



ST MARY'S HIGH SCHOOL, NEWRY

Examination Policy

Revised January 2024

The purpose of this policy is:

- To ensure that the planning and management of external examinations and portfolio assessments/controlled assessments are conducted efficiently and meet the regulations of the Joint Council for Qualifications and relevant Awarding Organisations
- To ensure the operation of an efficient examination system with clear guidelines provided to all relevant stakeholders
- To ensure all students have equality of opportunity in relation to all external examinations and internal assessments
- Outline procedures in relation to conflict of interest and suspected malpractice to protect the integrity of all assessments

Exam Responsibilities

Head of Centre – Miss Crawley (Principal)

Miss Crawley (Principal) as Head of Centre has overall responsibility for the school as an examination centre, this role involves ensuring:

- examination related policies, procedures and plans are in place and regularly reviewed in line with JCQ and Awarding Organisation regulations
- all Key Stage 4/Post 16 courses are fully approved for delivery, on the DE Entitlement Framework
- the National Centre Number Register is updated if necessary each year
- staff involved in the exams process clearly understand their roles and responsibilities
- relevant staff have appropriate training and support in order to facilitate the effective delivery and administration of all examinations and assessments
- centre staff undertake key tasks within the exam process and meet deadlines set by Awarding Organisations
- the effective administration, collation and distribution of all GCSE and Post 16 results including non edi entries.
- confidentiality and security within the examination process compliant with JCQ regulations especially in relation to the receipt, movement and storage of examination papers and confidential material. Awarding Bodies are immediately informed if there are any breaches of such security

- staff act in a professional and ethical manner to avoid cases of malpractice and maladministration. Any cases are fully investigated and Awarding Organisations are informed regarding alleged, suspected or actual incidents of malpractice or maladministration involving students or members of staff
- steps are taken to mitigate any potential risk to the integrity of qualifications ensuring Awarding Organisations are informed of any conflict of interests declared by members of staff
- designated members of staff fulfil the roles of Examinations Officers, Quality Nominee and Learning Support Co-ordinator
- effective and accurate collation and distribution of results and certificates to candidates
- risks to the exam process are assessed and appropriate risk management/contingency plans are in place as outlined in the Examinations Contingency Policy
- internal appeals procedures are in place and applied equally – Internal Appeals Policy
- every student who has additional needs or a disability will be supported through all examination series, ensuring appropriate access arrangements are in place
- procedures are in place for applications to awarding organisations for special considerations
- complaints and appeals procedures are in place regarding the delivery and administration of qualifications – Appeals Policy
- the centre complies with all Data Protection Regulations – GDPR Data Protection Policy.

Senior Examinations Officer - Mr Fitzpatrick (Vice Principal)

Mr Fitzpatrick (Vice Principal) as Deputy Head of Centre has day to day responsibility for the school as an examination centre. This role involves:

- annual review and updating of information from JCQ and Awarding Organisations on administration procedures, key tasks, key dates and deadlines
- review and amendments to examination policies to ensure compliance with JCQ and awarding organisation regulations
- external validation of courses followed at Key Stage 4/ Post-16
- acting as Quality Nominee to ensure consistent high standards of Internal Verification for BTEC/OCN/Cambridge Technical courses
- effective administration, collation and distribution of all GCSE and Post 16 results
- leading whole school exam analysis and target setting procedures
- providing information to the Board of Governors, Principal, Senior Leadership Team, Heads of Department and Class Teachers in relation to all examinations and results achieved
- reporting all suspicions or actual incidents of malpractice to the Head of Centre
- ensuring that a teacher who teaches a subject is not an invigilator during external exams
- registration of all Consortium Arrangements between partner schools
- approve accounts for income and expenditures relating to all exam costs/charges

- prepare and present reports showing results achieved including examination data in the annual Board of Governors Report.
- make applications to awarding organisations for special considerations for students deemed as necessary

