St Dominic's Examinations Policy including Word Processor Policy

- ***St Dominic's reserves the right to amend examination procedures due to unforeseen circumstances (such as Covid 19) which necessitate changes to the school academic year. Internal examination procedures and the assessment calendar is subject to change during such events.***

Last review: August 2025
St Dominic's is a Voluntary Grammar school in the BELB. Our aim is to develop the whole child including the realisation of their academic potential. Performance in public (external) examinations is an important means of measuring the success of the school and its pupils. Therefore, it is essential that all examinations run smoothly and in a manner which allows our pupils to achieve the best results possible.

It is the responsibility of everyone involved in the school's examination system to read and implement this policy.

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External public examinations

The details outlined in this section are subject to an annual review by the Senior Leadership Team who reserve the right to make amendments which they believe to be in the best interests of the school

Pupils in Years 11-14 are assessed in public (external) examinations as follows:

Year 14: A level –May & June

Year 13: AS level – May & June

Year 12: GCSE – January (Mathematics and English Language only / May & June

Year 11: GCSE – May & June (GCSE Maths, English, Business Studies, BCS)

Coursework and Controlled Assessment (NEA)

Draft and final deadlines for the submission of coursework/controlled assessment are given to pupils by their subject teacher. Pupils have a responsibility to submit their work on time

A final submission date for coursework samples and marks to be submitted by each department will be issued by the Exams Office and must be strictly adhered to.

Each subject has various levels of control required for the completion of coursework/controlled assessment as directed by the relevant examination board. Departments will have their own policy/procedures for dealing with the level of control required and on the opportunity for repeating various aspects of controlled assessment. For operational reasons it may not always be possible for a pupil to have the opportunity to repeat an aspect of coursework/controlled assessment.

A separate policy on the school's internal appeals procedure is available on request. A separate policy on the school's Non-examination Assessment is available on request.

External Public Examination Entries and Fees

The entry of pupils for examinations is a lengthy procedure involving input from pupils, subject teachers and Heads of Department. The Exams Office will set deadlines for the receipt of necessary information required to complete entries in the timescale outlined by the Joint Council for Qualifications (JCQ).

These deadlines must be strictly adhered to and, if not, pupils or departments will be charged accordingly for any changes required after this time.

The present arrangements at GCSE and A-level allow candidates to enter and repeat an examination subject to constraints imposed by the Examination Boards and the School. Full details of Examination Board regulations can be found on the respective websites. The School will apply the following conditions in relation to examination entries:

Current Pupils (internal candidates)

- Pupils making a first attempt at an external examination shall have the examination unit fees paid by school

- Pupils opting to repeat an examination/coursework or controlled assessment unit must pay the examination entry fees privately

- The school will pay invigilation charges incurred for first attempt and repeat entries for current pupils of the school. Invigilation for CCEA examinations is financed by the examination board.

- SEN pupils or pupils with certified serious medical/psychological problems may require separate invigilation arrangements which will be paid for by school

- Pupils requiring separate invigilation for breach of the school code of conduct or alternative reasons will be required to pay for the additional invigilation costs incurred

- January entries for Year 13 and Year 14 pupils are now not permitted under guidelines imposed by the examinations regulator

- Past pupils leaving at the end of Year 12 to are not permitted to repeat GCSE modules in school. The school will provide portfolios and documentation in relation to Controlled Assessments Tasks where possible, to assist past pupils in their pursuit of these GCSEs at another examination centre.

- Pupils wishing to sit examinations outside of their school curriculum subjects – please refer to separate instructions in this document (page 8)

- Some practical units may not be available for repeat due to the time and organisational aspects involved in the unit. Each department will have its own

procedures on this matter and pupils/parents should direct their enquiries to the relevant Head of Department.

