



Public Exams Policy

Swakeleys School for Girls

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Ratified by the full governing body on

Control Sheet

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PUBLIC EXAMINATIONS POLICY

1. The aim of this policy is to ensure that all pupils are entered for the appropriate number of exams at the appropriate level of entry. Pupils should NOT be taken out of school for holidays during the two years of exam preparation as components of their subjects are externally assessed throughout this time and count towards the final grade.
2. The policy sets out the criteria which will be used to decide:
 - a) whether a pupil will be entered for a particular examination;
 - b) whether a pupil will be withdrawn from one or more exams;
 - c) when the parent(s)/carer of a pupil will be asked to pay a sum of money as a deposit against non-attendance at examinations
3. To be entered for public examinations at 15+ a pupil should, in most circumstances, have:
 - a) 85% attendance over the three years of the Key Stage 4 course;
85% attendance over the two years of the Key Stage 5 course;
 - b) attended all internally assessed mock exams in the two year preparation time;
 - c) submitted their controlled assessments where applicable, by the date required **(an exam board regulation)**
4. The criteria in (3) above may be waived on medical grounds or in the light of other extenuating circumstances. If any part of an exam is missed due to illness, a medical certificate should be supplied within 48 hours. If pupils cannot attend an exam through illness, pupils must let the school know immediately.
5. Some pupils will be given a restricted entry for examinations. Such a restricted entry will be based on the recommendations of their subject teachers regarding exam entries. Their final programme will be decided upon by the Deputy Headteacher (Achievement and Curriculum) in conjunction with other relevant parties (eg; the pupil, parents/carers, the Year Learning Co-Ordinator in the case of Year 11, the Pastoral Deputy Headteacher and subject staff/Curriculum Leaders). The final programme of each pupil will be based on those subjects where they are likely to have the greatest chance of success and which will maximise the opportunities open to them for post 16. However, all pupils who are capable of achieving a grade will be entered. The Head of 6th Form and the line manager of 6th Form will work on the same process for KS5 entries.
6. A pupil may be withdrawn from an examination where after entry:
 - a) their attendance falls to an unacceptably low level;
 - b) there is clear evidence that they cannot cope with the burden imposed by their exam entry programme;
 - c) they have failed to submit their coursework by the required date;
 - d) they fail to attend for oral/practical parts of their exam.

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Key Stage 4/5 Internal Exam Procedure

1. Years 10, 11 and 6th Form internal examinations mimic the official exams by taking place over a set period of time in either the main exam venue (Sports Hall) or the 6th Form Centre.
2. An initial electronic proforma will be issued to Curriculum Leaders to indicate if an exam is required, the number of pupils, length of paper and if tiered.
3. Subject lists will be available on SIMS along with a proforma to indicate subject specific requirements and pupil tier of entry if applicable. These should be completed in SIMS for the exams officer to check along with a copy of the exam paper. Year 10, 11 and 6th Form exams should be similar to the actual format, including the pupil instructions on the front and have correct exam length.
4. Subject lists should be checked carefully. A date will be set for submission of papers to the AV room for duplication.
5. Pupils will be seated in candidate number order, and for tiered papers in numerical order within the tier. Papers will be collected in numerical order, unless the Curriculum Leader requests any alternative arrangements. Pupils are expected to be at the exam venue at 8.45am and 1.15 pm.
6. The Year Learning Co-ordinator, tutors and Head of 6th Form should be present in the exam venue for 8.45am or 1.00pm to supervise pupils as they take their seats and the start of the exam and to take the absence register. External invigilators will supervise exams under the Exams Officer guidance.
7. No sweets, tissues, tippex, bags, coats etc may be taken into the exam room. Exam equipment must be in a clear plastic bag. Pupils can bring in a clear bottle of water with no labels/label removed (ideally reusable).
8. **Mobile phones/smart watches, watches or any other wearable technologies/electronic devices are not allowed** anywhere near the exam room. Pupils will be disqualified if caught with one, even if it is on silent or turned off.

