

Rutlish School



Examination Entry Policy and Procedure for the Administration of Examinations and Externally Assessed including Procedures for Disputes

This Policy should be read alongside the following Polices:
Procedures for the Implementation of Access Arrangements
Procedures for the Completion of Non-Examination Assessments & Coursework
BTEC Qualifications: Policies

Committee ownership for this policy: F&P, Curr, Incl, Prem, RR6, FGB	Curriculum
Must be approved by FGB: Y / N	N
Required by:	Exam Boards Contingency Plan - statutory
Frequency of review:	Annually
Date last reviewed:	Autumn 2024
Date of next review:	Autumn 2025
Display on website: Y / N	Y
Responsible	Associate Headteacher
This policy will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.	

CONTENTS

THE PURPOSE OF THIS EXAMINATION POLICY IS:	2
1. SECTION 1 - EXAMINATION RESPONSIBILITIES	2
2. SECTION 2 – MANAGING CONFLICTS OF INTEREST	4
3. SECTION 3 - STATUTORY TESTS AND SUBJECTS OFFERED	5
4. SECTION 4 – EXAMINATION SEASONS AND TIMETABLES	5
5. SECTION 5 – EXAMINATION ENTRY POLICY AND FEES	6
6. SECTION 6 – THE EQUALITY ACT 2010, SPECIAL NEEDS AND ACCESS ARRANGEMENTS WITHIN EXAMINATIONS	7
7. SECTION 7 – MANAGING INVIGILATORS AND EXAMINATION DAYS	8
8. SECTION 8 – CANDIDATES, CLASHES AND SPECIAL CONSIDERATION.....	9
9. SECTION 9 – COURSEWORK / NEA AND APPEALS AGAINST INTERNAL ASSESSMENTS	9
10. SECTION 10 – MALPRACTICE	11
11. SECTION 11 – RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS).11	
12 SECTION 12 - CERTIFICATES.....	12
GLOSSARY OF TERMS	13
APPENDIX 1	14
PROCEDURES FOR DISPUTES	144
APPENDIX 2	166
EXAM CONTINGENCY PLAN	166
APPENDIX 3	216
WORD PROCESSORAPPENDIX 2	216

Within the policy the documents produced by the Joint Council for Qualification (JCQ) are often referred to. The most up to date version of these documents are available on the following website: www.jcq.org.uk.

Within the policy various titles and abbreviations are used. Further details on these can be found in the Glossary of Terms at the end of the Policy.

THE PURPOSE OF THIS EXAMINATION POLICY IS:

- To ensure the planning and management of examinations and externally validated courses is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

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

This examinations policy will be reviewed by the Governors, Headteacher, Examinations Officer, and the Senior Leadership Team (SLT) every year.

1. SECTION 1 - EXAMINATION RESPONSIBILITIES

Head of Centre (Headteacher)

The overall responsibility for the School as an examinations centre

- The centre will have clear and permanent signage, including the name of the centre as registered with the awarding bodies, outside the main building. This will be visible from the road for visitors, including JCQ inspectors, and to facilitate the delivery and collection of assessment material.
- Advised on appeals and re-marks
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council of Qualifications (JCQ) document "Suspected Malpractice in Examinations and Assessments".
- The head of centre will authorise between two and six keyholders to have access to the 'secure storage' for examination papers, each of whom must fully understand their responsibilities as a key holder to the secure storage facility. The Keyholders will be the Examinations Manager, Examinations Officer and SLT connected to examinations.
- Access must be restricted and staff named and approved by the head of centre must be accompanied by a keyholder at all times.
- Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre. Other members of centre staff may assist with printing and collation provided they are under supervision.
- Head of centre must ensure that relevant members of staff respond promptly to request for information from awarding bodies.
- The head of centre must ensure that the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- Has in place a member of the senior leadership team who will provide effective support and supervision of the examinations officer. The relevant SLT member must familiarise themselves with relevant awarding body and JCQ documentation.
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations.
- Can confirm to an awarding body that external governance arrangements are in place so that awarding bodies have confidence in the integrity of centre activities.
- Has in place as a contingency, details including telephone and email of a senior member of staff who has the authority to resolve examination issues. To ensure urgent matters are addressed outside of term time.
- Ensure appropriate controls are in place to allow accurate data to be submitted to the awarding bodies.
- Will provide a senior designated contact details or someone who can be reached in an emergency if the centre is closed over the summer or who can mobilise resources to respond to the issue.