- After examination entries have been made and individual candidate timetables have been printed and distributed, pupils are not permitted make additional examination entry requests. Only in very exceptional circumstances will additional examination entry requests be considered. The request must be made in writing to the Head of Centre (Principal) by a parent/guardian, outlining the exceptional circumstances behind a very late entry request. If permission is granted, the pupil must pay all the associated fees for this request in full. This includes the usual entry fee, the late entry charge and any additional invigilation costs which are incurred.

- Only in exceptional circumstances may a pupil withdraw from an examination in which the examination entry was made and paid by Regent House School. A request must be made in writing to the Head of Centre (Principal) by a parent/guardian, outlining the exceptional reasons why this request has been made. The Principal's decision on the matter is final. If the request is granted, the parent/guardian must pay Regent House School the associated costs for the lost entry fee.

- A pupil may voluntarily withdraw from an examination without charge only if the initial entry fee has been paid privately by the pupil. The pupil must complete a 'Withdrawal from exam' form which can be obtained from the Examinations Office in school. The pupil must inform the Examinations Office in writing of their decision to withdraw.

External candidates (former Year 14 pupils within one year of leaving)

Due to the numbers involves in a typical examination season at St Dominic's the school is not an 'open' examination centre and does not provide access to examinations for external candidates. The only exception to this is our former pupils who have left school at the end of Year 14 within the past 12 months.

Members of the public and former pupils who do not fall into this category should contact CCEA who, as regulator for examinations in Northern Ireland, will provide a list of 'open' examination centres.

The rationale of this exception is to assist pupils who have recently left school to gain access to examination units which they studied in school during the previous academic year and, therefore, considered essential for entry into university courses.

In this situation the school is offering its services as an examination centre only without provision of tutoring, practice materials or consultation with teaching staff. *In the event of examinations not taking place as planned (for example, examinations during the summer season of 2020),* ***the school is under no obligation to provide a centre assessed grade*** *as school will have no new academic information about the candidate since their examination results from the previous year. Prospective external candidates will be informed of this information by RHS examination office*

prior to their application and, as such, they may to consider alternative examination centres at this point.

On this basis, external candidates wishing to proceed with their examination entry must meet with the Examinations Officer before January of the academic year to explain the exact details of their examination requirements. This is necessary as some examination units may have changed from the previous examination season eg. change of specification.

This offer is subject to the availability of examinations units by the relevant examination boards and also subject to the availability of the resources of the school. Some examinations units studied previously at school as a pupil may not be available to external candidates due to the regulations set down by the individual Examination Boards (eg. AQA Physical Education). Restrictions may also apply to those subjects with a practical component and/or coursework units.

External candidates will be required to pay the full examination entry fees. In addition, there will be an additional charge for external candidates for invigilation costs should their examination entry necessitate additional invigilation requirements (currently £30 per examination session). An administration charge of £5 will be charged per pupil per subject.

The external candidate facility is **not** available to former pupils leaving school in Year 12 and wishing to repeat GCSE units. These pupils should seek alternative provision elsewhere for GCSE examination entries.

In exceptional circumstances, an external application for examinations entry may be made in writing to the Head of Centre (the Principal). The Principal's decision on this matter is final.

*Please note the following which is applicable to external candidates who are classed as visitors to the school:

Visitors

Visitors to school; including speakers in assembly, external organisations, suppliers of goods and services, those who carry out maintenance, charity representatives, careers staff or external examination candidates (this list is not exhaustive) do not need to be vetted before being allowed on the school site. However, such visitors will be managed by school staff and their access to areas and movement within the school will be restricted as needs require. Visitors will be:

1. *met by school staff/representatives*
2. *signed in and out by school staff*
3. *if appropriate, given restricted access to only specific areas of school*
4. *where possible, escorted by a member of school staff*
5. *clearly identified with a visitor/contractor pass*
6. *access to pupils will be restricted during their visit*
7. *if delivering or carrying out building/ maintenance work or repair tasks, work should be cordoned off from pupils for health and safety reasons*

Current pupils requesting entry for additional examinations (not on their timetable)

On occasions, current pupils may wish to take on additional examinations other than those on their official timetable. Where practical, the school is prepared to facilitate examination entry for these subjects under the following conditions:

- The school has suitable facilities to accommodate the examination and the appropriate equipment and expertise necessary for the administration and undertaking of the examination

- The school is not obligated to undertake aspects of controlled assessment in subjects which are not currently provided in the school curriculum

- The pupils involved must pay entry costs and additional invigilation costs if required

- The pupils involved must pay any additional costs for subject specialists to be contracted to carry out subject-specific examining and moderation duties.