All pupils receive a copy of the JCQ Exam Board Regulations for pupils called 'Information for candidates'.

Swakeleys School Examinations and mobile devices

1. The letter that goes home to candidates prior to exams emphasises that possession of unauthorised items, such as a mobile phones/smart watches, watches, and any potential technological/web enabled sources of information must not be brought into the exam venue.
2. On the day of any exams (both mocks and the actual exams in the summer) the Exams Officer or Year Learning Co-ordinator will be present outside the Exam Hall. Pupils will be reminded that they must not take mobile phones/ smart watches, watches, wearable technology/electronic devices into the exam venue.
3. Any pupil with a mobile phone/ smart watches, watches, wearable technology/electronic devices on or near their exam desk will be reported to the Examination Board and their paper disqualified.

Staff procedure for mobile devices in exam rooms

1. If a mobile phone goes off, remove it immediately from the exam.
2. Take it to the School Office, with the name of the pupil and inform the Exams Officer immediately.
3. It is the pupils' responsibility to inform parents of the confiscation and parental pick up requirement, as per our policy.
4. Office staff will direct any parental difficulties to a member of the Leadership team or Year Learning Co-ordinator/Exam Officer depending on availability.
5. Pupils should be told they are **NOT** to visit the School Office after their exam has finished requesting their 'phone be returned. They should see Year Learning Co-ordinator/Head of 6th Form/Exam Officer/the Leadership Group with any queries.

The Examination Process for Staff

1	Initial entries made via mock exam lists. A pupil may be non-exam if: a) attendance falls below 85% over the last 2 years of Key Stage 4/5 – unless there are extenuating circumstances b) they have not attended internal mock exams c) they have failed to submit controlled assessments or do an oral combined with a, b, or d. d) they are likely to get a U grade. See number 3 of exam policy	January
2	Examinations Officer will enter all candidates unless directed otherwise by the Deputy Headteacher (Achievement & Curriculum) and Head of 6 th Form. Subject Teachers in consultation with their Curriculum Leader should deal with general parental/pupil enquiries about level of entry.	January/ February

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3	Subject Teachers in consultation with their Curriculum Leader should deal with general parental/pupil enquiries about level of entry. Deputy Headteacher (Achievement & Curriculum) requests potential non-entry candidates from Curriculum Leaders. Withdrawal can only take place when the disapplication has been approved.	January
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Plagiarism

The Joint Council defines plagiarism as “unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and AI tools);”

We will make every effort to prevent plagiarism by following these steps as set out by JCQ:

- a) we will ensure that each candidate is issued with an individual copy of the appropriate JCQ Information for Candidates (www.jcq.org.uk/examsoffice/information-for-candidates-documents)
- b) we will ensure that each candidate understands the contents of the notice; particularly the meaning of plagiarism and what sanctions may be applied;
- c) we will reinforce to a candidate the significance of their signature on the form which states they have understood and followed the requirements for the subject;
- d) we will require candidates to sign a declaration that they have understood what plagiarism is, and that it is forbidden, in the learning agreement that is signed at enrolment in some centres;
- e) we will make clear what is and what is not acceptable in respect of plagiarism and the use of sources, including the use of websites. It is unacceptable to simply state Google, just as it would be unacceptable to state Library rather than the title of the book, name of the author, the chapter and page reference. Candidates must provide details of any web pages from which they are quoting or paraphrasing. Some suggestions on acceptable forms of referencing can be found at the end of this guide.
- f) we will teach the conventions of using footnotes and bibliographies to acknowledge sources. There is no one standard way of acknowledging sources but the use of inverted commas, indented quotations, acknowledgement of the author, line/page number, title of source, indicate that the candidate is using a source. Teachers and candidates should be aware that when acknowledging sources clarity ensures that there is no suspicion of plagiarism;
- g) we will teach candidates about the risks of using AI, how to acknowledge its use and what constitutes malpractice (see further guidance in the JCQ AI Use in Assessments: Protecting the Integrity of Qualifications);
- h) we will teach the use of quotation marks when sources are quoted directly (a suggested guideline for the need to put items in quotation marks would be the use of more than six words in unchanged form);
- i) we will set reasonable deadlines for submission of work and provide reminders;
- j) we will, where appropriate, give time for sufficient work to be done in class under direct supervision to allow the teacher to authenticate each candidate’s whole work with confidence;
- k) we will examine intermediate stages in the production of work in order to ensure that the work is underway in a planned and timely manner;
- l) we will introduce classroom activities that use the level of knowledge/ understanding achieved during the coursework thereby making the teacher confident that the candidate understands the material;
- m) we will ask candidates to make a short verbal presentation to the rest of the group on their work;
- n) we will explain the importance of the candidate producing work which is their own and stress to them and to their parents/carers the sanctions for malpractice;