Examinations Officer/Manager

Manages the administration of public and internal examinations:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- Implements the school examination schedule and communicates regularly with staff concerning imminent deadlines and events
- Ensures Invigilators know the school Exam Policy

- Ensures that candidates and their parents are informed of, and understands, those aspects of the examinations timetable that will affect them
- Ensures that candidates are aware of unauthorised items not permitted in the examination room including mobile phones, wrist watches and smart glasses.
- Ensures up to date examination information is displayed on the school website
- Consults with teaching staff to ensure that necessary NEA / Coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Submit registrations, examination entries and certificate claims by the deadlines and comply with the requirements of the specification including any terminal rules which need to be met at a point of certification.
- Receives, checks and stores securely all examination papers and completed scripts, maintaining appropriate records to demonstrate the steps undertaken.
- Makes arrangements to access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with JCQ ICE document.
- Administers access arrangements in liaison with the Joint SENDCOs and EAL Coordinator and makes applications for special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- Identifies and manages examination timetable clashes
- Ensures students and staff are aware of the need to remain available until the 'contingency day' specified by the awarding bodies.
- Expenditures relating to all examination costs/charges are planned for and communicated to the SLT and Finance Manager.
- Manages the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Keeps a record of the content of all training of invigilators centrally for inspection purposes
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any controlled assessment material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the Senior Leadership Team, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Respond promptly to requests for information from awarding bodies.
- Scripts must be at pick up point 15 minutes before collection.
- Contingency papers need to be securely retained.
- SENCO, access arrangement assessor and exams officer must all undertake regular CPD.

Senior Leadership Team Member with Oversight for Examinations

- Strategic oversight of both internal and external examinations
- Advises the SLT on courses followed at Key Stage 4 and Key Stage 5.
- Sets the dates for the Internal examination in liaison with the Examination Officer
- Ensures that contingency plans are in place to respond to disruptions to examinations and ensures that relevant staff are familiar with this plan.
- Policies must be updated by a member of SLT and communicated within the centre.

Heads of Department

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Ensures students have covered the appropriate syllabus to ensure they are fully prepared for their exams
- Involvement in post-results procedures.
- Accurate completion of NEA/ Coursework / mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Manager.

Heads of Year

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.

- Supports the management of Students on a day to day basis during the examination season

Work Related Learning Co-ordinator

- Guidance and careers information for students at key transitional points

Teachers

- Liaises with SENDCOs/EAL Coordinator to ensure appropriate access arrangements are applied for and implemented
- Ensures students are prepared for their exam
- Advises Heads of Department on tiers of entry for each student where appropriate

SENDCOs/EAL Coordinator

- Administration of candidates' assessment for access arrangements
- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims. (Please see Examination Access Arrangement Policy)
- SENCo, access arrangement assessor and exams officer must all undertake regular CPD

Lead Invigilator/Invigilators

- Collection of examination papers and other material from the examination's office before the start of the examination.
- Supports the Examination Officer in ensuring all Examination rooms are set up so to meet the specified requirements of the examination boards.
- Be aware of any access arrangements being provided to the candidates they are invigilating.
- Undertake active invigilating to ensure no malpractice occurs
- Collection of all examination papers in the correct order at the end of the examination and their return to the examination's office.
- Reports any incidents that take place in the examination room as soon as possible and no later than 15 mins after the end of the exam. For suspected malpractice the Exams Officer/SLT on call person should be contacted immediately.
- Ensure candidates must be able to see the board/flip chart or whiteboard clock when sitting down.
- The centre must ensure all candidates are able to understand the Invigilators announcement.
- Question papers must be kept in packets until after the second pair of eyes check. The second pair of eyes check must happen in the exam room. Unless it is being split, then this must happen in the secure room.