Examinations Officers

 Key Stage 4	-	Mr Twohig
 Post 16	-	Mr Fitzpatrick

Each examination officer is responsible for the effective administration, implementation, and monitoring of all examination procedures for their allocated Key Stage, both external examinations and internal portfolios/controlled assessments. Examination Officers:

- annually review updated information from JCQ and Awarding Organisations on administration procedures, key tasks, key dates and deadlines
- liaise with Heads of Department and class teachers to ensure the correct administration of examination entries for each examination season
- manage and train both internal and external invigilators to ensure high standards in the conduct of all examinations including those personnel involved in supporting Access Arrangements
- ensure accurate registration of learners for BTEC/OCN/Cambridge Technical programmes
- provide and confirms detailed data on estimated entries and forecast grades to individual examination bodies
- consult with teaching staff to ensure that necessary coursework/portfolios are completed on time and in accordance with JCQ guidelines
- receive, check and store securely all exam papers, confidential exam materials and completed scripts in accordance with JCQ requirements. All scripts are stored in the secure examinations inner store.
- instructs other centre staff who are involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of exam materials
- liaise with the Learning Support Co-ordinator to administer access arrangements and applications for special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for special considerations and/or adjustments in examinations
- identify and manage exam timetable clashes in accordance with JCQ regulations
- line manage the exam invigilators, providing relevant training, guidance in accordance with JCQ regulations. The examination officers will also monitor the conduct of all invigilators and ensure they have relevant Access NI clearance.
- advise the Senior Leadership Team, subject and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- liaise with the Learning Support Co-ordinator to ensure that all access arrangements are in place in accordance with JCQ regulations

- liaise with all exam invigilators to ensure that all examinations are conducted in accordance with JCQ regulations and necessary paperwork completed.
- report any incident of malpractice to the Head of Centre
- ensure that all exam scripts are stored correctly and dispatched to the relevant awarding body or marker in accordance with JCQ regulations
- submit controlled assessment/coursework marks, track dispatch and store returned material required by the appropriate awarding bodies correctly and on schedule
- ensure all examination rooms are appropriate in accordance with JCQ regulations and the necessary equipment is available to candidates
- arrange for the dissemination of exam results and certificates to candidates and administer, in consultation with the SLT, any appeals/re-mark requests
- distribute relevant examination data to SLT and teachers
- check and distribute examination certificates
- ensure all students and parents receive accurate information in-relation to examination timetables and entries

Heads of Department

- ensure teaching staff undertake key tasks within the exam process and meet internal deadlines as set by the Examinations Officers
- ensure department staff are updated with Awarding Organisation subject and teacher specific information to ensure the effective delivery and assessment of qualifications including attendance at training and support events
- are aware of examination season entries, subject, module and cash-in codes
- provide guidance to candidates who are unsure about exam entries or amendments to entries
- accurately complete coursework mark sheets and declaration sheets
- accurately complete candidate entry and all other mark sheets and adherence to deadlines as set by the exams officer
- ensure that portfolio assessments/controlled assessments are completed in accordance with JCQ regulations and are available for collection by the relevant examinations officer by the set date
- investigate all cases of malpractice in consultation with the Head of Centre
- provide relevant information required for any appeals procedures as outlined in the relevant policy
- ensure a consistent department approach to all internal portfolios/controlled assessments, carryout internal verification/standardisation in accordance with awarding body requirements.
- identify candidates who would benefit from repeats and remarks, offering advice to students.
- act as a subject specific Lead Internal Verifier and nominate an appropriate substitute internal verifier within own department of vocational courses
- apply for department approval for BTEC/OCN/Cambridge Technical qualifications.
- lead the internal appeals procedures within the department