- The pupils and their parents accept that the school is not responsible for the teaching and preparation of candidates for examinations in subjects that are not formally studied in school by the candidate.

- On occasions when an external examiner/moderator is required, the school reserves the right to select the examiner/moderator of its own choice.

- If, despite the school's best efforts, no suitable examiner/moderator can be found, the school reserves the right to withdraw the pupil from a non-curricular examination entry.

Pupils no longer on the role but entered for exams

- The pupil must bring their passport or driving licence for identification purposes

Exam responsibilities

Head of Centre (Principal)

- Has overall responsibility of the school as an exam centre:

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

Examinations Officer

- Manages the administration of public exams and analysis of exam results

- Advises SLT, HODs, support teachers and relevant support staff on annual timetables and application procedures as set by the various exam boards

- Downloads basedata (from the relevant examination board websites) necessary for the creation of examination entries for each candidate

- Oversees the production and distribution to staff of the public examination timetables in which candidates will be involved

- Communicates regularly with staff concerning imminent deadlines and related events

- Ensures that candidates are informed of those aspects of the timetable that will affect them, including access arrangements and timetable clashes

- Provides and confirms detailed data on estimated and actual exam entries

- Receives, checks and stores securely all exam papers and completed scripts in accordance with the 'Procedure

- Ensures that access arrangements are properly managed during the public examination period

- Identifies and manages exam timetable clashes

- Works with the relevant staff to organise the recruitment and monitoring of the invigilation team

- Submits candidates' coursework marks, tracks despatch of coursework and other material required by the exam boards

- Arranges for the dissemination of exam results and certificates

- Maintains systems and procedures to ensure the timely entry of candidates for their exams

- Provides guidance to candidates unsure about exam entries or amendments
- Deals with queries raised by parents/guardians with respect to external exam issues
- Applies for access arrangements and ensures the appropriate concession is put into place for each individual pupil
- Manages the distribution, collection and despatch of coursework and controlled assessment materials
- makes application for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- Oversees the organisation and administration of the Enquires about results (EARs) and Access to scripts (ATS) processes
- Manages the distribution, collection and despatch of coursework and controlled assessment materials
- Works with the VPs (Pastoral and Examinations) to ensure appropriate evidence is provided for special consideration requests
- Oversees the administration and recruitments of invigilators
- Contacts parents/pupils/staff regarding examination administration issues
- Records the income and outgoings relating to all exam costs and charges
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<u>VP (Examinations)</u>

- Oversees, manages and co-ordinates the operation of all examinations in school
- Line manages the Internal and External Examinations Officers
- Acts as a reserve in the event of absence of the external examinations officer
- Assists in the co-ordination of Special Consideration requests
- Communicates general examination issues to the various stakeholders (parents, pupils and staff)

Head of Department / Subject Leader

- Provides guidance and curriculum advice to subject teachers
- Provides guidance to candidates on enquiries about results and exam entries
- Ensures that coursework/controlled assessment in their subject(s) is completed in line with JCQ regulations and the School Controlled Assessment Policy
- Oversees the accurate completion of coursework/controlled assessment mark sheets and candidate declaration in accordance with deadlines set by the Examination Officer
- Informs the Exams Officer, VP (Curriculum) and the School Office if a candidate withdraws from their subject
- Checks examination marksheets provided by the Exam Officer to confirm accuracy of entries and ensures the timely return of these documents to the Exams Office
- Informs the Exams Office and VP (Curriculum) if they plan to change the specification or awarding body used for their subject. This must be done in September of the academic year
- Ensure accurate completion of exam entry information for classes including specific requirements where applicable
- Oversees the submission of estimated grades in their subject in accordance with deadlines set by the Exams Officer