Candidates

- Attend the examination on time with the appropriate equipment
- Confirmation and signing of entries
- Understanding NEA / Coursework assessment regulations and signing a declaration that authenticates the coursework as their own

2. SECTION 2 – MANAGING CONFLICTS OF INTEREST

The centre confirms they manage conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units **and** maintains clear records of **all instances** where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- centre staff are taking qualifications at other centres

Head of centre (Headteacher)

- Ensure conflicts of interest are managed according to the requirements in JCQ general regulations.
- Ensure clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- Ensure the records are retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre
- Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
- Ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment

Examinations Officer/Manager

Ensure the process for collecting declarations of interest is undertaken

Identify and follow the awarding body's administrative process for submitting details of members of staff who are:

- Taking qualifications which include internally assessed components/units at their own centre
- Teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units
- Retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

3. SECTION 3 - STATUTORY TESTS AND SUBJECTS OFFERED

The statutory tests and qualifications offered and the choice of exam board (where applicable) at this Centre are decided by the Head of Centre, on the advice of the SLT, Heads of Department and Subject leaders.

The statutory tests and qualifications currently offered are GCSE, BTEC, FSMQ, ESOL, OCR Cambridge Nationals, A level, Extended Project and University Entry Examinations.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Examinations Office must be informed by the end of the Spring Term at the latest.

4. SECTION 4 – EXAMINATION SEASONS AND TIMETABLES

Seasons

Which examinations series are used in the Centre is decided by the Senior Leadership Team.

Timetables

Once confirmed, the Examinations Officer will circulate the examinations timetables for internal and external examinations.

5. SECTION 5– EXAMINATION ENTRY POLICY AND FEES

At Rutlish School we believe that all students are entitled to be entered for public examinations in the areas they have studied during that academic year provided they have demonstrated a commitment to that subject and shown through their study the ability to achieve the minimum grade e.g. 1 at GCSE, E in A level etc.

When making decisions about examination entry the school will consider the following areas:

- Attendance
- Completion of Coursework / NEA
- Standard of classwork
- Homework
- Results of internal examination results
- Well-being of the Students

Students who have followed a course of study but would be unable to gain a minimum grade may be entered for an Entry Level Certificate where appropriate.

The timing and level of entry for any public examination will be decided according to Department Policy and in consultation with students and Parents/Carers. The Head of Department makes a recommendation to the Headteacher who will make the final decision if a dispute arises.

The Examinations Officer will notify all students of intended entries for all series. Students must check their entries and notify their subject teacher and the exams office of any suspected errors.

The school has the discretion to make alterations to entries after the initial entry date. All changes will be notified to students

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. Centres are required to continue to make an entry for candidates who were not yet entered.

Heads of Department are responsible for ensuring that the completion, marking and moderating of all Centre assessed work is carried out in line with Examination Regulations and that the marks are sent to the Examination Board by the due date. A Parent/Carer/Candidate may appeal against the Centre assessed mark awarded (see the Section on Procedures for Disputes).

Students are expected to attend each examination with the correct equipment as outlined in the examination rubric distributed to all candidates (e.g. pencils, calculator, etc.). Students who attend an examination without the necessary equipment must not expect the school to provide such equipment for them.

All students will be given a personalised examination timetable. Students have the responsibility for checking the time of each examination and for ensuring that they attend all examinations for which they have been entered. If a student is unable to attend an examination due to illness, the school will request medical evidence and complete a Special Consideration application form requesting the award of a grade if appropriate.

If a student chooses not to attend an examination, parent/carers will be required to pay the fee for that examination, including an administration fee. The school will take all reasonable steps to contact, by telephone, a student who fails to

attend at the start of an examination. The school cannot be held responsible if contact by telephone is not possible. It is essential that an up-to-date home contact number is made available to the school.

Students must return all textbooks to the school either by the date notified to them by the Head of Department or no later than the date of their last examination. Parents/carers will be required to pay for any textbook not returned.

On the date of publication of examination results the school will be open for students to collect their own results.

External Candidates

The school receives public money to educate those students on its roll and funds the entries to external examinations that the student has studied during that academic year. No money is received to educate external candidates and therefore if the school accepts a request for an external candidate to sit an examination at the Centre they will be charged the following:

- The full cost of the exam board entry fee and any late charges that apply.
- Contribute to the cost of invigilation. A fee of £25 per subject.
- If an enquiry about a result is made post examination, then the external candidate will pay the exam board fee plus a £5 admin fee per application.

