



Hinckley

ACADEMY

EXAMINATION ENTRIES AND RETAKES POLICY

(To comply with Awarding Body and JCQ regulations)

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- DBS Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

The purpose of this policy is to ensure that all parties are conversant with the exam entry process and the role they must play.

Entries

All students following a course of study will be entered by Hinckley Academy and John Cleveland Sixth Form Centre (from hereafter referred to as the Academy) for examination in line with the JCQ and Awarding body regulations.

a) The Exams Officer

- Is responsible for ensuring that the students are entered for the correct exams/units within the Awarding body deadlines.
- Must ensure that the Academy does not incur penalty entry fees by setting deadlines that meeting the Awarding body deadlines.
- Will ensure that the following documentation is issued
 - to class teachers via the Head of Department
 - entry marksheets showing the entries made
 - internal assessment marksheets showing the marks to be submitted
 - to the student
 - their entry statement/timetable for the mocks
 - their provisional entry statement/timetable for the public exams
 - their confirmation entry statement/timetable for the public exams
- Will ensure that all exam timetables are published on both the website and Sharepoint plus that they are issued via email to all staff and as hardcopy to all students taking part in the exams.
- Must ensure that all staff receive via email copies of the JCQ regulations and that copies of the main requirements are issued as hardcopy to all students taking part in the exams.

b) The Class Teacher

- Is responsible for checking that the students have been entered for the correct units/tiers/exams. They must provide the Exams Officer with tier details by the deadline set by the Exams Officer.
- That the students are made aware of the JCQ regulations for coursework and non-examined units, copies of which will be provided by the Exams Officer at the start of the academic year.

c) The Head of Department

- Is responsible for ensuring that the Exams Officer is provided with details of any course or Awarding body changes at the start of the academic year.
- Must ensure that all class teachers have confirmed their entries/tiers to the Exams Officer by the set deadline.
- Must ensure that the Academy does not incur penalty entry fees by meeting all deadlines set by the Exams Officer.

d) The student

- Must ensure that they complete all components that make up the full exam i.e. coursework by the deadline set by their class teacher.
- Must ensure that they do not engage in any deliberate act or practice which comprises the integrity of the assessment and therefore the validity of the result. Examples include, copying from another student or allowing their work to be copied, disruptive behaviour in the exam room, copying published work from the internet etc. Further examples of malpractice and the sanctions can be found in the Malpractice Policy.

Fees

The Academy will fund the students' first attempt at their exams. However, under the following circumstances the Academy reserves the right to recover the cost of the exams from the parent/guardian or carer of the student.

- The student fails to attend an exam without a reasonable reason.
- The student drops a BTEC course after the first 3 months.
- The student fails to complete all components of the exam i.e. fails to hand in coursework or a non-examined unit.
- The student fails to check their entry statement and notify the Exams Officer of any changes needed by the deadline stated on the entry statement.
- Any entry or tier change submitted by either a student or parent/guardian or carer after the entry deadline.

Retakes

The Academy will accept retake entries in line with those permitted by the Awarding bodies but the student is responsible for the costs.

GDPR

Personal data that could be used to identify a candidate will be securely stored both electronically and paper based for 12 months from the date of application. After which time paper-based records will be shredded and electronic records will be deleted. Further details regarding GDPR and exams can be found in the GDPR Policy, a copy of which is available on request.



Hinckley

ACADEMY

CANDIDATE ID POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Controlled Assessment Policy
- DBS Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes Policy
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

To provide guidance to external candidates taking GCSE or GCE examinations on the types of identity documentation (ID) that will be accepted by the Academy. To ensure that the Academy maintains the validity of the examination process by confirming that those taking the exam are eligible for entry.

Scope:

This policy applies to ALL external candidates taking GCSE or GCE examinations at the Academy.

ID Requirements

- Candidates must sign in at Reception and present one form of ID. The same form of ID **MUST** be presented for all exams.
- Original forms of ID must be provided – copies will **NOT** be accepted.
- Letters confirming proof of ID will **NOT** be accepted.
- Candidates must be clearly identifiable from their ID.
- Hinckley Academy and John Cleveland Sixth Form centre reserve the right to reject any ID presented where the photo does not resemble the candidate or where there are doubts about the validity of the documentation.

ID Acceptable

- A valid passport
- A valid photo driving licence

If your ID is not accepted

- Where candidates fail to provide a valid form of ID or the ID is reasonably rejected the candidate will not be allowed to take their exam.
- If identification is rejected the Academy will not refund the exam fees.

Results and Certificates

Candidates will need the form of ID they used for their exams when they collect their results and certificates.

GDPR

Personal data that could be used to identify a candidate will be securely stored both electronically and paper based for 12 months from the date of application. After which time paper-based records will be shredded and electronic records will be deleted. Further details regarding GDPR and exams can be found in the GDPR policy, a copy of which is available on request.



Hinckley

ACADEMY

CONTROLLED ASSESSMENT POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Controlled Assessment Policy
- DBS Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes Policy
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Controlled Assessment/Coursework Policy

Purpose:

This policy is designed to

- a) Ascertain the risks surrounding controlled assessments and coursework which could or would invalidate the exam process.
- b) Clarify how the risks can be mitigated.
- c) Identify who is responsible for reducing the risk.
- d) Outline the procedures for notification of any breaches to the Awarding bodies.

Risks

The list below is not exhaustive and the Academy at its discretion may consider other instances of risk.

- Timetable clashes – too many controlled assessments in one period or clashes with external events.
- Insufficient rooms available for the cohort size.
- IT problems – downloading task, assessments completed on computer.
- Control level – the incorrect level of control is applied. This includes time, resources, supervision and collaboration.
- Teachers do not understand that supervision is their responsibility.
- Timetabling – informing the students/staff.
- Task Setting – the wrong task is set.
- Materials – security of.
- Storage of work/record of work completed.
- Loss of work by the student.
- Loss of work by staff.
- Student missing a test slot and falling short on the hours allocated for the assessment.
- Students being allowed too much time for the assessment.
- Students not meeting the deadline.
- Malpractice by the student during the assessment.
- Malpractice by a member of staff.
- Plagiarism
- Breaches of the formal supervision
- Breaches of the informal supervision – students being given overly specific help/crib sheets etc.
- Authentication of their work by the students
- Marking and standardisation
- Submission of the marks/grades

Mitigation of the risks

Risk	How is the risk reduced?	Who is responsible for reducing the risk
Timetable clash – too many controlled assessments in on period or clashing with external events.	Consultation at the start of the academic year/when the timetable is compiled.	Subject Leader and Senior Leader responsible for compiling the timetable.
Insufficient room available for cohort size	Consult with the Senior Leadership and the Exams Officer regarding holding them in the Gym/Sports Hall.	Subject Leader and Exams Officer.
IT problems – downloading tasks, assessments completed on computer	All tasks should be downloaded and stored securely at least a week prior to the assessment date. IT on hand on the day of assessment to resolve any issues. The students save their work to an area on Firefly accessible only to the Subject Leader. UNDER NO CIRCUMSTANCES IS A STUDENTS WORK TO BE STORED ON A TEACHERS LAPTOP OR FLASH DRIVE. IT MUST BE STORED IN A SECURE AREA OF THE STAFF SHARED DRIVE.	Subject Leader and or Exams Officer. Exams Officer and IT Manager. Subject Leader and IT Manager.
Control level – the incorrect level of control is applied. This includes time, resources, supervision and collaboration. Teachers do not understand that supervision is their responsibility.	Subject Leaders and teaching staff familiarise themselves with all the requirements before they start teaching, especially if they change boards/specs. This includes materials/resources and the need for the correct level of supervision. If conducted as formal exam, the Exams Officer ensures the 30/1 ratio is applied.	Subject Leader and teachers. Exams Officer.
Timetabling – informing the students/staff	For assessments conducted as a formal exam the Exams Officer will timetable them through Sims and produce entry/timetable statements issued to students. Staff informed via the morning briefing and calendar. For assessments conducted in lessons the Subject Leader will timetable them with the department teachers. Students will be advised of the dates through the subject teacher.	Subject Leader, teacher and or Exams Officer.
Task Setting – wrong task set.	Subject Leaders and teaching staff familiarise themselves with all the requirements before they start teaching, especially if they change boards/specs.	Subject Leader and teachers.

Materials – security of.	Tasks downloaded must not be stored on unsecure areas of the computer system. They must not be removed in any format from the Academy. Hard copies must not be left on desks/in photocopiers etc. Subject Leader advises all teaching staff of their responsibilities regarding security.	Subject Leader and teachers.
Storage of work/record of work completed.	All assessments must be securely stored in lockable preferably fire proof cupboards/filing cabinets. Subject Leaders and teachers keep a log of all work collected in. A register is kept to track work removed from and returned to storage for marking etc. As soon as possible after the final stage of assessment the work should be marked and an electronic record of the marks made.	Subject Leader Subject Leader /Teacher Teacher
Loss of work by the student.	Students are advised to keep copies of all research material and any drafts. Ideally these would be electronic copies. Students must not be allowed to remove work from the Academy.	Teacher Subject Leader and or teachers.
Student missing a test slot and falling short on the hours allocated for the assessment.	A register is taken at each assessment regardless of level. Records of the hours each student is under assessment are kept. Parents are informed that the student has missed the controlled assessment. An opportunity to catch up is arranged at the earliest possible time, this could include lunch times and after school.	Exams Officer and or teachers. Subject Leader and teacher. Subject Leader or teacher. Subject Leader with teacher.