Teachers/Assessors

- undertake key tasks within the exam process and meet internal deadlines set by the Examinations Officers
- keep updated with Awarding Organisation subject and teacher specific information to ensure the effective delivery and assessment of qualifications including attendance at training and subject support events
- identify students who require access arrangements (as soon as possible after the start of the course) and refer to the Learning Support Co-ordinator
- submit candidates' names and details to Heads of Department in relation to examination entries
- complete all necessary paperwork in relation to forecast grades, candidate entries and controlled assessment/portfolio marks
- ensure all candidates in their teaching groups are entered for the correct examination or controlled assessment/coursework units
- conduct all portfolios and controlled assessments in relation to awarding body and JCQ requirements
- ensure all candidates are aware of the rules for completion of portfolios/coursework
- be vigilant to cases of malpractice and report suspicions to the Head of Department
- mark all controlled assessments/portfolios consistently to set guidance from awarding bodies using the set grading criteria. Take part in all internal verification/standardisation practices
- ensure all coursework/portfolios are completed, marked and available for collection by the Head of Department to be forwarded to the examinations officer by the declared deadline
- take part in any internal appeals procedures when necessary
- provide guidance to candidates in relation to enquiries about results.
- identify students who would benefit from repeats and remarks, offering advice to students.
- submit assignment briefs for internal verification of tasks
- in relation to BTEC/OCN/ Cambridge Technical qualifications, display the appeals procedures and pupil tracking sheet in the classroom.
- provide additional student support when necessary in preparation for external examinations and internal assessments/portfolios

Learning Support Co-ordinator/Specialist Teacher – Mrs Mc Cloy

- annually review updated information from JCQ and Awarding Organisations relating to Access Arrangements and Reasonable Adjustments
- lead the Access Arrangements and Reasonable Adjustment process including application for access arrangements using the secure website, collection of supporting documentation to support the request for access arrangements, allocation of readers and examination rooms

- assess students and determine appropriate arrangements for candidates with learning difficulties and disabilities
- present when required by a JCQ Centre Inspector evidence of the assessors qualifications and supporting evidence to support access arrangements and reasonable adjustments for students

Lead invigilator/invigilators

- collection of exam papers and other material from the exams office before the start of the exam
- effective supervision of external examinations in relation to JCQ requirements
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- completion of necessary paperwork e.g. examination rolls, seating plans, 2nd pair of eyes check and other checklists
- report any concerns regarding malpractice to the examinations officer

Candidates

- understand controlled assessment/coursework regulations and sign the declaration that authenticates the work as their own
- completing all portfolios/controlled assessments independently and to the regulations outlined by JCQ and the school
- attend all external examinations on time with the correct equipment and in full school uniform
- follow all examination rules regarding mobile telephones, smart watches, web enabled devices of any kind, use of calculators
- if not satisfied with coursework/portfolio marks to take part in the appeals procedures.

With regards to BTEC/OCN/Cambridge Technical qualifications there are additional roles and responsibilities outlined;

Appendix 1	Role of Examination Officer
Appendix 2	Role of Lead Internal Verifier
Appendix 3	Role of Quality Nominee

Statutory Tests and Qualifications Offered

Qualifications offered by St Mary's are outlined in the Curriculum Pathways for Key Stage 4 and Post 16 and are all on the Entitlement Framework as approved Department of Education qualifications.

Entry Details, Late Entries and Fees

The relevant examination officer will ensure that all Heads of Department are provided with the relevant information in relation to entry codes and entry lists to allow them to make accurate entries for their subject. Candidates are selected for their exam entries by class teachers and checked by Heads of Department. All entry documentation is returned to the Examinations Officer by the deadline set.

The examination officer for each Key Stage is responsible for BTEC/OCN/Cambridge Technical annual registration, candidate entries, administration of results and checking of certificates.

Late entries

Entry deadlines are circulated to all Heads of Department by the examinations officer. Late entries for a group of students can only take place after being authorised by the Principal or Vice Principal.

Exam Fees

The centre will pay all normal exam fees on behalf of candidates. Candidates are required to pay for any repeats, late change of tiers and enquiries about results.