The school will only consider allowing those students who left the school the previous academic year to sit exams at the Centre e.g. a Year 12 students could retake their GCSE English in November or a Year 14 student complete a University entrance exam. All external candidates would be expected to demonstrate a commitment to the subject during the academic year e.g. completes work independently and demonstrates this has been completed to the school.

In all situations the Head of Centre reserves the right to not allow an external candidate take an exam at Centre. Examples of where a request would be rejected include the following:

- The candidate had been permanently excluded or subject to a “managed move” in their final year.
- The Centre is not running the exam in the exam season requested.
- The student had been guilty of examination malpractice whilst at the Centre.
- The entry to examinations requires the submission of new coursework that cannot be authenticated by the Centre.

6. SECTION 6 – THE EQUALITY ACT 2010, SPECIAL NEEDS AND ACCESS ARRANGEMENTS WITHIN EXAMINATIONS

EQUALITY ACT

In 2010 the Equality Act was introduced and the school has developed a single Equality Policy which helps to form the basis of all the school’s policies. All examination centre staff must ensure that the requirements of these policies are met and no student or employee is discriminated against

Recruitment to Examination Courses

In Rutlish students follow a compulsory curriculum until the end of Year 9. During Key stage 4 they follow a core curriculum which consists of:

- GCSE English language
- GCSE English Literature
- GCSE Sciences
- GCSE Maths
- GCSE RE.
- Non-Examination Physical Education

The students are then provided with 4 choices where they can choose to follow the pathway of their choice. During this process students are guided by their Tutors, Head of Year, SENDCOs, EAL Coordinator, Gifted and Talented Coordinator and their Parents to ensure they opt for an examination pathway that reflects their ability and aptitude so to maximise their chances of success.

Post 16 Qualification Recruitment

In RR6 academic entry requirements are set out that are specific to each subject and qualification. Throughout KS4 students receive careers guidance to help to support them make the correct post 16 decision for them. Upon application each student along with their parents meets with a representative of RR6 to discuss their choices to ensure they are appropriate and meets that student's needs.

Special Needs

A candidate's special needs requirements are determined by the SENDCOs with support from the Specialist assessor.

The SENDCOs will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENDCOs will then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

Access Arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENDCOs and EAL Coordinator with support from the Examinations Officer. (Please see Access Arrangement Policy for further details)

- Laptops in exams must not include AI tools.
- Any candidate with access to a mobile phone for medical purposes must be individually supervised.
- Any candidates wearing headphones as an access arrangement may not wear them until after invigilators announcement.
- If answer sheets photocopied onto coloured paper, answers must be transcribed.
- Candidates must be informed that an application for access arrangements will be processed using Access Arrangements Online, a signed personal data consent form is no longer required.
- For inspections, the centre needs to hold sample internal test papers and comments and observations from teaching staff.
- The centre requires an individualised school laptop policy.

Special consideration

- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the Examinations Officer, or the Examinations Invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within the set deadline imposed by the awarding authority providing that the appropriate evidence has been provided and the Centre supports the application.
- If the school decides it is not appropriate to make a special consideration request, the candidate must be notified.
- If the candidate, or their parent/carer, wishes to appeal this decision they may do so by writing to the Head of Centre within five days of receiving this notification.
- If a special consideration application is made by the school and the centre does not agree with the outcome, it will follow the appeals procedure of the awarding body.

7. SECTION 7 – MANAGING INVIGILATORS AND EXAMINATION DAYS

Managing Invigilators

- External invigilators will be used for internal / external examinations.
- The recruitment of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary Disclosure and Barring Service (DBS) checks for new invigilators is the responsibility of the Centre administration.
- DBS fees for securing such clearance are paid by the Centre.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by the Head of Centre

Examination Days

- The Examinations Officer will book all examination rooms, in liaison with other users, and make the question papers, other examination stationery and materials available for the invigilators.