Students being allowed too much time for the assessment.	A register is taken at each assessment regardless of level. Records of the hours each student is under assessment are kept. Subject Leaders ensure that all teaching staff are aware of the regulations for their controlled assessment.	Subject Leader and teacher. Subject Leader or teacher.
Students not meeting the deadline.	Student must be issued with firm deadline dates prior to the start of the controlled assessment. If it is apparent they are falling behind after school sessions should be arranged and parents informed. Further sanctions must be put in place if the shortfall continues and parents must always be informed.	Teacher, Subject Leader and Year Head
Malpractice by the student during the assessment	Every student is issued with the Exams Handbook which contains the JCQ notices at the start of the academic year. Teachers advise the students before they start the controlled assessment of the regulations and the penalties for breaking them.	Exams Officer Teachers
Plagiarism	The students are informed of the penalties for plagiarism before they begin the assessment. Regular checks on the students work. Checks on the materials that the students use for the final high-level stage of the assessment.	Teachers/ Exams Officer via the Hand book Teacher
Formal Supervision	Students are advised of the regulations i.e. no internet, e-mails, mobile phones etc. Research folders etc. are checked to ensure that they do not contain prohibited materials. Any teaching material that could be of assistance is removed from the room or covered up. A record of the date and time, students present, students absent, supervisors and any incidents should be kept.	Subject Leader or teacher. Teachers. Teachers. Subject Leader, teachers plus Exams Officer if external invigilators used.
Informal supervision	Checks should be made to ensure the work is that of the student. Attendance and absence records must be kept.	Teachers. Subject Leaders and or teachers.
Breach of security by HAJC staff.	All assessment materials are kept under lock and key. Test will not be placed on the computer network or stored electronically. This includes mark schemes.	Exams Officer or Subject Leader Exams Officer and IT Manager

	<p>Where possible test material will not be downloaded until required. Only sufficient copies of the assessments are to be printed. No spares. If sufficient assessments have been printed and more are requested the Reprographics Manager should question it. Completed assessments must be stored in locked preferably fireproof cabinets or filing cabinets. Controlled assessment material must not leave the Academy.</p>	<p>Subject Leaders or Exams Officer</p> <p>Subject Leaders, Exams Officer and Reprographics Manager. Subject Leaders and or Exams Officer.</p> <p>Subject Leaders, Senior Management.</p>
If an instance of malpractice or plagiarism is found.	<p>Prior to the student signing the authentication statement the candidate will have an opportunity to redress the problem. If the irregularity is discovered after the student has signed the authentication statement the problem must be reported to the awarding body.</p>	<p>Subject Leader, Senior Management.</p> <p>Senior Management, Exams Officer</p>
Authentication of work by student	<p>Teaching staff must ensure that all students complete the relevant form(s) and that they are either held securely within the department or attached to the students work. The Exams Officer must ensure that the relevant forms are attached to the sample before they are sent.</p>	<p>Teacher Exams Officer</p>
Authentication of work by the teacher.	<p>Subject Leader to remind all members of their staff that the relevant authentication forms must be signed. The Exams Officer must ensure that the teacher has signed the forms before the sample is sent.</p>	<p>Subject Leader Teacher Exams Officer</p>

Marking and Standardisation	Subject Leader to ensure that all staff are aware of and have to hand the marking criteria and the deadlines and that where necessary appropriate training has taken place. This is especially important if there is a change in awarding body/specification. Subject Leader to arrange the standardisation meeting to ensure that marking is consistent and with the awarding body guidelines.	Subject Leader Teacher
Submission of marks	Teachers to ensure that the marks are sent to the Exams Officer by the deadline set by the Exams Officer. Exams Officer to ensure that the internal deadline allows for technical problems send the marks and that teaching staff have a chance to double check the marks awarded. Exams Officer to ensure that a second person is fully trained to send the marks.	Exams Officer Teachers

- The Senior Leadership team are to ensure that all risks are minimised.
- If any of the above occurs the person responsible for reducing the risk must report the matter to the Senior Management team and the Exams Officer. A register of all incidents will be kept by the Exams Officer.
- The Senior Leadership team will take action if the risk has occurred because of actions/inactions by a member of the HAJC staff.
- It is the responsibility of the Exams Officer to notify the awarding bodies of any acts of malpractice or plagiarism.
- Ideally Subject Leaders and teachers will set up electronic mark books which record the number of hours a student has completed and the final mark for the work.



Hinckley

ACADEMY

GENERAL DATA PROTECTION REGULATION POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- DBS Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

This policy details how Hinckley Academy and John Cleveland Sixth Form centre, in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act (DPA) and General Data Protection Regulation (GDPR).

Students are given the right to find out what information the centre holds about them, how this is protected, how this can be accessed and how data breaches are dealt with.

All exams office staff responsible for collecting and sharing candidates' data are required to follow strict rules called 'data protection principles' ensuring the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

To ensure that the centre meets the requirements of the DPA and GDPR, all candidates' exam information – even that which is not classified as personal or sensitive – is covered under this policy.

Section 1 – Exams-related information

There is a requirement for the exams officer to hold exams-related information on candidates taking external examinations. For further details on the type of information held please refer to *Section 5 – Candidate information, audit and protection measures*.

Candidates' exams-related data may be shared with the following organisations:

- Awarding bodies
- Joint Council for Qualifications
- Other organisations relevant to Hinckley Academy and John Cleveland Sixth Form Centre e.g. Department for Education, Local Authority, the Press, Universities, Alps and the Learner Registration Service. This is by no means an exhaustive list but it gives an indication of the many organisations.

This data may be shared via one or more of the following methods:

- hard copy
- email
- secure extranet site(s) – AQA, OCR Interchange, Edexcel Online, WJEC secure service, ASDAN secure service
- Capita SIMS, EDI using A2C (<https://www.jcq.org.uk/about-a2c>) to/from awarding body processing systems, etc.

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Section 2 – Informing candidates of the information held

Hinckley Academy and John Cleveland Sixth Form Centre ensures that candidates are fully aware of the information and data held.

All candidates are:

- informed via the Exams Policy
- given access to this policy via hard copy on request, the centres website and the centres intranet.

Candidates are made aware of the above at the start of the academic year.

Section 3 – Hardware and software

The table below confirms how IT hardware, software and access to online systems is protected in line with DPA & GDPR requirements.

Hardware	Protection measures
Desktop computer	Separate user name and password for the computer and Sims

Software/online system	Protection measure(s)
Sims	Username and password protected
e-aqa	Username and password protected – rules apply
OCR Interchange	Username and password protected – rules apply plus changed every 3 months
Edexcel online	Username and password protected – rules apply
Eduqas	Username and password protected – rules apply plus changed every 3 months
LRS	Username and password protected
All usernames and passwords are known only to the Exams Officer.	

Section 4 – Dealing with data breaches

Although data is handled in line with DPA/GDPR regulations, a data breach may occur for any of the following reasons:

- loss or theft of data or equipment on which data is stored
- inappropriate access controls allowing unauthorised use
- equipment failure
- human error
- unforeseen circumstances such as a fire or flood
- hacking attack

- 'blagging' offences where information is obtained by deceiving the organisation who holds it

If a data protection breach is identified, the following steps will be taken:

a) Containment and recovery

The designated lead will lead on investigating the breach.

It will be established:

- who needs to be made aware of the breach and inform them of what they are expected to do to assist in the containment exercise. This may include isolating or closing a compromised section of the network, finding a lost piece of equipment and/or changing the access codes
- whether there is anything that can be done to recover any losses and limit the damage the breach can cause. As well as the physical recovery of equipment, this could involve the use of back-up hardware to restore lost or damaged data or ensuring that staff recognise when someone tries to use stolen data to access accounts
- which authorities, if relevant, need to be informed

b) Assessment of ongoing risk

The following points will be considered in assessing the ongoing risk of the data breach:

- what type of data is involved?
- how sensitive is it?
- if data has been lost or stolen are there any protections in place such as encryption?
- what has happened to the data? If data has been stolen it could be used for purposes which are harmful to the individuals to whom the data relates. If it has been damaged this poses a different type and level of risk
- regardless of what has happened to the data what could the data tell a third party about the individual?
- how many individuals' personal data are affected by the breach?
- who are the individuals whose data has been breached?
- what harm can come to those individuals?
- are there wider consequences to consider such as a loss of public confidence in an important service we provide?

c) Notification of breach

Notification will take place to enable individuals who may have been affected to take steps to protect themselves or to allow the appropriate regulatory bodies to perform their functions, provide advice and deal with complaints.

d) Evaluation and response

Once a data breach has been resolved a full investigation of the incident will take place.

This will include:

- reviewing what data is held and where and how it is stored
- identifying where risks and weak points in security measures lie (for example use of portable storage devices or access to public networks)
- reviewing methods of data sharing and transmission

- increasing staff awareness of data security and filling gaps through training or tailored advice
- reviewing contingency plans

Section 5 – Candidate information, audit and protection measures

For the purposes of this policy all candidates' exam-related information – even that not considered personal or sensitive under the DPA/GDPR – will be handled in line with DPA/GDPR guidelines.

An information audit is conducted at the start of each academic year.

The table below details the type of candidate exams-related information held, and how it is managed, stored and protected

Protection measures may include:

- password protected area on the centre's intranet
- secure drive accessible only to selected staff
- information held in secure area
- updates undertaken every 3 months (this may include updating antivirus software, firewalls, internet browsers etc.)

Section 6 – Data retention periods

Details of retention periods, the actions taken at the end of the retention period and method of disposal are contained in the centre's Exams Policy which is available/accessible from the Exams Officer, the Academy website or in the Academy's intranet.

Section 7 – Access to information

Current and former candidates can request access to the information/data held on them by making a **subject access request** to the Exams Officer or Data Protection Officer in writing; proof of identity such as a driving licence and either passport or birth certificate will be required. All requests will be dealt with within 30 working days.

Third party access

Third-party organisations must obtain permission from the individual before requesting personal information. For example, those seeking confirmation of exam results must provide a signed consent form from the individual.

Section 8 – Table recording candidate exams-related information sent to third parties

For details of how to request access to information held, refer to section 7 of this policy (**Access to information**)

For further details of how long information is held, refer to section 6 of this policy (**Data retention periods**)

Information type	Sent to (including purpose)	How transfer is protected
Candidate full name Date of Birth Postcode Gender	Learner registration service to gain ULN's	Via the LRS secure password protected website
Candidate full name Date of Birth Gender UCI ULN	Awarding bodies to make exam entries, send coursework marks, send results of non-examined assessments, send unit results for BTEC's	Via A2C which is password protected and only accessed through the Exams Officer computer
Candidate full name Date of Birth Details of processing scores Brief details of medical conditions	JCQ Access Arrangements via e-AQA to apply for exam concessions.	Via e-aqa which is password protected – only the exams officer makes the applications.
Candidate full name Date of Birth Brief details of medical conditions	Awarding bodies to make applications for special consideration	Via the awarding body secure websites which are password protected. Only the exams officer makes the applications.
Candidate full name Date of Birth	Awarding bodies in relation to an application for transfer of units from one awarding body to another.	Via the JCQ form which is posted to the awarding body.
Candidate full name Date of Birth	JCQ Transferred candidate via e-AQA to apply for a candidate's entries to be transferred to another school	Via e-aqa which is password protected – only the exams officer makes the applications.
Candidates initials Date of Birth Exams results	Local authority – so they have a record of the results for students in their care	Via secure email - egress
Candidate full name Date of Birth Attendance dates Exam results	Qualification verifying companies – requests to verify a person's results and or dates of attendance.	Via email – requests must be accompanied by a signed declaration from the person concerned.