Head of Careers

- Provides guidance and careers information for candidates particularly in relation to decisions about cash-in of AS and A2 subjects

Subject Teachers

- Ensures accurate completion of marksheets, OMRs and coursework/controlled assessment documentation

- Report any amendment to entry details of their class to the relevant HOD. This includes requests to withdraw or entry for additional units

- Provide guidance and curriculum advice to candidates who are unsure about their exam entries

- Act on information provided by the SENCO regarding the support of candidates with special needs

- Ensure that coursework/controlled assessment is completed in line with JCQ regulations and the school's Controlled Assessment Policy

SENCO

- Works with Exams Officer and Assistant Exams Officer to ensure effective administration of access arrangements

- Works with the Special needs Teacher to identify and test candidates' requirements for access arrangements

- Communicates with parents/examination boards and other relevant parties regarding appropriate procedures for identifying access arrangements for SEN candidates

- Works with various agencies to ensure the provision of additional support to help learners achieve their individual aims

Chief Invigilators/Invigilators

- Secure collection of exam papers and other material form the Exams Office and the Exam store before the start of the exam

- Invigilate the exams in accordance with JCQ regulations

- Familiarise themselves with JCQ regulations before the examination period

- Report to the Exams Officer, any cases of malpractice, disturbance or other relevant incidents taking place during the exams

- Collection of all exam papers in the correct order at the end of the exam and ensure their secure return to the Exams Office

Candidates (pupils)

- Provide confirmation and signing of their exam entries
- Read coursework/controlled assessment regulations prior to the examination period
- Read *Instructions to Candidates* and sign a declaration that confirms the coursework/controlled assessment as their own work
- Submit materials/work/projects/portfolios required for an assessment or exam in line with deadlines set by their subject teacher
- Ensure that resit/EAR/ATS requests are made before the relevant deadline set by the Exams Office
- Inform the Exams Officer if they have withdrawn from a subject or unit and re-imburse any charge or fee that may be incurred with this
- Inform the Exams Officer if they cannot sit an exam for whatever reason
- Provide the Exams Office with appropriate evidence to support a claim for special consideration within five days of the exam taking place
- Ensure a punctual arrival to the appropriate venue on the day of an exam
- Abide by the school's code of conduct and uniform policy throughout the duration of the exam season

Policy on Disability, Special Needs and Access Arrangements

The Equality Act 2010 requires reasonable adjustments to be made where a disabled person would be at a substantial disadvantage in undertaking an assessment. A reasonable adjustment may be unique to that individual and may not be included in the list of Access Arrangements from JCQ. The Equality Act 2010 extends the application of the Disability Discrimination Act to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

How reasonable the adjustment is dependent on a number of factors including the needs of the learner. Therefore, a candidate's special needs requirements must be determined by the SENCO and the educational psychologist/specialist teacher/VP Pastoral. These needs will be communicated to the Examinations Officer who will ensure that the appropriate concessions are put into place for the individual pupils. The EO will also ensure that, where necessary, the access arrangements are approved by JCQ and that a 'Data Protection Notice' has been completed prior to this application.

There must be **evidence of need** provided with each application for reasonable adjustments. Once evidence of need is obtained, an application will be made via the ***Access Arrangements online*** procedure.

In the case of complex access arrangements, the EO will initiate communication with the relevant examination boards, submit evidence relevant to the individual's needs and, if the application is successful, make the necessary arrangements when approval has been granted.

Once approval has been granted, the candidate will be added to the school's access arrangements register and the concession will be noted on SIMS examinations module. This will enable the chief invigilator to be informed about the various adjustments necessary during the examinations. The pupils will also be informed of the outcome of any application made of their behalf.