The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

The Disability Discrimination Act 2005 extends to all general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Students with Additional Educational Needs

A candidate's additional needs requirements are determined by the Learning Support Co-ordinator. The Learning Support Co-ordinator will inform subject teachers of candidates with special educational needs who are studying their subject. The Learning Support Co-ordinator will then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

External/Private Candidates

An external or private candidate is someone who takes a qualification at an approved centre but is not currently enrolled as a student there. They maybe home-educated, have studied through a distant learning course or be privately tutored. The policy of St Mary's is to only permit private/external candidates who are past students and have left in the past 2 years. The centre will only agree to enter such candidate/s if the entry is for the same module that current students are sitting.

Access Arrangements

Making special access arrangements for candidates is the responsibility of the Learning Support Co-ordinator. Liaising with the relevant examinations officer the Learning Support Co-ordinator will complete necessary access arrangement applications to the awarding bodies. Invigilation and support for access arrangement candidates will be organised by the Learning Support Co-ordinator with the relevant Exams Officer.

Identity Check

A senior member of staff will check the identity of candidates before entering the examination hall. Any external candidates will be required to provide photographic evidence of identity.

Forecast Grades

The relevant examination officer will distribute documentation to Heads of Department in relation to the completion of forecast grades for awarding organisations. Heads of Department will ensure that all estimations are consistent and reflect the students ability. Forecast grades will be completed online using the relevant awarding organisation portal. Once completed by departments, the centres forecast grades will be submitted by the examination officer to the relevant awarding body.

Controlled Assessments/Portfolio Marks

The relevant examination officer will distribute necessary documentation and information to Heads of Department in relation to the completion of controlled assessment/coursework marks. Heads of Department will ensure that all marks are correctly entered after internal verification/standardisation has taken place. It is the Head of Departments responsibility to ensure that accurate and consistent verification/standardisation takes place in relation to the requirements outlined by the individual awarding organisation. All work must be accurately and consistently marked. The Head of Department must retain copies of all mark sheets together with the outcome of the verification/standardisation process.

The Head of Department/Lead Teacher for each subject will submit required results and information using each awarding organisations secure portal by the set deadline.

Electronic Candidate Record Sheet (eCRS)

The relevant examinations officer is responsible for the accurate registration of lead teachers and components for each subject involved in eCRS. Support will be given by the examinations officer to class teachers involved in the process. The lead teacher for each subject is responsible for the accurate completion of the Electronic Candidate Record Sheets by the required deadline.

Managing Invigilators and Exam Days

External examinations will be supervised by both external invigilators appointed by awarding bodies together with centre staff (teaching and non-teaching).

The recruitment of external invigilators is the responsibility of the Deputy Head of Centre. Securing the necessary access clearance (Access NI) and provision of Child Protection Training for new invigilators is the responsibility of the centre.

All Invigilators are timetabled and briefed by the Examination Officers. External Invigilators' rates of pay are set by the centre administration.

Exam Procedures

- The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Exams will not take place in the classroom where they are taught in. All rooms will be appropriate for the conduct of external examinations and display the necessary notices and warnings to candidates. Each exam room will have a clock.
- The examinations officer will be present for the start and finish of all exams.
- All papers are double checked by two authorised members of staff and the ‘two pair of eyes’ check completed before examination papers are opened.
- The Learning Support Coordinator will ensure appropriate access arrangements for identified students.
- The lead invigilator will conduct all exams in accordance with JCQ guidelines.
- Subject staff may be present outside the exam room before the start of the exam to assist with identification of candidates.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Spare papers are safely stored away and only distributed to Heads of Department 24 hours after the end of the exam.
- A Teacher who teaches a subject will not be an invigilator during external exams for that subject.
- Modified papers will be securely printed before each examination by an authorised member of the administration team with the examinations officer.
- The examinations officer will ensure the safe storage and dispatch of examination scripts. All dispatched scripts will be recorded.

Candidates, Clash Candidates and Special Consideration

Candidates

The centre’s rules on acceptable dress, behaviour and candidates’ use of mobile phones and all electronic devices apply at all times. Candidates’ personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. Once a candidate leaves the examination room they will not be able to return. Candidates wishing to use the bathroom will be escorted to the toilet room by a member of staff and will have no contact with other students or have access to any learning resources.