Section 9 – Table recording candidate exams-related information held

For details of how to request access to information held, refer to section 7 of this policy (**Access to information**)

For further details of how long information is held, refer to section 6 of this policy (**Data retention periods**)

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Access arrangements information	Information required such as processing speeds/medical conditions to make an application for access arrangements.	Candidate name Candidate DOB Gender Data protection notice Diagnostic testing outcome(s) Specialist report(s) (may also include candidate address) Evidence of normal way of working Access arrangements application	Access arrangements online MIS Secure store in locked filing cabinet Exams Officer computer.	Secure user name and password In secure area solely assigned to exams	Candidates Date of Birth plus 25 years
Attendance registers copies	List of those who were entered for the exam	Candidate name	Secure store	Exams Officer only access	The date of the 1 st exam plus 7 months unless there is an issue with an exam and then until the issue is resolved.
Candidates' work	Coursework, non-examined assessments, mock exam papers	Candidate name	In the departments in filing cabinets/cupboards	Locked cabinets/cupboards	2 years
Certificates	Confirmation of exam results	Legal Name Date of Birth Exam results	Locked storage cupboard	In the Data Office, accessed only by the Exams Officer	Until collected by the candidate.
Certificate distribution information	Post card to advise they are available. Receipt to confirm collection. Excel spreadsheet to log those we still hold	Postcard - Candidate name and address Receipt – Candidate name and date of birth Spreadsheet – Surname, Initial, date of birth and year exams taken	Mail merge to produce post card and collection log stored on Exams Officer computer. Receipts stored in reception.	Secure user name and password Locked filing cabinet.	Mail merger deleted once postcards have been sent. Receipts and log indefinitely

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Entry information	Marksheet showing candidate details and entry codes	Candidate full legal name	Sims Paper copy in Exam Office	Sims – username and password protected Locked filing cabinet	12 months
Exam room incident logs	Report of incident in the exam room	Candidate full legal name	Paper copy in Exam Office	Locked filing cabinet	The date of the 1 st exam plus 7 months.
Overnight supervision information	Record of exams to be held over and consent from student and parent	Candidate full legal name Date of Birth	Paper copy in Exam Office	Locked filing cabinet	8 months.
Post-results services: confirmation of candidate consent information	PRS consent form listing PRs papers, service and costs	Candidate full legal name Date of Birth	Paper copy in Exam Office	Locked filing cabinet	3 months from results days
Post-results services: requests/outcome information	Confirmation of a PRs outcome	Candidate full legal name Date of Birth	Paper copy in Exam Office	Locked filing cabinet	3 months from results days
Post-results services: scripts provided by ATS service	Exam scripts for teaching purposes	Candidate full legal name	In the department that ordered them.	Name is blanked out to make script anonymous	12 months
Post-results services: tracking logs	Record of what services have been ordered	Candidate full legal name	Excel spreadsheet on Exams Officer computer.	Username and password protected	6 months from results days
Private candidate information	Personal details for the candidate plus entry requirements.	Full legal name Date of Birth Address Gender	Excel spreadsheet on Exams Officer computer. Sims	Both username and password protected	12 months
Resolving clashes information	Details confirming the order exams will be taken	Candidate full legal name	Paper copy in Exam Office	Locked filing cabinet	10 months from entry deadline

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Results information	Results statements, awarding body paperwork, subject specific data	Candidate full legal name Date of birth	Sims Paper copies in the departments and the secure store	Sims - Username and password protected Paper based secure store – Exams Officer only access Departments – locked filing cabinet	Indefinitely – Sims and secure store. 12 months - departments
Seating plans		Candidate full legal name	Paper copy in Exam Office Exams Office computer.	Locked filing cabinet Both username and password protected	3 months after results days.
Special consideration information	Applications and medical evidence	Candidate full legal name Date of birth Address	Paper copy in Exam Office	Locked filing cabinet	3 months after results days
Suspected malpractice reports/outcomes	JCQ form and evidence	Candidate full legal name	Paper copy in Exam Office	Locked filing cabinet	3 months after results days
Transfer of credit information	JCQ form and past results	Candidate full legal name Date of birth	Paper copy in Exam Office	Locked filing cabinet	3 months after results days
Transferred candidate information	JCQ form and entries	Candidate full legal name Date of birth	Paper copy in Exam Office	Locked filing cabinet	3 months after results days
Very late arrival reports/outcomes	JCQ form and evidence	Candidate full legal name	Paper copy in Exam Office	Locked filing cabinet	3 months after results days



Hinckley

ACADEMY

DISCLOSURE & BARRING SERVICE POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes Policy
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

Hinckley Academy and John Cleveland Sixth Form Centre endeavours to ensure that we do our utmost to employ 'safe' staff and allow 'safe' volunteers to work with students by following the guidance in *Keeping Children Safe in Education (2015)* and DfE regulations.

From 28th May 2012, the Disclosure and Barring Service (DBS), formerly known as the Criminal Records Bureau (CRB) introduced new identity (ID) checking guidelines. The guidelines applied to all applications for DBS checks. The enhancement was introduced so that the DBS's ID checking process was strengthened to improve public protection. In particular, the changes made it more difficult for individuals to conceal previous criminal records by changing their name. On 1st December 2012 the CRB merged with the Independent Safeguarding Authority (ISA) to become the DBS.

Hinckley Academy and John Cleveland Sixth Form Centre (HAJC) carries out DBS checks by buying back into the online service provided by Leicestershire County Council.

- All new staff employed by HAJC are subject to an enhanced DBS check whether teaching or support staff, or on a permanent, temporary or casual contract. A barred list check will also be carried out as appropriate.
- In addition to an enhanced DBS check newly appointed staff who were born, have lived or worked abroad must supply further evidence of their suitability to work in a school by supplying Certificate of Good conduct or police check from the appropriate country.
- Written confirmation is sought from agencies that any agency staff used in school have been appropriately checked.
- Volunteers who offer their services directly to the Academy, or who the Academy approaches, will be subject to an enhanced DBS check with a volunteer status. Should the volunteer then be employed by the Academy a new enhanced DBS check will need to be carried out.
- Volunteers supplied by a third-party organisation will need to provide written confirmation that they have been appropriately checked.
- Trainee teachers on placements must provide written confirmation that they have been appropriately checked by their training providers.
- All trustees have enhanced DBS clearance.
- Contractors who work regularly on-site during school hours and unsupervised must provide written confirmation that they have been appropriately checked.
- External specialists or instructors used by the school and have unsupervised, regular contact with students must provide written confirmation that they have enhanced DBS clearance or must apply for an enhanced clearance through the school.
- Playgroup staff in addition to an enhanced DBS clearance have to complete a "disqualified by association" declaration.
- HAJC students, who as part of their studies, have placements working with children will carry out an enhanced DBS check through the Academy prior to their placements commencing.

People not requiring DBS checks:

- Visitors to the Head or other staff who have only brief supervised contact with students.
- Contractors who carry out emergency repairs or service equipment who will be supervised and have limited contact with students.
- Volunteers who accompany staff and students on one-off trips that do not involve an overnight stay.
- Volunteers/parents that help at one-off events such as sports day or fundraising activities.
- People who use the school site once students have left for the day.

- Secondary school age students on work experience or voluntary placements and have limited unsupervised access to students.
- Visitors who come in to give a talk/presentation or run a one-off workshop have limited unsupervised contact with students.

There is no official expiry date for a DBS check providing that the individual does not have a break in employment or volunteering of more than 3 months, at which point a new check would need to be carried out. All casual staff are required to sign up to the DBS Checking Service.

Hinckley Academy and John Cleveland Sixth Form Centre maintain a single central register on which all DBS check information and other safer recruitment information as required is recorded. The register is password protected and access is restricted to the member of staff who is responsible for maintaining the register.

Copies of disclosure certificates are not received by HAJC and photocopies or scans of certificates will not be kept in personnel records.

Any documents or information supplied for the purpose of a DBS check will be returned to the individual or shredded.

Any disclosure information made prior to appointment or shown on a disclosure certificate will be treated confidentially and only shared with staff authorised to know.

It is the Head's decision, in consultation with HR Services, as to whether a disclosure would prevent an individual being employed or working at the Academy.



Hinckley

ACADEMY

DISABILITY POLICY – EQUALITY ACT 2010

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

To ensure that

- Hinckley Academy and John Cleveland Sixth Form Centre is committed to equality and is keen to promote a learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.
- All access arrangements and special consideration regulations and guidance are consistent with the current regulations and the Equality Act 2010. Cumulatively in terms of

Identify a physical or mental impairment,

Looking into adverse effects and assessing which are substantial,

Considering if substantial adverse effects are long term,

Judging the impact of long-term adverse effects on normal day to day activities.

Responsibilities:

a) SENDCo

- A candidate's special needs requirements are determined by the SENDCo and educational psychologist/specialist teachers.
- The SENDCo will assess whether students qualify for special access arrangements.
- The SENDCo will inform the Head of Departments of candidates with special educational needs.
- The SENDCo will inform the Exams Officer of any special arrangements that individual candidates can be granted during the course and in the exams.
- Invigilation for access arrangement candidates will be organised by the SENDCo.

b) Exams Officer

- The Exams Officer will inform the Head of Departments, invigilators, students and parents/guardian or carers of any special arrangements that individual candidates can be granted during the course and in the exam.
- Submitting completed access arrangement or special consideration applications to the awarding bodies is the responsibility of the Examinations Officer using the awarding bodies' published procedures.
- Rooming for access arrangement candidates will be arranged by the Exams Officer based on the information received from the SENDCo.

Risks:

The list below is not exhaustive and either the Academy at its discretion may consider other instances of risk or amend it due to changes in legislation.

- Lighting – ensure that the entrances and corridors are well lit and that the lighting is suitable for the conditions. Also, that all lighting is well maintained.
- Accessibility – Tactile surfaces highlight any steps, stairways or changes in level. That where possible there is wheelchair access to corridors and rooms.
- Accommodation – An adapted toilet/changing room is available and that facilities are in place to open the door from the outside in an emergency. Exam rooms should cater for the specific needs of an individual if possible i.e. wheelchair access.