- Site Management is responsible for setting up the allocated rooms.
- Question papers need to be kept in the package until after the second pair of eyes check. The second pair of eyes check should occur in the exam room, unless the packet is being split., then it must happen in a secure room.
- The day, date, time, subject, unit/component and tier of entry must be checked by both the examinations officer and an additional member of staff (e.g. an invigilator) immediately before the paper packet is opened.
- The Lead Invigilator will start all examinations in accordance with JCQ guidelines.
- Only those senior members of staff authorised by the Head of Centre can be present at the start of an examination. These staff are not allowed to answer any queries surrounding the paper and under no circumstances should they view a paper. Their role is to support the invigilators with the entry in to the examination room and help to identify candidates.
- Senior staff who line manage departments are **not** allowed to enter the room when examinations are being taken in areas that they line manage unless it is necessary to do so and there are no other members of SLT
- If both Head of Centre and the SLT link for examinations are absent, the Exams Officer should liaise with the Deputy Headteacher (Curriculum).
- In practical examinations subject teachers may be on hand in case of any technical difficulties.
- Examination papers must not be read by subject teachers or removed from the examinations room before the end of a session. Papers will be distributed to Heads of Department generally 24hrs after the last candidate has completed the examination.
- Unused question papers must not be released until at least 24 hours after the exam.
- Question papers must never be left unattended.

8. SECTION 8 – CANDIDATES, CLASHES AND SPECIAL CONSIDERATION

Candidates

- The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile telephones and all electronic devices apply at all times. Due to recent technological changes wrist watches or any technological or web enabled potential sources of information will not be allowed in the examination room
- Candidates are under formal examination conditions from the moment they enter the exam room until the point at which they are permitted to leave.
- Candidates are allowed to bring in a bottle of water not greater than 500ml for their personal consumption during the examination. The bottle must be see through and no labels can be attached to the bottle.
- In addition to the Centres general behaviour polices the candidates must ensure they follow the specific guidance of the Exam boards. Copies of this information is available on the school website and specific information is issued to students prior to each season.
- Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the examinations room if accompanied by an invigilator if they feel unwell or need medical attention. The time they are out of the examination room and the reason for absence will recorded by the invigilator and reported to the Exams Officer
- The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash Candidates

The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight supervision as dictated by JCQ guidelines. If exam duration is more than 6/ 5.5 hours in one day, then longer breaks can be used between all exams.

9. SECTION 9 – COURSEWORK / NEA AND APPEALS AGAINST INTERNAL ASSESSMENTS

For Non-examination Assessments & Coursework the Roles and Responsibilities can be found in the Non-Examination & Coursework Policy

Coursework

- Candidates who have to prepare portfolios should do so by the end of the course or defined Centre date.

- Internally assessed marks should be submitted to the Examination Office by the date specified by the Examination Officer
- Heads of Department will ensure all NEA/Coursework is ready for despatch at the correct time. The Examinations Officer will keep a record of what has been sent when and to whom by issuing Certificates of Posting.
- The conduct of all NEA/Coursework is governed by the regulations set out in the JCQ booklet published each year
- NEA policy must include details on how candidates work will be authenticated.
- Declaration forms must be completed as soon as the candidate has completed the assessment.
- Candidate work must be backed up regularly and securely stored.
- The Centre must report irregularity in breach of conditions of examination even if the declaration was not signed.
- If during external moderation it has been found that work has not been properly authenticated, the awarding body will take steps to determine the appropriate action, including potentially awarding 0 marks.
- Posting candidate work on social media is malpractice

A separate appeal process against the mark awarded for NEA & Coursework marks can be found in the Procedure for the Completion of Non-Exam Assessments.

10. SECTION 10 – MALPRACTICE

Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the completion of any examination.

Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre, or
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe

Head of Centre

- Report to exam boards all alleged, suspected and actual incidents of malpractice in accordance with JCQ suspected malpractice Policies and Procedures
- Where required, gather information for an investigation in accordance with Pearson instructions (or delegate this task to an appropriate member of SLT).
- Will foster a culture in which all learners and staff feel able to report any concerns of wrong doing by anyone
- Ensure that where malpractice is proven, the centre will apply the appropriate penalties and/or sanctions as determined by the exam board.

Examinations Officer

- Ensure that the Head of Centre is informed of any suspected incidents of malpractice.
- Support any investigations into suspected malpractice.
- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations made
- Inform the individual of the avenues for appealing against any judgement made
- Seek to avoid potential malpractice by informing candidates and staff of the JCQ policy on malpractice and the penalties for attempted and actual incidents of malpractice

All Staff Members

- Report suspected malpractice to the Examinations Officer or a member of SLT , who will then report this to the Head of Centre. If a member of staff is suspected of malpractice, this should be reported directly to the Head of Centre.
- Failure to communicate sanctions is malpractice.