A member of the administrative staff will attempt to contact any candidate who is not present at the start of an exam. JCQ guidelines will be followed for a candidate who is late for any examination.

Clash Candidates

The exam officer is responsible for making necessary arrangements to accommodate candidates who have examination clashes, implementing JCQ requirements at all times.

Special Consideration

Should a candidate be sick before or during an exam, suffer bereavement or any trauma, or be disadvantaged or disturbed during an exam, it is the candidate's or their parent/carers responsibility to notify the centre, the exams officer, or the exam invigilator, to that affect.

The candidate must support any special consideration claim with appropriate evidence, for example a letter from the candidate's doctor. The candidate or their parent/carer must notify the Examinations Officer within 1 day of an examination if they wish to apply for Special Consideration, applications can only be made after this request has been made.

The exams officer will then forward a completed special consideration form to the relevant awarding body by the deadline for applications.

Use of a word processor for written examinations

A word processor for use in written examinations can only be authorised if it is the candidate's normal way of working within their normal learning environment (excluding use of a word processor to complete coursework). Authorisation can only be applied in the case of a candidate with a learning, physical or medical difficulty which has a proven substantial and long term adverse effect on their ability to write.

Online examinations

Students completing online exams (Business Communication Systems – Unit 1) use temporary secure examination accounts. These accounts are established prior to the exam and are deleted after the publication of results in August.

Internal Assessments

Candidates who have to complete portfolio/controlled assessments should do so by the deadline set by the class teacher/assessor. All work must be original and completed independently.

Heads of Department will ensure all internal assessments are ready for dispatch to the awarding organisation at the correct time. The exams officer will keep a record of dispatch of coursework.

Appeals against Internal Assessments

The centre is obliged to publish a separate policy for candidates who wish to make an appeal in relation to internal assessment marks. The Examination Appeals Policy is available on request from the Examinations Officer.

Malpractice

All those involved in the public qualifications system have a role to play in supporting the appropriate delivery of assessments and upholding the integrity of qualifications. Where malpractice does occur prompt action is taken to safeguard the integrity of qualifications in accordance with JCQ requirements.

‘Malpractice’ and ‘maladministration’ are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. The word ‘malpractice’ covers both ‘malpractice’ and ‘maladministration’ and it means any act, default or practice which is:

- a breach of the Regulations; and/or
- a breach of awarding body requirements regarding how a qualification should be delivered; and/or
- a failure to follow established procedures in relation to a qualification;

JCQ Suspected Malpractice Policies and Procedures apply to all candidates and to the school as a registered examination centres and its teaching staff delivering JCQ awarding body qualifications.

As a registered JCQ centre, St Mary’s High School takes all reasonable steps to prevent malpractice. The school will:

- Ensure that staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified by JCQ and in any further awarding body guidance.
- Ensure that staff involved in the delivery of assessments and examinations understand the key dates and deadlines and that there are robust procedures in place to ensure these are met.
- Ensure that examination officers are appropriately trained, resourced and supported.
- Ensure that exams at alternative sites are conducted in accordance with JCQ ICE requirements.
- Ensure that all staff who manage and implement special consideration and access arrangements are aware of the requirements and are appropriately supported and resourced.
- Ensure that members of staff do not communicate any confidential information about examinations and assessment materials, including via social media.
- Ensure that examination clash arrangements are planned and managed effectively.