- Emergency Evacuation – All students and staff must be aware of the emergency evacuation procedures. Safe haven areas for disabled students/staff are identified in each area.
- Seating - Seating must be appropriate and comfortable for those with a disability. Disabled students who become unwell during an exam must be able to leave with the minimum of disruption.
- Signage – Signs should be of a reasonable size, easily understood and if possible combine text, arrows and pictorial symbols.
- Resources – Computer hardware and software should be properly adapted and tested for the user's specific requirements. Exam papers etc. must be of an appropriate size font/coloured paper of the student's specific requirements. Where necessary live speakers must be provided for modern foreign language listening exams.

Current provision:

- Lighting – All corridors and entrances are well lit either by natural or fluorescent lighting. All lighting meets the legal Health and Safety at Work Act 1974 requirements. The Estates Manager and team are responsible for ensuring that the lighting is fit for purpose and operating correctly.
- Accessibility – All stairwells comply the legal requirements, corridors are wide enough to allow easy access for wheelchair users. Wheelchair will take their exams in a room with easy wheelchair access (V4).
- Accommodation - The adapted toilets provide all necessary facilities to support the needs of candidates, in case of emergency they are accessible from the outside and there is an emergency cord inside. If necessary candidates requiring additional support will take their exams in a room away from the main exam rooms to ensure access to the facilities/support they may need.
- Emergency Evacuation - Each building/area of the school has fire marshals who are aware of any specific requirements needed to ensure a safe evacuation in the event of an emergency. E-vac chairs and trained staff are provided where necessary. All students and invigilators are made aware of the evacuation procedures on a regular basis either via fire drills or invigilator training conducted by the Exams Officer. Candidates with mobility issues or wheelchair users will be seated as appropriate to ensure a safe evacuation, if necessary.
- Seating - Seating is provided according to the individuals requirements as identified by the SENDCo, candidates who may need to leave the room during the exam due to the nature of their disability will be situated close to the exit. Dependent upon need some candidates may take their exams in rooms away from the exam rooms to ensure that their needs can be met without disrupting others provided this complies with the current JCQ regulations.
- Signage - Signs are as far as possible simple, clear and consistent. They are generally displayed on A3 or A4 and will be in font sizes of 10 or above. The SENDCo will assess individual needs and make sure that appropriate arrangements are put in place to ensure information is accessible for instance entry statements/timetables on coloured paper.
- Resources - Access arrangements will be put into place according to the individual candidate's needs. Adapted keyboards, large screens and appropriate software programs will be available as necessary.



Hinckley

ACADEMY

EQUAL OPPORTUNITIES POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- DBS Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

This policy is an overarching Academy policy which applies to all members of staff, the governing body and all students and is linked to the following policies and action plans.

- Behaviour Policy
- Race Equality Policy
- SEN Policy
- Inclusion Policy
- DDA Action Plan
- Staff Development Policy
- Teaching and Learning Policy
- Monitoring and Evaluation Policy
- Gifted and Talented Policy

Hinckley Academy and John Cleveland Sixth Form Centre prides itself on being an inclusive institution and embraces equal opportunities for all. The Academy considers itself a community in which each individual's needs are recognised and each of its members' talents and aptitudes are fostered.

The Academy will not discriminate against anyone on grounds of their racial or ethnic origin, gender, religious beliefs or disabilities. Nor against those that are pregnant, new mothers, those undergoing gender re-assignment or learners because of the behaviour of their parent(s), guardians or carer(s).

Purpose:

To ensure that equality of opportunity is central to the ethos of Hinckley Academy and John Cleveland Sixth Form centre and that this is recognised by all stakeholders.

To develop an understanding and promotion of human equality and equality of opportunity through all aspects of HAJC life.

To promote positive relations between members of different racial, cultural, gender and religious groups and communities.

To enable students to take responsibility for their behaviour and relationships with others.

Equal Opportunities Practice

- The Head has responsibility for the equal opportunities policy, for delegating responsibilities and tasks to other staff and for ensuring that the policy is known and understood by staff, students, and parents.
- Applications to HAJC will be positively encouraged from all members of the community and conditions of employment within the Academy will be non-discriminatory.
- When recruiting staff questions relating to health will only be asked after a job offer is made and only then if deemed necessary.
- All staff will be expected to act as positive role models for all students and staff at the Academy.
- In line with the 2010 Equality Act, the Academy will make every effort to ensure that no child, parent or member of staff is disadvantaged as a result of their disability, although it needs to be recognised that the physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility.

- As detailed in the Academy's Behaviour Policy, racist, sexist and homophobic bullying, language and behaviour and other acts of intolerance will not be accepted at the Academy.
- Where any member of staff comes across incidents involving racist, sexist or homophobic behaviour these must be reported to a senior member of staff.
- Academy brochures and curriculum handbooks will contain a statement of the Academy's commitment to equal opportunities.
- Schemes of work must be constructed with equality of opportunity at their core.
- Teaching and learning will have equality of opportunity at its core.
- Teaching materials must not be stereotyped or discriminatory and should contain positive role models.
- All students will have equal access to all programmes of study, according to their aptitude and ability.
- All students will have equality of access to personal, academic and career support throughout their time at HAJC.
- Students on the SEN register or Gifted and Talented programme will be supported fully according to their needs and aptitudes.

Monitoring and Evaluation

This will be carried out annually through

- Analysis of the data which is recorded in the:
 - Racial incidents register
 - Bullying register
- Observations of lessons carried out on a half termly basis.
- Analysis of all Academy documents.
- Monitoring of the activity as detailed in the DDA Action Plan.
- Evaluation of the effectiveness of the policies to which it is linked.

Complaints Procedure

- Every incident that breaches this Equal Opportunities policy must be reported to the Head who will delegate a member of the Senior Leadership team to investigate. The investigator will require written statements from all involved.
- Incidents can be reported by either the person experiencing the breach, a third party witnessing the breach or someone who believes a breach has taken place. It can be made either verbally or in writing.

- If a student reports an incident to a member of staff it is the duty of the member of staff to report it immediately to the Head for investigation.
- If after investigation the allegation is confirmed the Head with advice from the Governors will decide upon the best course of action. For members of staff the action can range from a written warning to suspension, for students it can range from a written warning to exclusion. If the allegation concerns a student the parent(s), guardian or carer(s) must be kept fully informed via a letter.
- The perpetrator has the right to appeal. Appeals must be made within 2 weeks in writing and addressed to both the Head and Chair of Governors.



Hinckley

ACADEMY

EXAMINATION CONTINGENCY PLAN POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with;

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

To identify the task involved with exams, how they are completed, by whom and in an emergency, who would take over the task to ensure that exams run smoothly and in compliance with the Joint Council for Qualifications (JCQ) regulations and awarding body deadlines.

	Task	How produced and/or where displayed	Normally	In Emergency
Calendar / Handbooks	Timetable of main and domestic exams Coursework deadlines controlled assessment dates	Produced via excel using info from awarding bodies distributed via website, firefly and email to staff.	Pip Colledge	Lisa Hackett
Access Arrangements	Registering students for Access Arrangements	Via JCQ website, information from Louise	Pip Colledge	Louise Leeson
Entries	Down load basedata Making entries Submitting entries Produce entry statements & JCQ regs Distribute entry statements/timetables to students and staff	From awarding body websites Via marksheets in Sims (Exams Organiser) Via A2C Via Sims (Exams Organiser), JCQ downloaded from their website. Distribute via tutor groups, email and website/firefly	Pip Colledge	Lisa Hackett
Coursework	Obtaining from teaching staff Checking Submitting	Via OMR's produced in Exams Organiser Check for odd marks/missing marks – query Via A2C	Pip Colledge	Lisa Hackett
Results	Downloading Checking Producing results statements distributing to students and staff	From A2C Resolve missing/odd results through awarding body websites Via Exams Organiser, distribute either in main venue (summer) or tutor group.	Pip Colledge	Lisa Hackett
Storage of paper	Log the papers in Check against timetable Set up for the exam rooms (day before exam)	Record the arrival of papers via excel spreadsheet. Check details against the timetable Set up the trays for each room	Pip Colledge	Lisa Hackett
Rooms	Allocate exam rooms – by size of cohort	Advise Steve/Adam/Graeme which rooms are needed.	Pip Colledge	Lisa Hackett

Task	How produced and/or where displayed	Normally	In Emergency
-------------	--	-----------------	---------------------

Seating Plans/Lists	Production and distribution Colour coding	From Exams Organiser, distributed via HOD, Firefly and displayed on the board outside Data Use E1 list and clash report to code, issue to invigilators on the day.	Pip Colledge	Lisa Hackett
Exam Clashes	Identify students with a clash Resolve clash and inform student	Report from Exams Organiser Either supervised or consecutive, informed via entry statement.	Pip Colledge	Lisa Hackett
Invigilation details	Allocation and notification	Via excel and distributed via email to most (Trivett posted)	Pip Colledge	Lisa Hackett
Desk cards	Production and setting out	From Exams Organiser, set out by Pip or invigilators	Pip Colledge	Lisa Hackett

ON THE DAY

Task	Where to find	Done by	In Emergency
Keys to Secure Storage for exam papers and exam stationery	With the Exams Officer, spares in Key Safe in Exams Office.	Pip Colledge	Lisa Hackett / Ian Ratheram
Exams Office - Centre Timetable / Rooming Timetable	Main Building	Pip Colledge	Lisa Hackett / Ian Ratheram
Seating Plans	Exams Office, Firefly, Subject Departments	Pip Colledge	Lisa Hackett
Exam Desk Labels/Cards	Exams Office	Pip Colledge	Lisa Hackett / invigilators
Setting out of Exams Room		Pip Colledge	Lisa Hackett / invigilators
Notices – Warning to candidates / No Mobile Phones. ICE Booklet. Clocks.	Exams Office secure room	Pip Colledge	Lisa Hackett / Ian Ratheram
Exam Registers	Exams Office secure room or exam room trays	Pip Colledge	Lisa Hackett / Ian Ratheram
Invigilator Timetable	Exams Office and emailed to all invigilators	Pip Colledge	Lisa Hackett / Ian Ratheram
Register of Invigilators and contact details	Exams Office	Pip Colledge	Lisa Hackett / Ian Ratheram
Access Arrangements Script Cover Sheets	Exams Office	Pip Colledge	Lisa Hackett / Ian Ratheram
Script Envelopes	Exams Office secure room or exam room trays	Pip Colledge	Lisa Hackett / Ian Ratheram

ON THE DAY

Task	Where to find	Done by	In Emergency
Examiner Address Labels	Exams Office secure room or exam room trays	Pip Colledge	Lisa Hackett / Ian Ratheram
AB stationery booklet	Exams Office secure room or exam room trays	Pip Colledge	Lisa Hackett / Ian Ratheram
Exam clash chart and candidate quarantine details	Indicated on the colour coded seating plans in the exam room trays	Pip Colledge	Lisa Hackett / Ian Ratheram
Collection of Scripts	In exam rooms	Invigilators	Pip Colledge/ Lisa Hackett/ Ian Ratheram
Collation of Scripts	Exams Office – against the attendance register	Pip Colledge	Lisa Hackett / Ian Ratheram
Completion of Proof of Posting Form	Exams Office – yellow folder	Pip Colledge	Lisa Hackett / Ian Ratheram
Despatch of Scripts	Parcelforce collect from the Exams Office around 2.15.	Pip Colledge	Lisa Hackett / Ian Ratheram
Awarding Body Tel. Numbers: AQA Edexcel OCR WJEC	0161 953 1180 speed dial 702 0344 463 2535 speed dial 703 01223 553 998 speed dial 704 02920 265 000 speed dial 705		

If on the day of an exam the Academy is closed due to unforeseen circumstances every effort will be made to find alternative accommodation by the Senior Management team. If this is not possible then the awarding bodies will be contacted and their advice sought. At all times the candidates will be kept informed of the situation.