Candidates and Parents

Students will be kept informed regularly during assemblies, in year group communications and during mock examinations on how & why not to commit malpractice during exams & assessments. Malpractice will harm their success in achieving qualifications so avoiding it is in their best interests. They will also be kept informed of the various ways in which malpractice in examinations committed such as (but not limited to);

- bringing in unauthorised materials to exams,
- communicating with other candidates when this is not permitted.
- use of AI tools where this is possible but not permitted.
- passing off the work of AI, or other humans, as their own work. All use of material that is not their own, including AI, should be properly referenced where it is allowed
- writing offensive material on their submitted exams or assessments
- Candidates should be able to appeal the decision of the school to reject work on the grounds of malpractice.

11. SECTION 11 – RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

Results

- Candidates will receive individual results slips on results days in person at the Centre.
- All external candidates will be made aware that all post-results services requests can be made directly through the relevant awarding body.
- Any potential or actual breach or results will be reported to the awarding body immediately.
- Arrangements for the School to be open on results days are made by the Examinations Officer in consultation with the Office Manager and the Senior Leadership Team.
- The provision of staff on results days is the responsibility of the Examinations Officer in liaison with the Office Manager.
- Results will only be emailed to the students email address and this will only be upon request

Enquiries about Results (EARs)

- EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense. As a general rule, the centre will only support EARs when the student is 1 mark away from a grade 4 or a university place is dependent on their remark. If a candidate requires an EAR in all other circumstances, they will be charged. Signed candidate consent must be obtained before applying.
- When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.
- The appeals procedure must cover appeals as a result of not being able to confidentially authenticate work.

Access to Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of papers.
- Centre staff may also request scripts for investigation or for teaching purposes.
- For all access to Scripts the examination officer must obtain the written permission of the candidate.
- The regulations surrounding access to scripts is governed by the JCQ and Exam Board regulations.

12 SECTION 12 - CERTIFICATES

- Certificates are presented in person.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and show appropriate picture identification on collection
- The Centre retains certificates for one year.
- A Statement of Results replaces lost certificates.
- If a candidate loses their Certificates or they are damaged it is the Candidates responsibility to liaise directly with Examination Boards to obtain a replacement.
- Accurate student contact information to be obtained to ensure the correct and secure despatch of certificates.

GLOSSARY OF TERMS

ATS	Access to Scripts
BTEC	Business and Technology Education Council
DBS	Disclosure and Barring Service
EAL	English as an Additional Language
EARs	Enquiry About Results
ESOL	English for Speakers of Other Languages
FSMQ	Free Standing Maths Qualification
GCE	General Certificate of Education
GCSE	General Certificate Secondary Education
Head of Centre	Headteacher
HOD	Head of Department (In some subjects this could also apply to the Head of Faculty)
JCQ	Joint Council of Qualifications
NEA	Non Examination Assessment
SENDCOs	Special Educational Needs Coordinator
SLT	Senior Leadership Team

APPENDIX 1

PROCEDURES FOR DISPUTES

Informal Discussions

Rutlish School believes that in cases of dispute matters are best resolved by discussions between the candidate and his parent/carers and the relevant Head of Department or Departmental Line Manager. However, where such informal discussions fail to lead to agreement then the Internal Appeals Procedure below will apply.

Internal Appeals for payment of costs for remarks

Information on enquiries about results is made available to all students from the date specified by the Examination Board, alongside their Statement of Results.

Allocation of examination costs

If a parent/carer requests the re-marking of a paper they will meet the cost themselves.

If a Head of Department requests a re-mark of one or more examination papers, the Department will pay the necessary fee(s). As a general rule the school will only consider a remark if the student is 1 raw mark away from the next grade boundary or a University place is dependent upon a successful re mark.

If, after informal discussions, a parent/carer disagrees with the School's decision not to pay for an enquiry about results and wishes to appeal against that decision the Internal Appeals Procedure below will apply.

Please note that any Appeal must be completed before the Examination Board deadline for enquiry about results (date available from the Examinations Officer).