- Ensure that staff delivering/assessing coursework or non-examination assessments have robust processes in place for identifying and reporting plagiarism or other potential candidate malpractice.
- Ensure that the centre has a culture of honesty and openness so that any concerns of potential malpractice can be escalated appropriately without fear of repercussion.
- Ensure that all JCQ notices, e.g. Information for candidates, nonexamination assessments, coursework, on-screen tests, written examinations, social media, plagiarism are distributed to candidates prior to assessments/examinations taking place.
- Ensure candidates are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about the introduction of prohibited materials and devices into the assessments, and access to restricted resources.
- Ensure that candidates are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice.
- Ensure that candidates are aware of the sanctions of passing on or receiving (even if the information was not requested) confidential assessment materials. If a candidate receives confidential information, they must report it to a member of centre staff immediately.
- Ensure that candidates involved in examination clash arrangements are aware of appropriate behaviour during supervision, i.e. ensuring that candidates cannot pass on or receive information about the content of assessments, thereby committing candidate malpractice.
- Ensure that candidates completing coursework or non-examination assessments are aware of the need for the work to be their own
- Ensure that once suspected malpractice is identified by a member of staff it must be report directly to the Head of Centre/Deputy Head of Centre

The Head of Centre will:

- Notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in coursework or non-examination assessments before the authentication forms have been signed by the candidate.
- If staff malpractice is discovered in coursework or non-examination assessments, the head of centre will inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s);
- Follow JCQ steps as outlined in JCQ Suspected Malpractice Policy and Procedures document and report malpractice using the appropriate JCQ forms
- Be accountable for ensuring that the centre and centre staff comply at all times with the awarding body's instructions regarding an investigation;
- Ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carer/ appropriate adult is kept informed of the progress of the investigation;
- Ensure that if it is necessary to delegate the gathering of information to a senior member of centre staff, the awarding body's agreement is obtained and the senior

- member of centre staff chosen is independent and not connected to the department or candidate involved in the suspected malpractice. The head of centre should ensure there is no conflict of interest which might compromise the investigation;
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice. This will be in the best interests of centre staff, candidates and any others involved;
 - Make information requested by an awarding body available speedily and openly;
 - Co-operate with an enquiry into an allegation of malpractice and ensure that their staff do so also, whether the centre is directly involved in the case or not;
 - Ensure staff members and candidates are informed of their individual responsibilities and rights as set out in this document;
 - Forward any awarding body correspondence and evidence to centre staff and/or provide staff contact information to enable the awarding body to do so;
 - At all times comply with data protection law;
 - Pass on to the individuals concerned any warnings or notifications of sanctions and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

Artificial Intelligence (AI) Use in Assessments:

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. As artificial intelligence (AI) technology is rapidly evolving, centre staff are increasingly aware of the need to manage the use of Artificial Intelligence in coursework or non-examination assessments to protect the integrity of all qualifications. While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice.

While the potential for student artificial intelligence (AI) misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not. As a registered JCQ centre, St Mary's High School already has established measures in place to ensure that students are aware of the importance of submitting their own independent work for assessment and for identifying potential malpractice.

- In accordance with JCQ General Regulations all work submitted for qualification assessments must be the students' own;
- Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may receive severe sanctions;
- Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice;
- Students must make sure that work submitted for assessment is their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded;

- Teachers and assessors will only accept work for assessment which they consider to be the students' own;
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.
- Candidates completing coursework or non-examination assessments are aware of the need for the work to be their own and the consequences of malpractice including the use of AI, staff will explain to students the consequences of AI misuse including potential disqualification
- Staff will ensure all students sign authenticity declarations before submitting final work
- Staff will communicate with parents/carers about the consequences of AI misuse, including potential disqualification
- Staff will only accept work that is demonstrably the students' own work and will guide students on proper referencing of source material
- The centre will investigate any doubts staff have regarding the authenticity of a student work and take appropriate action
- If an irregularity is discovered (with supporting evidence) by the class teacher/assessor prior to the candidate signing the declaration of authentication form and submission of work, the class teacher will give the student(s) an opportunity to make their work their own that will allow the teacher to authenticate the work as being the student own original submission
- If an irregularity is identified (with supporting evidence) after the candidate has signed the declaration of authentication and the work is submitted, the class teacher will inform the Head of Department and Head of Centre/Deputy Head of Centre. The Head of Centre will submit full details of the case to the relevant Awarding Organisation at the earliest opportunity;
- All irregularities will be responded to speedily and openly, this is in the best interests of centre staff, candidates and any others involved.
- The Principal/Vice Principal will carry out an investigation where it is evident that a teacher has not adhered to JCQ and Awarding Organisation rules and guidelines in relation to conducting internal assessments;
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What students need to know?