If the closure relates to severe January weather during the exams every effort will be made to open the Academy for the exams only, students that feel it is unsafe to travel will be entered for the summer exams.



Hinckley

ACADEMY

EMERGENCY PROCEDURE POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Disability Policy – Equality Act 2010
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

To ensure the safety of the students while maintaining the integrity of the exam in the event of a Fire/Fire Alarm, Bomb Alert or other emergency which requires the evacuation of an exam room. This policy should be read in conjunction with the Evacuation Information and Guidance Pack 2019-2020

<https://www.hinckleyacademy.co.uk/attachments/download.asp?file=75&type=pdf>

Persons responsible for the exam rooms

In the event of an emergency the following staff members and the invigilator(s) are responsible for the evacuation of their designated room. Invigilators must familiarise themselves with the location of the fire doors before the exam starts.

- Ian Ratheram – Gym or Sports Hall
- Pip Colledge – Food Block

Procedure

- On hearing the alarm, the invigilators should stop the exam and ask the students to sit quietly. A note of the time must be made.
- The Estates Manager will inform the Exams Officer if it is a false alarm.
- The designated member of staff will go to their allocated room to advise the invigilator on the course of action/assist them with the students.
- In the event that evacuation is required the member of staff and invigilators will
 - collect a copy of the seating plan
 - note down the time of evacuation
 - escort the students out of the exam room to the safe area via the nearest fire exit
 - supervise the students as closely as possible
 - when instructed supervise the return of the students to the exam room. At least one invigilator must enter the exam room before the students
 - allow the students' time to settle before restarting the exam. A record of the start time must be made and the new finishing time displayed in the room
 - the students must be given the full time remaining for the exam. For instance, if a 2-hour exam was stopped after 1 hour then they must be given the remaining hour
 - A written record of all times and any incidents must be handed to the Exams Officer at the end of the exam
- Assembly points are
 - Gym or Sports Hall – lower tennis court
 - Food Block – between Food and the Cube



Hinckley

ACADEMY

INTERNAL APPEALS PROCEDURE POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Applying to coursework, portfolio work and non-examined units at all examination levels.

Hinckley Academy and John Cleveland Sixth Form Centre (HAJC) is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specifications and subject specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. HAJC is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Purpose:

- To recognise the importance of assessments and ensure that the methodology is valid, reliable and does not disadvantage any group of learners or individuals.
- To enable a student to enquire, question or appeal against an assessment decision by ensuring that candidates are informed of their centre assessed marks.
- To reach agreement between the student and teacher at the earliest opportunity by informing candidates that they may request copies of materials to assist them in considering an appeal.
- To ensure the essential elements of transparency, the right of hearing, independence in the hearing and a written record of the outcome by ensuring that requests for copies of materials are dealt with promptly.
- To protect the interest of all students and maintain the integrity of the examination process.

Timings

- GCSE and GCE
 - Appeals regarding controlled assessments, coursework and non-examined units must be made in writing within one week of the student receiving notification of the grade therefore when setting deadlines teaching staff must take the right to appeal into account.
 - An appeal must be concluded within one month of the grade being issued and before the marks are submitted to the awarding body.
 - The deadline for submitting all appeals is the 1st April.
- BTEC
 - Appeals regarding controlled assessments, coursework and non-examined units must be made in writing within one week of the student receiving notification of the grade.
 - An appeal must be concluded within one month of the grade being issued and before the marks are submitted to the awarding body.
 - The deadline for submitting all appeals is the 1st June.

Grounds for an appeal

The student must have valid grounds for an appeal. HAJC will not pursue an appeal because the student 'thinks' they have been given the wrong grade. The following are some of the reasons for an appeal, the list is not exhaustive.

- The student wasn't given the opportunity to complete the full amount of assessment time, this can include a member of staff not allocating the correct amount of time for both research and write up.
- The work wasn't marked by an appropriately qualified member of staff.

- The awarding body mark scheme was not adhered to.
- There is inconsistency in marking because internal moderation and standardisation hasn't taken place.

Who will conduct the appeal?

- The appeal will be conducted by an assessor who has appropriate competence, no previous involvement in the assessment of that candidate and has no personal interest in the outcome.

Outcome of an appeal

- The student and parents/guardian or carer will be informed in writing of the outcome of the appeal within one week of the written request.
- The outcome of the appeal will be made known to the Head and will be logged as a complaint.
- A written record will be kept and made available to the awarding body upon request.
- If the appeal brings any irregularity in procedures to light, the awarding body will be informed immediately.

After the candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Hinckley Academy and John Cleveland Sixth Form centre and is not covered by this procedure.



Hinckley

ACADEMY

MALPRACTICE POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with;

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Malpractice is any deliberate act or practice which compromises or threatens to compromise the integrity of an assessment and as a result the validity of the result. While maladministration is not a deliberate act as it may be accidental or a result of incompetence it may also compromise the assessments integrity.

Hinckley Academy and John Cleveland Sixth Form Centre will not tolerate actions (or attempted actions) of malpractice by staff or students. HAJC is committed to investigating all cases of suspected malpractice and where proven is fully committed to take appropriate action including applying disciplinary measures and reporting suspected malpractice to the relevant awarding body to ensure that the integrity of the assessment is maintained.

All staff have a professional duty to ensure that they uphold this policy. Whilst the policy sets out the general principles in additions staff must also ensure that they abide by the specific assessment requirements laid down by the awarding body.

Purpose:

- To increase the awareness and understanding of the actions that constitute malpractice or maladministration by students and teachers.
- To reduce the breach of regulations risk through ignorance.
- To aid detection of irregularities.
- Identify strategies to minimise the risk of student malpractice.
- Outline how alleged malpractice will be dealt with.

Examples of Staff Malpractice

The list below is not exhaustive and the Academy at its discretion may consider other instances of malpractice.

- Improper assistance to students
- Inventing or changing marks for internally assessed work where there is insufficient evidence of the students' achievement to justify the marks given
- Failure to keep students' coursework/portfolio/non-examined assessment work secure
- Assisting students in the production of their work, where the support has the potential to influence the outcome
- Falsifying witness statements
- Allowing material to be included for assessment which is known or believed not to be the students own work
- Misusing the students access arrangements
- Fraudulent certificate claims i.e. claiming for a certificate before the student has completed all the tasks.

Examples of Student Malpractice

Again, this list is not exhaustive and the Academy at its discretion may consider other instances of malpractice.

- A breach of the instructions or advice of an invigilator or member of staff in relation to the examination or assessment rules and regulations
- Failing to abide by the rules of supervision which maintain the security of examinations or assessments

- Collusion – working collaboratively with other students beyond what is allowed
- Copying from another candidate. This includes the use of ICT to aid the copying.
- Allowing your work to be copied including posting coursework etc. on social media.
- Disruptive behaviour in the exam rooms or during an assessment session, this includes the use of offensive language.
- Exchanging, obtaining, receiving or passing on information (or attempting to) which could be examination related by means of talking, writing or electronic communication.
- Falsely declaring that your controlled assessment/coursework/portfolio or non-examined assessment is all your own work.
- Accepting assistance from others in the production of your controlled assessment/coursework/portfolio or non-examined assessment or assisting others with their controlled assessment/coursework/portfolio or non-examined assessment.
- Bringing into the exam or assessment unauthorised materials as dictated by the Joint Council for Qualification (JCQ) and awarding body stipulations. For example, study notes, inappropriately annotated texts, if notes are allowed those that are in the wrong format, calculators, dictionaries, mobile phones, iPods including earphones, MP3 players, Smartwatches etc.
- Including inappropriate, offensive or obscene material in an exam paper, controlled assessment, coursework, portfolio or non- examined assessment
- Plagiarism: unacknowledged copying from published materials including web based or incomplete referencing
- Behaving in a manner that undermines the integrity of the exam
- The alteration or falsification of any results documents, including certificates
- The misuse or attempted misuse of examination or assessment materials or resources (e.g. uploading pre-release materials to social media)
- Being in possession of confidential material in advance of the exam
- The unauthorised use of a memory stick where a candidate uses a word processor.

Implementation of the Policy

Informing Students

The Academy will provide the students with the JCQ regulations via the following

- Class teachers and Tutors have the responsibility to ensure that the students are made aware of the JCQ regulations before they undertake any assessed work which will contribute to their exams.
- At the start of the academic year the Exams Officer will ensure that an updated Examination Handbook which includes the current JCQ regulations is available both on the Academy website and the in-house Intranet. Staff and students will be advised via email that the documents are available.
- At the start of the academic year the Exams Officer will email to all members of staff the current JCQ regulations relevant to exams with advice that the information must be disseminated to the students.
- All students will be issued with the warning notice and no mobile phones notice along with their exam entry statement at least one month before the start of the exams.

Implementing the assessment practices

- Heads of Department and class teachers have responsibility for implementing assessment practices that reduce the opportunity for malpractice including:
 - Supervised study during which evidence for examination is produced by the student, for example the supervised controlled assessments.
 - Ensuring that access controls to the network computers prevent a student accessing other students work or restricted sites.
 - Ensuring that the students sign the awarding body authentication forms.