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o) we will take care to ensure that work undertaken in previous years' examinations by other candidates is not submitted as their own by candidates for the current examination. The safe keeping of such earlier work is of great importance, and its issue to candidates for reference purposes should be carefully monitored;

p) we will not accept, without further investigation, work which you suspect has been plagiarised; to do so encourages the spread of this practice.

Dealing with Plagiarism

As a school we will investigate any suspected incidents of plagiarism. The School Behaviour Policy will be used to determine the level of sanction required based on the evidence and the severity of the plagiarism. In extreme cases it is possible that an incident of plagiarism could lead to a permanent exclusion and/or disqualification from the exam.

Swakeleys School For Girls is committed to following the best practice for exams by incorporating all additional JCQ examinations policies which are readily available for the annual inspection. The policies are available to all staff via the G: Drive and for candidates and parents on request and are held as hard copies in the Exams Office.

The list of additional policies that support this exam policy and meets the JCQ requirements for inspection are as follows:

1. Complaints policy (GR 5.3, 5.8)
2. Conflicts of interest policy (GR 5.3)
3. Examination contingency plan (which covers all aspects of examination administration) (GR 5.3)
4. Internal appeals procedure which must cover at least: - appeals regarding internal assessment decisions (GR 5.3, 5.7, NEA 1) - post-results services and appeals (GR 5.3, 5.13) - centre decisions relating to access arrangements and special consideration (GR 5.3)
5. Malpractice policy which covers all qualifications delivered by the centre (GR 5.3)
6. Management of GCE and GCSE non-examination assessments policy (GR 5.3, 5.7, NEA 1)
7. Policy on the use of word processors in examinations specific to the centre (GR 5.3, AA 5.8)
8. Escalation process (should the Head of Centre, or a member of the senior leadership team with oversight of examination administration, be absent) (GR 5.3)
9. Policy for dealing with an emergency evacuation of the examination room (ICE 25)
10. Procedures to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)
11. Procedures for how the centre will deal with candidates' requests for access to scripts, clerical rechecks, reviews of marking, reviews of moderation and appeals to the awarding bodies (GR 5.13)
12. Process to check the qualifications of the centre's assessor(s) and that the correct procedures are followed (GR 5.4, AA 7)
12. Child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance (GR 5.3)
13. Data protection policy (GR 5.3)
14. Equalities policy (GR 5.3)
15. Whistleblowing policy (GR 5.3)

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The policies are available to all staff via the G: Drive and for candidates and parents on request and are held as hard copies in the Exams Office.

The list of additional policies that support this exam policy and meets the JCQ requirements for Good Practice are as follows:

1. Exams Policy Policies/procedures relating to the conduct of exams:
 - 1a. Alternative Rooming Arrangements Policy (Exams)
 - 1b. Candidate Absence Policy
 - 1c. Candidate Late Arrival Policy
 - 1d. Food and Drink Policy (Exams)
 - 1e. Leaving the Examination Room Policy
 - 1f. Managing Behaviour Policy (Exams)
 - 1g. Overnight Supervision Arrangements Policy
 - 1h. Private Candidates Policy
2. Access Arrangements Policy
3. Certificate Issue Procedure and Retention Policy
4. Exams Archiving Policy
5. Lockdown Policy (Exams)
6. Special Consideration Policy