Appealing Access Arrangements

The school will apply access arrangements for pupils in accordance with the current JCQ Access Arrangements and Reasonable Adjustments guidance. The Access Arrangements Co-ordinator will liaise with the SENCO and the Exams Office to organise and apply for access arrangements for school examinations and public examinations. The access arrangements will be communicated by the Access Arrangements co-ordinator and/or SENCO to pupils, parents and relevant staff.

An appeal regarding access arrangements provision can be made internally in school by a pupil or parent. A formal request must be made in writing to the Head of Centre who will consider each appeal on a case-by-case basis. The Head of Centre will consider the appeal in accordance with the JCQ guidance and will make a final decision.

Guidance on use of laptops for NEA and Examinations (updated 2022)

Some pupils require a laptop as an access arrangement for NEA and examinations. It must reflect their usual way of working within the school. JCQ guidance: 'A word processor cannot simply be granted to a candidate because he/she wants to type or can work faster on a keyboard, or because he/she uses a laptop at home'.

School will consider pupils that would benefit from the use of a laptop for the following reasons:

A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
A medical condition, a physical disability or a sensory impairment which has a substantial and long term adverse effect on their ability to write legibly;

Substantial planning and organisation problems when writing by hand

Poor handwriting which is considered illegible and detrimental to attainment.

This list is not exhaustive

School will also permit a laptop in NEA and examinations for pupils that are temporarily incapacitated by injury eg. injured wrist, broken bone in arm etc.

Pupils granted use of a laptop may not require the laptop for every assessment they undertake. Some assessments require simplistic responses and are often easier to handwrite within the answer booklet. In addition, candidates may struggle with laptops due to the difficult of visually tracking between the question paper and computer screen. Use of laptops will be assessed on a case-by-case basis by the SENCO, Access Arrangements Co-ordinator and Examinations Officer and, if necessary, a member of the senior leadership team (most likely a Vice Principal).

Special Consideration

Requests for special consideration may be made in writing by a pupil or parent/guardian. Information regarding the special consideration process will be sent to parents by email and SIMS App prior to the summer examination series each year. Requests for special consideration from parents or pupils will normally be accompanied be relevant evidence from a recognised professional eg. GP or Consultant.

The evidence will be collected and considered by Examinations Office in accordance with the current JCQ guidance. When a case is supported by school the evidence will be used as the basis for an application to the relevant Awarding Body. In the case of insufficient evidence or when the examinations office feels it cannot support the application then the parent will be contacted.

Appealing Special Consideration decisions made by school

An appeal regarding the school's decision for special consideration may be made internally in school by a pupil or parent. A formal request must be made in writing to the Head of Centre who will consider each appeal on a case-by-case basis. The Head of Centre will consider the appeal in accordance with the current JCQ guidance and will make a final decision.

Appealing Special Consideration decisions made by the Awarding Body

In the case when a special consideration application has been made by school and the Awarding Body decision is not acceptable to a parent or pupil, then the parent/pupil should appeal in writing to the Head of Centre stating the grounds for appeal. Upon receipt of the appeal documentation and consideration of the information provided, the Head of Centre will decide whether to support the appellant's appeal. If the appeal is supported by the Head of Centre then an appeal will be forwarded by the centre (school) to the relevant Awarding Body on the candidate's behalf.

Contingency Plan

1. Examinations Officer (EO)
In the event of continued absence of the examinations officer, the VP Examinations shall perform the role until the return of the EO or a temporary appointment has been made.

2. Chief Invigilator
In the event of continued absence of the chief invigilator, the next invigilator (as listed on the CCEA 'Nomination of Invigilators' list) will act up during the absence.