Procedure for dealing with allegations of malpractice

Reporting suspected malpractice

All HAJC staff have a duty to report any suspected incidences of staff or student malpractice through the appropriate channels.

Equally allegations of suspected malpractice may be made by the awarding bodies and reported to HAJC.

- **Allegations made by HAJC staff** – allegations of suspected staff or student malpractice should be submitted to the relevant Head of Department. If the allegation is about the Head of Department the allegation should be submitted to the Head.
- **Allegations made by the student** – all staff have the responsibility to ensure that any allegation reported to them must be taken seriously and reported through the correct channels.

HAJC will consider all allegations that are made verbally but will request in all cases that allegations are put in writing with any supporting evidence that is available.

- **To the Awarding Bodies** – HAJC accepts the responsibility to report any suspicion of student or staff malpractice to the appropriate awarding body. The only exception to this relates to malpractice in coursework or controlled assessments that is discovered prior to the student signing the declaration of authenticity form. In this case the incident will be dealt with in accordance with the HAJC student management procedures.
- In all other instances of suspected malpractice, the Head will submit the fullest details of the case at the earliest opportunity to the relevant awarding body as per the awarding body preferred method and the Joint Council of Qualifications regulations.

Investigating suspected malpractice

If assessment malpractice is suspected by **HAJC staff** there will be an investigation commissioned by the Head to establish the full facts, circumstances and evidence. The investigation will be under the terms of HAJC's Staff Disciplinary Policy because of the seriousness of the matter.

The Head will nominate an investigating officer however to avoid conflicts of interest investigations will not be conducted by the Head of Department who works with the member of staff.

Any disciplinary investigation will follow the Staff Disciplinary Policy which includes provision for:

- The member of staff to be informed about the concerns and possible consequences

- Possible suspension depending on the circumstances
- The member of staff to be accompanied at any subsequent investigation meetings
- Collection of evidence related to the alleged malpractice
- The review of evidence and production of a report
- A decision to be made on whether or not to proceed to a formal disciplinary hearing
- If necessary a formal hearing with a right of representation.

Possible actions taken by HAJC

Following an investigation and hearing in cases where it is believed that there is clear evidence of malpractice

- The appropriate awarding body will be informed via their preferred method by the Head of HAJC of the allegation and supporting evidence provided.
- HAJC will take commensurate disciplinary action. There will be a right of appeal against any formal disciplinary warning or dismissal.

In any instance where suspected malpractice is reported to the awarding body HAJC will provide the member(s) of staff with a completed copy of the form or letter used to notify the awarding body.

Incidences of **student malpractice** will be investigated in a similar manner by the investigator nominated by the Head. As with staff malpractice potential conflicts of interest will be avoided by nominating an investigating officer who is external to the management of the student or subject.

The investigation will proceed through the following stages:

- The student and their parent/guardian or carer will be informed about the issues, possible consequences and right to appeal
- Evidence related to the alleged malpractice will be collected, this may include witness statements, notes etc.
- The evidence will be reviewed and a report produced
- A formal meeting between the Head and the student along with their parent/guardian or carer will take place.

Possible Actions taken by HAJC

In cases where it is believed that there is clear evidence of malpractice

- The appropriate awarding body will be informed by HAJC of the allegation and they will be given the supporting evidence
- HAJC will take internal disciplinary action in line with its student management procedures. The action will be commensurate with the seriousness of the malpractice.

In any instance where suspected malpractice is reported to the awarding body HAJC will provide the individual(s) with a completed copy of the form or letter used to notify the awarding body of the malpractice.

Maladministration

Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, non-examined assessments and examinations or malpractice in the conduct of the examinations/assessments and/or the handling of examination papers, candidate scripts, mark sheets, assessment records, results and certificates.

For example

- Failing to ensure that students' coursework to be completed under controlled conditions is appropriately monitored and supervised
- Inappropriate members of staff assessing the students for access arrangements who do not meet the criteria as detailed by the JCQ regulations
- Failure to use current assignments for assessment
- Failure to train invigilators adequately, leading to non-compliance with JCQ regulations
- Failing to issue to students the appropriate notices and warnings
- Failing to post notices relating to the examination or assessment in all rooms (including music and art rooms) when examinations and assessments are being held
- Not ensuring that the examination venue conforms to awarding body requirements
- The introduction of unauthorised materials into the examination room, either during or prior to the exam.
- Failing to ensure that mobile phones are removed from the exam rooms and failing to remind candidates that any phones or unauthorised items found in their possession must be handed to the invigilator prior to the exam starting
- Failing to invigilate in accordance with the JCQ regulations
- Failure to keep accurate records of very late arrivals or overnight supervision arrangements
- Failing to keep accurate and up to date records of access arrangement applications
- Granting access arrangements or special consideration to students that do not meet the requirements set by the JCQ
- Granting access arrangements without approval from the awarding bodies
- Failing to supervise effectively the printing of assignments or exam papers
- Failing to retain the students' controlled assessment/coursework or non-examined assessment in secure conditions after the authentication statements have been signed
- Failing to maintain the security of the students' scripts prior to despatch to the awarding body or examiner
- Failing to despatch the student's scripts/controlled assessment/coursework to the moderators in a timely manner
- Failing to report an instance of suspected malpractice in the exams or assessments to the appropriate awarding body as soon as possible after the incident is discovered
- Failing to conduct a thorough investigation into suspected exam or assessment malpractice when asked to do so by an awarding body.



Hinckley

ACADEMY

NON-EXAMINED UNIT POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Non-examined Unit Policy

Non-examined assessments measure subject specific knowledge and skills that cannot be tested by timed written papers, for example verbal communication skills in GCSE English and practical skills in Science.

There are three stages to the assessments, task setting, task taking and task marking. Each stage has its own set of rules which vary from subject to subject.

Purpose:

Hinckley Academy and John Cleveland Sixth Form Centre (HAJC) is committed to ensuring that the non-examined assessment process is fair to all students and carried out according to the JCQ regulations and awarding body subject specific rules.

Responsibilities

Head of Department

The Head of Department is responsible for ensuring that:

- The assessment procedures, as outlined in the department policy and in the regulations published by the relevant examination boards, are properly implemented in practice,
- Deadlines are clear, agreed with all teachers in the department, realistic, published (where possible) for students and their Parent(s)/guardian(s) and shared with all relevant parties, e.g. Heads of Year, Form Teachers, etc.
- All teacher feedback, throughout preparation, will refer to mark schemes and criteria,
- All staff in the department follow the procedures for subject teachers as outlined,
- In the event of the student's absence the Head of Department should arrange time and rooming etc. for the student to take the controlled assessment. In the case of extended absence, the Exams Officer should be consulted.

Subject Teacher

While the Head of Department has overall responsibility, each teacher is responsible for the implementation of both internal and external assessment procedures relevant to the classes allocated to his/her timetable each year. Each teacher is responsible for implementing the departmental procedures for setting and managing non-examined assessments.

Managing Non-Examined Assessments

- Ensure students are fully aware of the Non-examination assessments task requirements:
- Ensure that students are fully aware of the Non-examination assessments task deadlines and the procedures for marking, standardisation and moderation which will be carried out in school,
- Provide standardised examples work from previous years or from examination board exemplars, where appropriate,
- Make students aware of the Internal Appeals Procedure and the regulations concerning Malpractice if necessary.

Departmental Marking of Non-examined work

- Mark all Non-examination assessments within the timeframe agreed within the department,
- Throughout, the teacher should provide and retain written feedback on progress and standard to date. This may be evidenced electronically if submitted/maintained in this manner. Such feedback will be used as part of the appeals procedure where it is invoked by the student or his Parent(s)/guardian(s),
- Provide the Head of Department with the Non-examination assessments marks and samples within the agreed timeframe,
- The Head of Department will retain a copy of all pupil marks and make these available to the Exams Officer,
- Attend standardisation and moderation meetings as required by the Head of Department and carry out all agreed adjustments to marks,
- The final raw mark for the Non-examination assessments may be provided to students so that they can make sensible decisions about resits. This should preferably be done after the internal moderation and standardisation procedures.
- Annotate final Non-examination assessments according to examination board guidelines to highlight how marks have been achieved. This will be important if the work is examined within either the Internal Appeals Procedure or any subsequent procedure carried out by the examination board,

Non-examination assessments deadlines:

- All Non-examination assessments should be handed in before or on the submission date, those students who fail to meet this date should not normally have work accepted. The student is given either a mark for any incomplete work submitted or a zero mark if no work is submitted.
- In determining deadline dates, the Head of Department will consult with the teachers in his/her department and leave sufficient time for the marking, internal moderation, standardisation and administration,
- If a student fails to meet set deadlines their teacher should make sure that the student has no valid reason for this failure: any reason given should be discussed with the Head of Department before giving any deadline extensions. If there is no satisfactory reason for failure to meet the deadline then the teacher will inform the Head of Department who will inform the Parent(s)/guardian(s) about what has occurred.

Disciplinary Procedures for Malpractice – refer to the Malpractice policy for further guidance

Malpractice is defined as any attempt by students or member of staff to gain an unfair advantage in assessments. An allegation of malpractice may be made by a member of staff or a student.

Malpractice may include though not be limited to:

- Plagiarism - Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.
- Falsifying or fabricating data - Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.

- Collusion - Collusion involves two or more students working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.
- Copying - Copying is when one student copies work from another student, with or without the knowledge of the first student.
- Personation - Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.
- Any other wilful deception in any element of an assessment.

A student who aids and abets a fellow student to commit malpractice shall be deemed to have committed malpractice and will be dealt with accordingly.

When a case of suspected malpractice has been identified:

- The member of staff will bring the matter to the attention of the Department Head who in turn must report the matter to the Head for investigation.
- The Head will appoint an impartial member of staff to investigate the allegation. If, after investigation, the investigator is satisfied that no malpractice has taken place, no further action will be taken against the student or member of staff. All parties involved will receive a written report of the investigation.
- If it is found that malpractice has taken place the Academy's full Malpractice Policy will come into play.

Ownership of Non-examined work

- The ownership and copyright of assignments are retained by the teacher and the school.
- On completion, the work submitted by students becomes examination material and the school holds it securely until it has no further value as examination material. Ownership of this original work is passed to the school on submission by the student.
- Any sample of work sent to an examination board becomes the property of the board and they may decide to use the material for training purposes.
- Students should retain a copy of their work, as the original work will not be returned.

