 centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards.

The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## 13.6 Information for Candidates: Written examinations

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

### Regulations

- Make sure you understand the rules
- Be on time for all your exams. If you are late, your work might not be accepted.
- Do not become involved in any unfair or dishonest practice during the exam.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- You must not take into the exam room:
  - (a) Notes
  - (b) An iPod, airpods, earbuds, a mobile phone, a MP3/4 player or similar device, or a watch.
- Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- If you have a watch, the invigilator will ask you to hand it to them.
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- You must not write inappropriate, obscene or offensive material.
- If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- Do not borrow anything from another candidate during the exam.

### Information

- Make sure you attend your exams and bring what you need
- Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- If you arrive late for an exam, report to the invigilator running the exam.
- If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## Calculators, dictionaries and computer spell-checkers

- You may use a calculator unless you are told otherwise.
- If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) do not bring into the exam room any operating instructions or prepared programs.
- Do not use a dictionary or computer spell checker unless you are told otherwise.
- During an examination a calculator must not be able to offer any of these facilities:
  - a) language translators;
  - b) symbolic algebra manipulation;
  - c) symbolic differentiation or integration;
  - d) communication with other machines or the internet;
- During an examination a calculator must not give access to pre-stored information. This includes:
  - a) databanks;
  - b) dictionaries;
  - c) mathematical formulae;
  - d) text.
- A calculator must not be borrowed from another candidate during an examination.
- Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

## 13.7 Information for Candidates: Non-Examination Assessments

This document tells you about some things that you must and must not do when you are completing your work. When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher.

- In some subjects you will have an opportunity to do some independent **research** into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.
- Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you**

- When producing a piece of work, if you use the **same wording** as a published source you must place quotation marks around the passage and state where it came from. This is called “referencing”.
- You must make sure that you give **detailed references** for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.
- For material taken **from the internet**, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.
- You may be required to include a **bibliography** at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered cheating.**

### Preparing your work - good practice

- If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.
- If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**
- You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.
- Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.
- Do not be tempted to use essays from **on-line essay banks** – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.



- You must not write inappropriate, offensive or obscene material.

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Do not think you will not be caught; there are many ways to detect plagiarism:

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series; and
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

## 13.8 Outlining staff responsibilities: GCSE & GCE controlled assessment

### Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- 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.).
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.

### Heads of Department

- Decide on the awarding body and specification for a particular GCSE/GCE.
- Ensure that a sufficient portion of the overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

### Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). 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 through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work **securely** between assessment sessions (if more than one).
- Post-completion, 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 centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

## **Examinations Office**

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom, suitable accommodation will be arranged by the Head of Operations where controlled assessment can be carried out, at the direction of the senior leadership team.

## **Special educational needs coordinator/additional learning support**

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

## 13.9 Arrangements for handling secure electronic materials

### Centre authorisation

- Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre.
- At least **two** and no more than **six** members of centre staff should be authorised to handle secure electronic materials. Other members of centre staff may assist with printing and collation provided they are under supervision.

### Secure account management

- Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.
- By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.
- Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles. Accounts must be reviewed by the head of centre ahead of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed.
- Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.

### Accessing and printing secure files

- The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.
- The file must be accessed and downloaded **only** for the use of the candidate(s) who have been entered for the examination.
- The file must be **stored locally only** for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.
- Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.
- **Do not create any unnecessary hard copies** of the file, and securely destroy any unneeded hard copies once printing has been completed.
- Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room.
- Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in section
- If a question paper needs to be scanned or photocopied, the exams officer, or a member of staff authorised by the head of centre or exams officer, must take the question paper in a sealed non-transparent envelope to the printer/scanner. The question paper and the copy must be returned to the secure room where they will be placed into the question paper packet, which must be re-sealed and placed back into the centre's secure storage facility.

## **Reporting to an awarding body**

- Report any deviation from these instructions to the awarding body using JCQ Form M2.
- Report any concerns of a potential breach of security to the awarding body immediately.

## 13.10 Risk Management

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Timetabling</b>			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates taking into account the School calendar - negotiate with other parties	Heads of Department Head
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates some time between assessments	Heads of Department Head
<b>Accommodation</b>			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	Exams Officer Head
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		Exams Officer Head
<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	Heads of Department
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	Heads of Department
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	Heads of Department
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Heads of Department
Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide alternative date where necessary, and consult awarding body procedures for dealing with timetabling clashes	Exams Officer Heads of Department

		N.B. retakes of controlled assessment are limited	
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<b>Control levels for task taking</b>			
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Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Heads of Department
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Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	

<b>Supervision</b>			
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Student study diary/plan not provided or completed*	Ensure teaching staff/assessors 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	N/A
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision		Heads of Department
Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising	A suitable supervisor must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification.		N/A

<b>Task setting</b>			
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Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification**	Seek guidance from the awarding body	HoDs Exams Officer
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	HoDs Exams Officer

<b>Security of materials</b>			
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Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	Exams Officer HoDs
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as	Take materials to secure storage	HoDs Exams Officer

	necessary		
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	HoDs Exams Officer
<b>Deadlines</b>			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	Heads of Department
Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body	Heads of Department Exams Officer Head

\* Not all controlled assessment whether for the Diploma or GCSEs will require the completion of a study diary or study plans

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

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Authentication</b>			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	Heads of Department
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	Heads of Department Exams Officer
<b>Marking</b>			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practising of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	Heads of Department



Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	Heads of Department Head
<b>National Emergency</b>			
Due to some national emergency, examinations are unable to take place.	Prepare a contingency plan	Refer to contingency plan	Examinations Officer Head

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**Head of Centre:**  
Ms C Phelps

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**Examinations Officer:**  
Mr J Rodriguez

**Date:** August 2025