3. General Invigilators
The EO will review the invigilation staffing at the start of each academic year to ensure:

- Staff are recruited and trained in a timely fashion.
- Exams Officer will be aware of the staff available for invigilation duties at short notice and on peak exam days

4. SENCo/Specialist Assessor/Access Arrangements Co-ordinator extended absence at key points in the exam cycle
Centre actions:

- Exams Officer to work alongside Specialist Assessor and Access Arrangements Co-ordinator when assessing pupils and make entries to Access Arrangements Online (AAO)
- Specialist Assessor has experience in this field so could take over from SENCo if necessary.
- Teachers and Exams Officer to work with SLT to identify students where applications for access arrangements may be required.
- External assessors to be used if Specialist Assessor has outstanding assessments to make
- VP Examinations can take over from Assessment Arrangements Co-ordinator in the event of extended absence. EO also has access to JCQ site for AAO.

5. Teaching staff extended absence at key points in the exam cycle
Internal assessment marks and candidates' work not provided to meet submission deadlines.
Centre actions:

- Exams Officer to ask for details from HODs well in advance.
- Exams Officer to liaise with acting Head of Department and/or SLT to ensure all necessary deadlines are adhered to.
- Where this is not possible, the Exams Officer will liaise with the relevant Awarding Body and act upon advice received.

6. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Centre actions:

- Exams Officer to organise rooming before the Easter holidays ensuring sufficient time is available to
- identify appropriate rooms and plan appropriately.
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced.
- SLT will work with the Exams Officer at all times during such emergencies.
- Should the centre become unavailable due to an unforeseen emergency, provision at other local schools which are approved JCQ centres will be requested (Movilla High School, Nendrum College, Bangor Grammar School, Glenola Collegiate and Campbell College are local options).

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

Centre actions:

- Centre to open for examinations and examination candidates only, if possible.
- Exams Officer will contact the relevant examination board to discuss alternative arrangements and liaise with SLT.
- Centre to use alternative venues in agreement with relevant awarding body. E.g. share facilities with another centre or use another public building.
- Centre to apply to awarding body for special consideration for candidates if closure due to a crisis.

8. Disruption to Transportation of Papers

- Centre will immediately contact the relevant AO for advice and instructions regarding the delivery of papers
- If necessary, the centre will open specially to facilitate an emergency delivery. EO to liaise with VP examinations and caretaker in this situation.

9. Candidates at risk of being unable to take examinations – centre remains open

The centre will consider all options to enable candidates to complete their examinations:

- The EO will consider moving the start times of examinations for all candidates if necessary (within the parameters of JCQ regulations)
- The EO will be aware of very late arrivals and will follow JCQ regulations. If necessary the relevant AO will be informed and guidance sought
- The EO will consider alternatives for candidates who may need to sit their examinations at home

If candidates who are unable to take the examination meet the criteria, special consideration through absence for acceptable reasons will be considered.

10. Potential impact of a cyber-attack

- MIS system failure at final entry deadline - All deadlines are calendared prior to the deadlines to ensure key dates are not missed
- MIS system failure during exams preparation - Entries are never left to deadline day. Exams Officer sets internal deadline in advance of the exam board deadline day.

- MIS system failure at results release time - The Exams Officer, in consultation with SLT, will access results may directly from the Awarding Bodies. At all times during the system failure the Exams Officer will liaise with the Awarding Boarding to minimise the disruption.

- Cyber Attack – Any cyber-attack will be reported to the relevant security authorities. The school will contact local law enforcement to seek advice. We will also inform the Department of Education NI and C2K. The relevant Awarding Bodies will also be contacted if the attack compromises secure material provided by the Awarding Bodies. All necessary measures will be taken by our IT staff to minimise disruption and mitigate potential breaches of security.

Disclosure and Barring Service

All examination invigilators with unsupervised access to children must have clearance which satisfies current legislative requirements. An approved 'AccessNI Application Form for Enhanced Disclosure' is compulsory for any unsupervised staff working in Regent House School.

Laptop/Word Processor Policy

Pupils will have use of laptops to use as word processors during the examinations (on confirmation from SENCo or healthcare professional) for a condition or processing difficulty which negatively affects their examination performance when it is completed by hand.