Mitigation of the risks

Risk	How is the risk reduced?	Who is responsible for reducing the risk
Timetable clash – too many non-examined assessments in one period or clashing with external events.	Consultation at the start of the academic year/when the timetable is compiled.	Subject Leader and Senior Leader responsible for compiling the timetable.
IT problems – downloading tasks, assessments completed on computer	All tasks should be downloaded and stored securely at least a week prior to the assessment date. IT on hand on the day of assessment to resolve any issues. The students save their work to an area on Firefly accessible only to the Subject Leader. UNDER NO CIRCUMSTANCES IS A STUDENTS WORK TO BE STORED ON A TEACHERS LAPTOP OR FLASH	Subject Leader and or Exams Officer. Exams Officer and IT Manager. Subject Leader and IT Manager.

	DRIVE. IT MUST BE STORED IN A SECURE AREA OF THE STAFF SHARED DRIVE.	
Control level – the incorrect level of control is applied. This includes time, resources, supervision and collaboration. Teachers do not understand that supervision is their responsibility.	Subject Leaders and teaching staff familiarise themselves with all the requirements before they start teaching, especially if they change boards/specs. This includes materials/resources and the need for the correct level of supervision. If conducted as formal exam, the Exams Officer ensures the 30/1 ratio is applied.	Subject Leader and teachers. Exams Officer.
Timetabling – informing the students/staff	For assessments conducted as a formal exam the Exams Officer will timetable them through Sims and produce entry/timetable statements issued to students. Staff informed via the morning briefing and calendar. For assessments conducted in lessons the Subject Leader will timetable them with the department teachers. Students will be advised of the dates through the subject teacher.	Subject Leader, teacher and or Exams Officer.
Task Setting – wrong task set.	Subject Leaders and teaching staff familiarise themselves with all the requirements before they start teaching, especially if they change boards/specs.	Subject Leader and teachers.
Materials – security of.	Tasks downloaded must not be stored on unsecure areas of the computer system. They must not be removed in any format from the Academy. Hard copies must not be left on desks/in photocopiers etc. Subject Leader advises all teaching staff of their responsibilities regarding security.	Subject Leader and teachers.
Storage of work/record of work completed.	All assessments must be securely stored in lockable preferably fire proof cupboards/filing cabinets. Subject Leaders and teachers keep a log of all work collected in. A register is kept to track work removed from and returned to storage for marking etc. As soon as possible after the final stage of assessment the work should be marked and an electronic record of the marks made.	Subject Leader Subject Leader /Teacher Teacher

Loss of work by the student.	Students are advised to keep copies of all research material and any drafts. Ideally these would be electronic copies. Students must not be allowed to remove work from the Academy.	Teacher Subject Leader and or teachers.
Student missing a test slot and falling short on the hours allocated for the assessment.	A register is taken at each assessment regardless of level. Records of the hours each student is under assessment are kept. Parents are informed that the student has missed the controlled assessment. An opportunity to catch up is arranged at the earliest possible time, this could include lunch times and after school.	Exams Officer and or teachers. Subject Leader and teacher. Subject Leader or teacher. Subject Leader with teacher.
Students being allowed too much time for the assessment.	A register is taken at each assessment regardless of level. Records of the hours each student is under assessment are kept. Subject Leaders ensure that all teaching staff are aware of the regulations for their controlled assessment.	Subject Leader and teacher. Subject Leader or teacher.
Students not meeting the deadline.	Student must be issued with firm deadline dates prior to the start of the unit. If it is apparent they are falling behind after school sessions should be arranged and parents informed. Further sanctions must be put in place if the shortfall continues and parents must always be informed.	Teacher, Subject Leader and Year Head
Malpractice by the student during the assessment	Every student is issued with the Exams Handbook which contains the JCQ notices at the start of the academic year. Teachers advise the students before they start the unit of the regulations and the penalties for breaking them.	Exams Officer Teachers
Plagiarism	The students are informed of the penalties for plagiarism before they begin the unit. Regular checks on the students work. Checks on the materials that the students use for the final high-level stage of the assessment.	Teachers/ Exams Officer via the Hand book Teacher

Formal Supervision	<p>Students are advised of the regulations i.e. no internet, e-mails, mobile phones etc.</p> <p>Research folders etc. are checked to ensure that they do not contain prohibited materials.</p> <p>Any teaching material that could be of assistance is removed from the room or covered up.</p> <p>A record of the date and time, students present, students absent, supervisors and any incidents should be kept.</p>	<p>Subject Leader or teacher.</p> <p>Teachers.</p> <p>Teachers.</p> <p>Subject Leader, teachers plus Exams Officer if external invigilators used.</p>
Informal supervision	<p>Checks should be made to ensure the work is that of the student.</p> <p>Attendance and absence records must be kept.</p>	<p>Teachers.</p> <p>Subject Leaders and or teachers.</p>
Breach of security by HAJC staff.	<p>All assessment materials are kept under lock and key.</p> <p>Test will not be placed on the computer network or stored electronically. This includes mark schemes.</p> <p>Where possible test material will not be downloaded until required.</p> <p>Only sufficient copies of the assessments are to be printed. No spares. If sufficient assessments have been printed and more are requested the Reprographics Manager should question it.</p> <p>Completed assessments must be stored in locked preferably fireproof cabinets or filing cabinets.</p> <p>Controlled assessment material must not leave the Academy.</p>	<p>Exams Officer or Subject Leader</p> <p>Exams Officer and IT Manager</p> <p>Subject Leaders or Exams Officer</p> <p>Subject Leaders, Exams Officer and Reprographics Manager.</p> <p>Subject Leaders and or Exams Officer.</p> <p>Subject Leaders, Senior Management.</p>
If an instance of malpractice or plagiarism is found.	<p>Prior to the student signing the authentication statement the candidate will have an opportunity to redress the problem.</p> <p>If the irregularity is discovered after the student has signed the authentication statement the problem must be reported to the awarding body.</p>	<p>Subject Leader, Senior Management.</p> <p>Senior Management, Exams Officer</p>
Authentication of work by student	<p>Teaching staff must ensure that all students complete the relevant form(s) and that they are either held securely within the department or attached to the students work.</p> <p>The Exams Officer must ensure that the relevant forms are attached to the sample before they are sent.</p>	<p>Teacher</p> <p>Exams Officer</p>
Authentication of work by the teacher.	<p>Subject Leader to remind all members of their staff that the relevant authentication forms must be signed.</p>	<p>Subject Leader</p> <p>Teacher</p> <p>Exams Officer</p>

	The Exams Officer must ensure that the teacher has signed the forms before the sample is sent.	
Marking and Standardisation	Subject Leader to ensure that all staff are aware of and have to hand the marking criteria and the deadlines and that where necessary appropriate training has taken place. This is especially important if there is a change in awarding body/specification. Subject Leader to arrange the standardisation meeting to ensure that marking is consistent and with the awarding body guidelines.	Subject Leader Teacher
Submission of marks	Teachers to ensure that the marks are sent to the Exams Officer by the deadline set by the Exams Officer. Exams Officer to ensure that the internal deadline allows for technical problems send the marks and that teaching staff have a chance to double check the marks awarded. Exams Officer to ensure that a second person is fully trained to send the marks.	Exams Officer Teachers

- The Senior Leadership team are to ensure that all risks are minimised.
- If any of the above occurs the person responsible for reducing the risk must report the matter to the Senior Management team and the Exams Officer. A register of all incidents will be kept by the Exams Officer.
- The Senior Leadership team will act if the risk has occurred because of actions/inactions by a member of the HAJC staff.
- It is the responsibility of the Exams Officer to notify the awarding bodies of any acts of malpractice or plagiarism.
- Ideally Subject Leaders and teachers will set up electronic mark books which record the number of hours a student has completed and the final mark for the work.



Hinckley

ACADEMY

POST RESULTS SERVICES POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

- To ensure that all staff and students at HAJC are aware of the PRS available.
- That all staff and students are aware of how to obtain a PRS.
- To ensure that all staff and student are aware of the possible consequences of asking for a PRS.
- To ensure that all staff and students comply with the awarding body and JCQ regulations and deadlines relating to the PRS.

Services Available

The awarding bodies offer both staff and students the following options to query their exam results. The option to have the paper no longer exists.

- A copy of the exam script – either the original or a photocopy. If requesting the original further PRS requests cannot be made.
- A clerical check (service one) – an awarding body trained reviewer will count up the marks to check that all marks have been accounted for. They will not remark the paper.
- A review of marking (service two) – an awarding body trained reviewer will review the paper to check that all questions have been marked and that the marks allocated are accurate and consistent. Again, they will not remark the paper.
- A review of moderation (service three) – an awarding body trained reviewer will review the marks given by HAJC staff and confirmed or amended by the moderator to ensure that they are accurate and consistent. This option applies only to controlled assessments or coursework that has been marked initially by HAJC staff. This service is not available to individual students.
- An appeal – If after receiving the outcome of a review of marking or a review of moderation HAJC or the student feels the awarding body has not applied the rules correctly then an appeal can be made.

How are details of the PRS disseminated?

For each public exam session, the Exams Officer is responsible for distributing the following information to students, parents/guardians/carers and staff via the Academy website, HJAC intranet, posters and on the back of the students' results statements.

- Details of the services available
- Costs of each service
- Awarding body deadlines
- The outcomes of a PRS including the warning that results can go down

It is the responsibility of the Exams Officer to inform the student either in person or via the post of the PRS outcome, never via email or over the phone. PRS outcomes will only be issued to the student concerned.

Who can apply for a PRS?

PRS applications can be made by either the student or the Head of Department. Parents cannot make a request on behalf of the student.

How to make an application

- Applications are made via the relevant HAJC form which is available from the Exams Officer. Students will also be asked to complete a copy of the JCQ Enquiries about Results and Appeals Candidate Consent Form.
- All applications must be made in person, we will not accept email or phone requests.
- If the application comes from the Head of Department they must have written consent from the student(s) concerned. A copy of the JCQ Enquiries about Results and Appeals Candidate Consent Form must be submitted for each application.
- Students must be informed that their grade may go down when they make the application therefore it is advisable that they consult with their subject teacher/department head before they make a decision.
- Payment must be made when the application is made.

Costs

The PRS and appeal fees will be displayed on the Academy's website, the Intranet and posters displayed in the main hall and sixth form.

Students are required to cover the cost of their application including appeal if required. If, however HAJC staff believe that a marking error has occurred which affects a large number of students, with the student's written permission, an application will be made on their behalf. In this instance the student will not be required to cover the cost.

Outcomes

There are three main outcomes from a PRS.