- Work submitted for assessment must be their own and reflect knowledge, skills and understanding
- Misuse of AI (copying, paraphrasing, or failing to acknowledge AI-generated content) is malpractice
- AI generated content must be properly referenced and reliance on AI will not earn marks
- AI misuse can lead to disqualification or a ban from future qualifications
- Students must sign a declaration confirming their work is their own. False declarations will have serious consequences
- Examiners and assessors may use AI detection tools to identify AI generated content

Conflict of Interest

Any member of staff who is involved in the examination process and in completing their role may have a conflict of interest must report this to the Head of Centre. The head of centre is responsible for managing all conflict of interests to safeguard the integrity of all qualifications in accordance with JCQ requirements.

Cyber security:

The school uses the C2K computer systems which complies with cyber security requirements based on cyber security best practice. Examination officers in school only access awarding organisations websites using two or multi-factor authentication.

Concerns about the conduct of examinations

Concerns about the conduct of examinations and assessments which lead to a formal qualification from an awarding organisation in St Mary's High School should be raised with the Head of Centre. If a concern relates to the Head of Centre then the Chair of Governors should be contacted. Concerns should be addressed in a reasonable and timely fashion; if they are not, the concern should be escalated in accordance with the school's Whistleblowing Policy.

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Results

Candidates will receive individual results slips on results days either in person at the centre or by post to their home address. Arrangement for the school to be open on results days are made by the exams officer. Results can only be given to candidates or their parent/carer.

Enquiry about Results

EARs may be requested by candidates in consultation with their subject teacher, if there are reasonable grounds for believing there has been an error in marking. Before a request is made candidates must pay the required amount and sign the declaration sheet.

Access to Scripts

After the release of results, candidates may ask subject staff to request the return of their examination script. Centre staff may also request photocopied scripts for investigation or for teaching purposes. Re-marks cannot be applied for once the original script has been returned.

Certificates

Certificates are presented to candidates at the annual Presentation Evening. Any Scripts not collected will be retained by the centre. Certificates may not be collected on behalf of a candidate by a third party.

If past students want replacement certificates they must do so by contacting the examination body independently.

Internal assessments must be securely retained by each department for one year after certification. Candidates can request their coursework within this time from their class teacher.

Related School Policies:

This policy is set within the broader school context and as such should be implemented in conjunction with the following school policies:

-  Curriculum Policy
-  Learning and Teaching Policy
-  Examination Appeals Policy
-  Examination Contingency Policy
-  Internal Assessment and Internal Verification Policy
-  SEN Policy
-  Inclusion and Diversity Policy
-  Complaints Policy
-  GDPR Data Protection Policy

Dissemination of the Policy:

Examination Policies are available on request from the school office.

Monitoring, Evaluation and Review

The Vice Principal, Mr Fitzpatrick is responsible for monitoring, evaluating and reviewing the implementation of the Examination Policy to ensure:

-  the effective implementation of this policy;
-  the policy is updated in light of new developments/requirements from JCQ and Awarding Organisations
-  the implementation of the policy is reviewed and advise the Principal and SLT on a regular basis.

Signed by Chair of Governors: _____

Date: _____

Signed by Principal: _____

Date: _____

Date of Review: __January 2027_____

Appendix 1

Role of Examination Officer

The examinations officers are responsible for the correct administration of:

- Edexcel/Pearson BTEC qualifications. This officer acts as the administrator for Edexcel Online.
- OCN NI qualifications. This officer acts as the administrator for QuartzWeb.
- OCR Cambridge Technical qualifications. This officer acts as the administrator for OCR Interchange.
- CCEA Occupational studies. This officer acts as the administrator for CCEA Central Login and acts as an intermediary where appropriate between the school (admin centre) and the teaching centre, if pupils are attending courses off site.