There is not a requirement to process an application using Access Arrangements online or record the use of the arrangement for JCQ purposes. Although no evidence is needed to support the arrangement, laptops will normally only be provided when it represents a pupil's normal way of working within school. Word processors must not be granted to candidates who simply prefer to type rather than write.

Laptops may be used to help pupils with poor handwriting (eg. caused by dyspraxia) and may also benefit pupils with learning difficulties who struggle to plan and organise their work when writing by hand. JCQ provide the following examples of pupils who may benefit from use of a word-processor. A candidate with:

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

Pupils with these problems will be referred to the SENCO who will collate evidence from subject teachers to ascertain evidence of need for laptop use.

When laptops are required they will be act as a word-processor only and all other unnecessary functions will be disabled such spelling and grammar checks, predictive text, internet explorer etc.

The use of word-processors (laptops) for coursework and CATs will be considered as standard practice for such pupils unless prohibited by the specification.

Procedures for Secure and Live Assessment Materials

Examination papers and live assessment materials (including login passwords for online examinations) will be logged at RHS Reception upon arrival.

The examinations officer will be contacted immediately by reception and the delivery will be secured. The Vice Principal (examinations) will deputise for the Examination Officer in the event of absence or other unavailability.

The caretaking team will be contacted if necessary to assist with the transport of packages to the examination strongroom. Caretaking staff will be accompanied on this task by either the Examinations Officer or a deputy (Vice Principal).

Upon delivery to the strongroom, the examination papers/live assessment materials will be packed into the secure cabinets which will be double-locked. The examination strongroom door is also double-locked in line with JCQ regulations.

Once again, the quantity and details of the examination papers will be logged into the 'In/Out' Logbook which is located in the exam strongroom.

The examination papers/live assessment documents will only be removed from the strongroom when this is permitted under the examination regulations.

Any examination papers/live assessment materials must be logged out and signed for before they are removed using the 'In/Out' Logbook. This is normally carried out by the Chief Invigilator or the Examination Officer.

Examination papers/live assessment materials will then be transported directly to the examination venue and personally handed to the invigilation team prior to the relevant examination session.

Additional Procedures for Live Assessment materials

In the case of online examinations, passwords and other highly secure information must only be removed from the examination strongroom and taken directly to the invigilator in charge. This must be done at a time which is in compliance with the regulations of the respective examination.

The invigilator must ensure that candidates must only use passwords and access live assessment material at the appropriate time in accordance with the regulations of the examination. Failure to follow this guidance is considered to be malpractice so the regulations for each online examination must be checked by the invigilator well in advance of the examination. This also applies to IT technical support who must be prepared well in advance of each live assessment session to ensure the equipment available to candidates is appropriate, fit for purpose and meets the relevant assessment regulations.

Post-Results Service
Regent House School will provide access to the full range of post-results services

Candidates are informed about Post result services in the candidate handbook prior to the beginning of the summer examinations season. Further information regarding deadlines and fees is made available on results days. If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below:
Reviews of Results (RoRs):

- Service 1 (Clerical re-check) This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) This service is only available for externally assessed components of GCE A-level specifications for pupils transitioning to Higher Education
- Service 3

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning – these copies may only be requested after written consent has been given by the candidate

A review of moderation may also be requested by the centre however this service is not available to an individual candidate.

Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. For all candidate requests, fees are payable by the candidate which must be paid before the post result service is submitted by the school.

Please note that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample.

If the candidate (or his/her parent/guardian) believes there are grounds to appeal against the Awarding Bodies decision regarding the outcome of the post-results service they must do so by submitting a written appeal to the Head of Centre. This can be done via the Examinations Office. The school strongly recommends that the pupil/parent/guardian discusses the matter with the relevant Head of Department before proceeding with the appeal.

Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct

representations to an awarding body. The request for an appeal should be completed and submitted to the centre within [7 calendar days] of the notification of the outcome of the RoR. Subject to the Head of Centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the review of results process.

Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.