- The marks for the paper can go down, up or remain unchanged
- The marks for the subject grad can go down, up or remain unchanged

Students must be made aware that there is no longer grade protection and their grade can go down before they make an application.

Appeals

Both the student and HAJC staff have the right to request an appeal but they must satisfy the following criteria.

- An appeal can only be made if a review of marks or clerical check has taken place first.
- The student or member of staff can prove that the awarding body has not applied the rules correctly.
- The Head is in agreement with the appeal.

The Academy has 14 days from receipt of a review outcome to lodge an appeal therefore written requests for an appeal must be made no later than 10 days after the student receives the review outcome. The request should be addressed for the attention of the Head.



Hinckley

ACADEMY

RESULTS POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

To outline the procedures that take place on a results day and detail who is responsible so that students and staff know who to approach for information.

Results

It is the responsibility of the Exams Officer to download the results on the pre-release day and produce the reports required by the Head and Senior Leadership and the students' results statements.

- Any queries must be rectified before the reports and results statements are printed and issued.
- Results statements must be printed on pre-release day but held in secure store until the official results day.
- The Heads of Departments can be issued with generic results data on pre-release day but must not be given access to Sims or a student's individual results until the official results day.
- The Sims embargo must be set by the Exams Officer to ensure that only the Head and Exams Officer can see results in Sims prior to the official release day.
- The Exams Officer will organise where and when the results are to be issued as well as members of staff to assist.
- Results can only be issued to the students on the official results day. They should be issued to student in person, never over the phone or via email. They may be given to a third party nominated by the student provided that the third party has a letter of authorisation and proof of identity.
- External candidates collecting results will require proof of identity.
- Any results not collected will be posted on the official results day to the address we hold on Sims for the student. A student may before results day request that the results are posted to an alternative address if they are moving out of the area. We will not send exam results to a holiday address.
- Staff will be issued with the awarding body results paperwork and Sims generated results reports on the official release day – not before.

Certificates

It is the responsibility of the Exams Officer to take receipt of the certificates, collate them and inform all candidates that their certificates are available for collection.

- Sixth Form students will be notified via the intranet that their certificates are ready for collection.
- External candidates and former HAJC students will be notified via a postcard that their certificates are ready for collection.
- Former HAJC students and external candidates collect their certificates from reception, sixth form students collect their certificates from the Data Office.

- A log must be kept of all certificates held by HAJC, this must be updated when certificates are collected.
- Certificates should not be posted, proof of ID is required for former HAJC students and external candidates. A third party can collect certificates but they must have a letter of authorisation and proof of ID.
- A receipt must be signed by all those collecting their certificates.

GDPR

Exam results will be securely stored electronically. Certificates will be securely stored until they are claimed by the candidate.

Further details regarding GDPR and exams can be found in the GDPR policy, a copy of which is available on request.



Hinckley

ACADEMY

SAFEGUARDING CHILD PROTECTION POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- Disclosure and Barring Service Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Word Processor Policy

Purpose:

Hinckley Academy and John Cleveland Sixth Form Centre fully recognises the contribution it can make to protect children and support students in school. The aim of the policy is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate. The students' welfare is of paramount importance.

Because of the indepth content of the Safeguarding Child Protection Policy it is best accessed via the following link. <https://www.hinckleyacademy.co.uk/attachments/download.asp?file=204&type=pdf>



Hinckley

ACADEMY

WORD PROCESSOR POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Examination Entries and Retakes
- Candidate ID Policy
- Controlled Assessment Policy
- Data Protection Policy
- DBS Policy
- Disability Policy – Equality Act 2010
- Equal Opportunities Policy
- Examination Contingency Plan
- Examinations and Covid-19
- Emergency Procedure
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy

Purpose:

To ensure that all those preparing students for their exams are fully conversant with the regulations around the allocation of a word processor to a student for their exams.

Rational:

- The granting of a word processor for exams must always fall in line with the relevant JCQ Access Arrangements and Reasonable Adjustments and ICE regulations.
- The SENDCo in consultation with a student's teachers will decide if a candidate requires a word processor for examinations.
- The use of a word processor will only be permitted to remove the barriers that students with identifiable processing difficulties experience or for those students whose handwriting under pressure renders it illegible.
- The use of a word processor will not be granted where it will compromise the assessment objectives of the specification in question.
- Candidates will not require the arrangement in each specification, the need for the use of a word processor is considered on a subject-by-subject basis.
- The use of a word processor is only granted if it reflects the support given to the student as their **'normal way of working'**, which is defined as support: in the class and/or in internal school tests and mock examinations.

The use of a word processor

- Hinckley Academy and John Cleveland Sixth Form centre will provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off).
- The use of a word processor to a candidate will only be granted if it is their normal way of working within the Academy.
- The use of a word processor will only be granted to a student if it is appropriate to their needs. (For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand).
- In all cases, the Exams Officer will ensure that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.
- Hinckley Academy and John Cleveland Sixth Form centre will not grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a word processor at home.
- The candidate must be proficient in word processing so it's an appropriate arrangement.

The word processors used for exams are:

- Used purely for exams and kept in the Exams secure store at all times. They can only be accessed by the Exams Officer.
- Have been cleared of any previously stored data.
- Are in good working order at the time of the examination.
- Are not connected to an intranet or any other means of communication.
- Have had the spell check facility disabled and run only Word.
- Students are accommodated in such a way that other students are not disturbed and cannot read the screen. If accommodated separately, a separate invigilator is used.
- Candidates are provided with a memory stick, which has been cleared of any previously stored data, by the Exams Officer. The memory sticks are stored in the Exams Office, they are returned to the Exams Officer once the exam is complete.

- Students are not permitted to use their own memory stick or to leave with the stick issued to them for the exam.
- Documents are printed after the examination is over by the Exams Officer. The students are present to verify that the work printed is their own.

Notifying students and staff

- Students granted a word processor for exams will also be allocated a word processor for use in their lessons by the IT department.
- Students will be issued with a crib sheet which informs them of the correct details and layout of their scripts i.e. that the header should contain details such as centre number etc. when they receive their exam entry statement.
- Staff are notified via Sims which students are permitted a word processor for exams.

The criteria Hinckley Academy and John Cleveland Sixth Form Centre uses to award and allocate word processors for examinations

Hinckley Academy's statement to meet the requirement, as outlined in the JCQ Access Arrangements guidance.

The 'normal way of working' for exam candidates, as directed by the Head, is that candidates handwrite their exams. Exceptions to this are where a candidate may have an approved access arrangement in place, for example the use of a word processor. The process by which access to a word processor will be awarded is as follows:

Teaching staff at Hinckley Academy identify students who use a word processor as their normal way of working at the start of each academic year.

At the end of each academic year student needs are assessed and evaluated and if a student's needs have changed these will be identified and the need met with the provision of a word processor.

At the start of the academic year access arrangements applications are processed and that will include the use of a word processor.

Word processors provided for exams are used only for exams and have blank memories prior to the examination.

Granting a word processor

Word processors are granted for exams where the candidate has a firmly established need, and it reflects the candidate's normal way of working plus if not granted the candidate would be at a substantial disadvantage.

Established need includes where a candidate has, for example:

- 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
- illegible handwriting

Allocating word processors

Exam-compliant word processors are allocated by the Exams Officer on the day of the exam.



Hinckley

ACADEMY

EXAMINATIONS AND COVID 19 POLICY

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal and Philippa Colledge, Exams Officer
Frequency of review:	Annually
Date of next review:	September 2022

This policy forms part of the Exam suite and should be read in conjunction with:

- Candidate ID Policy
- Controlled Assessment Policy
- DBS Policy
- Disability Policy – Equality Act 2010
- Emergency Procedure
- Equal Opportunities Policy
- Examination Contingency Plan
- Examination Entries and Retakes
- General Data Protection Regulation Policy
- Internal Appeals Procedure
- Malpractice Policy
- Non-examined Unit Policy
- Post Results Services Policy
- Results Policy
- Safeguarding Child Protection Policy
- Word Processor Policy

Purpose:

The purpose of this policy is to ensure that all parties are conversant with the public health arrangements for exam centres. It will be reviewed in light of the changing situation.

Rational:

To set out the procedures to ensure that exams can take place in a COVID-19 secure way.

Arrival and departure of students

- Candidate must maintain social distancing while waiting outside the Sports Hall to enter the exam room.
- External candidates will wait outside reception and be escorted down to the exam rooms via the top PE corridor. They will enter the exam room either before or after HAJC candidates to avoid contact.
- Candidates leaving the exam room must maintain social distancing and return to their lesson or leave the site via the top gates. They will be escorted by teaching staff.
- External candidates leaving the exam room will be escorted off site by a member of staff. Ideally they will leave via the field gates.

Cleaning

- **Frequently touched surfaces such as door handles, desks, the backs of chairs, light switches and notice boards will be cleaned with an appropriate cleaning fluid after each exam. Ideally the rooms will be fogged at the end of the exam.**
- Rooms will be cleaned at the end of each day, all rubbish removed, all desks and the backs of chairs wiped down, light switches and door handles wiped down.

The room

- The minimum distance of 1.25 meters between the centre of the chairs will be maintained for all exams but we will endeavour to increase this distance venue permitting.
- Ventilation: in the V block the windows will be open, in the Gym and Sports Hall the main doors will be open to ensure air movement.

Face coverings, Hand sanitising

- Face coverings should be worn whilst waiting to enter the exam room, especially external candidates.
- Hand sanitiser will be available as candidates enter the room and as they leave.

Invigilation

- Invigilators will be asked to work solely for HAJC and not move between schools.
- They must maintain 2-meter distancing and minimise contact with the candidates and staff as much as possible.
- They should actively invigilate by walking up and down but when stationary they should find a position where they can view all of the candidates, ideally from the side of the room rather than the front. Avoid standing in the corners of the room.
- If they prefer they can wear masks during the exam and gloves for the collection of the scripts.

- They should stand alongside the candidate when interacting with them and avoid face to face contact.
- If they are required to escort a candidate to the toilet they should remain behind the candidate as much as possible.

Invigilation of concession students

- Scribes and readers – invigilators should maintain a 2-meter distance where possible standing alongside the candidate not face to face.
- Where practical either a face mask or visor may be worn by the invigilator.
- Laptops will be sanitised after each exam and where possible the candidate will get the same laptop for each exam.

Equipment

- All candidates must come equipped for the exam. If a candidate needs equipment with the exception of calculators they will be expected to keep what they borrow.
- Borrowed calculators will be sanitised after each exam.