Responsibilities

- Liaise with programme leaders to maintain information on which programmes are running and when they start and finish
- Register learners by 1 November (for programmes starting in September) or within one month of enrolment (for other start times)
- Register learners for the correct programmes, checking that these are the specific titles and versions that learners are following
- Check registrations carefully to ensure that all data is correct and follow correct procedures if amendments are required.
- For relevant programmes, give Edexcel Online access to Lead IVs so that they can register on to the OSCA2 system. Ensure that the access granted is appropriate; that is, it should not normally include access to registration or certification of learners.
- For relevant programmes, remind relevant teachers to register as Assessors or Internal Verifiers with OCN NI.
- For relevant programmes, and where appropriate, remind relevant teachers to register as Assessors or Internal Verifiers with OCR.

Appendix 2

Role of Lead Internal Verifiers

The Lead Internal Verifier (Lead IV) is the person designated by the centre to sign-off the assessment and internal verification of programmes in a Principal Subject.

For Edexcel/Pearson BTEC qualifications, the Lead IV has access to accreditation and is registered through the online standardisation system, OSCA2.

For OCN NI qualifications, the Lead IV has access to accreditation and is registered through the online standardisation system, QuartzWeb.

For OCR Cambridge Technical qualifications, the Lead IV has access to accreditation and is registered through the online standardisation system, OCR Interchange.

The Lead IV is:

- Someone with the authority to oversee assessment outcomes. Ideally this would be the Programme Leader, as this would normally be a key part of their role.
- Directly involved in the assessment and delivery of a programme, so that they understand the units
- Able to coordinate across assessors and other internal verifiers for a Principal Subject Area

Responsibilities

- Register with Edexcel through OSCA2; OCN NI through QuartzWeb; Cambridge Technicals through OCR Interchange and confirm registration every year
- Undertake induction training through booking on to an event (you'll only need to do this once)
- Complete the accreditation process: practice exercise and assessment exercise (normally only once every three years)
- Make other assessors and verifiers aware of the practice exercise, for example through a team development event
- Ensure that there is an assessment and verification plan for the programmes in the sector which is fit for purpose and meets Edexcel-Pearson/OCN NI/OCR requirements
- Sign off the plan and check that it is being followed at suitable points

- Undertake some internal verification and/or assessment for individual units within at least one of the programmes
- Ensure that records of assessment and samples of learner work are being retained for use with Standards Verification if necessary. Plan to set aside examples of work that has been verified to different levels and grades
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required
- Make arrangements for handover to a deputy or replacement if unable to carry out the role

Appendix 3

Role of Quality Nominee

The Vice Principal is the Quality Nominee for BTEC/OCN/ Cambridge Technical provision in St Mary's High School. This person is the main point of contact for information related to quality assurance.

The Quality Nominee will share with relevant staff in their centre necessary information from the awarding bodies and ensure that quality is maintained in relation to all internal assessments, monitoring and supporting staff.

Responsibilities

The Quality Nominee ensures that BTEC/OCN/ Cambridge Technical programmes are managed effectively, and actively encourage and promote good practice in the centre. The nominee is involved with Quality Review and Development in the centre and will liaise directly with the Centre Quality Reviewer.

They will liaise with the appropriate centre and Awarding Organisation staff to ensure that:

- All programmes are approved and registrations are accurate and up to date
- All staff are aware of Awarding Organisation requirements
- Complete the Centre Engagement Document in consultation with the Head of Department prior to External Quality visit.
- There is an accredited Lead Internal Verifier in place for each Principal Subject Area, where required
- Assessment and internal verification is effective on all Edexcel BTEC/OCN/ Cambridge Technical and vocational programmes
- Standards Verification is completed successfully
- Awarding Organisation approval conditions and policy requirements are being implemented consistently and effectively.