Disputes arising from internally assessed work please see separate policy in Appendix II.

STAGE 1

If as a result of the informal discussions a parent/carer is still unhappy with the outcome, then they are required to write formally to the Headteacher requesting a formal investigation into the matter.

On receipt of a written objection to a Head of Department's decision in regard enquiry about results or tier of entry the Headteacher will nominate a Senior Leader to manage the appeal.

The Senior Leader will be responsible for disseminating information to the candidate and their parent/carers about the Appeals Procedure and they will provide the candidates and their parent/carers with a copy of this procedure for Disputes over the Examination Policy.

If necessary, the candidates and their parent/carers will be asked to clarify further in writing the nature of the complaint and the reasons for their appeal.

If necessary, candidates and their parent/carers will be informed of any time constraints in regard to appeals

The Senior Leader will provide the relevant Head of Department responsible with a copy of the appeal letter and will ask him/her to respond in writing to that appeal. A copy of this response will be sent to the candidates and their parent/carers.

STAGE 2

If, following receipt of that Head of Department response, parent/carers wish to continue with their appeal and have a personal hearing, the Senior Leader will arrange for such a hearing to take place.

The appeal will be heard by another member of the Senior Leadership Team and two Governors, none of whom must have had any previous involvement in the case.

The following appeal arrangements will apply:

- The parent/carer will be given at least three school working days' notice of the appeal hearing. The dates provided are the preferred time frame. However, it is possible that less notice would be provided if examination board deadlines dictate.
- The parent/carers and the relevant Head of Department will be provided with all relevant documents and papers in advance of the hearing
- If the candidate is conducting the case himself, he may be accompanied by a single carer/friend
- The Head of Department can be accompanied by another TLR holder if the Head of Department is not the Subject Lead in that Departmental/Faculty area e.g. The Head of Technology could be accompanied by the TLR holder who has oversight for the day to day teaching of Resistant Materials etc.
- At the hearing the parent/carers will speak first outline their case and they may be questioned by the Head of Department
- The Head of Department will then present his/her case and he/she may be questioned by the parent/carers
- The Appeals Panel may also ask questions of either party, in order to clarify issues
- At the end of the hearing the Panel will determine their decision in private, announcing their decision, and their reasons, to both parties in open session
- The decision, and the reasons for the decision, will be recorded in writing and retained by the Examinations Officer. A copy of the decision will be sent to the candidate and his parent/carers within five school working days of the hearing
- The Appeal Panel's decision is final and there will be no further appeals against their decision

APPENDIX 2

EXAM CONTINGENCY PLAN

Note: Exam boards must be notified of any change to exam centre venues, exams personnel etc. at the earliest opportunity. Follow JCQ Joint Contingency Plan and any other JCQ or exam board guidance.

Contingency planning must include succession arrangement, members of members in, staff involved in examination and assessment administration.

Contact numbers:

Exams Officer, Ricards Lodge: 020 8946 2208

Edexcel: 0344 463 2535

AQA Customer Service: 0800 197 7162

OCR: 01223 553998

CIE: 01223 553998

WJEC/Eduqas: 02920 26 5000

JCQ: info@jcq.org.uk

ISSUE/PROBLEM	RESOLUTION	TRAINING
<p>Whole school out of action: Need alternative location for exams</p>	<ul style="list-style-type: none"> The school is on a split site and with accommodation to run exams on both sides. If the whole school is out of action, the following action will put in place: Use of partner school Ricards Lodge High School SW19 7HB Liaison with LEA to find an alternative venue. Keep JCQ and exam boards aware at all times. <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. (see JCQ guidance)</p>	
<p>Need alternative location for delivery of papers and secure storage</p>	<p>Contact LEA and exams board for guidance.</p>	
<p>Need alternative location for accessing and distributing results</p>	<p>Contact LEA for alternative venue.</p>	
<p>Hall or gym out of action: Need alternative location for up to 174 students</p>	<p>Use the Sports Hall</p>	
<p>Manor House not accessible: Need alternative location for:</p> <ul style="list-style-type: none"> Exams Office and invigilators access to computer and printer 	<ul style="list-style-type: none"> Move to an alternative office with lock: Move secure filing cabinets to other location e.g. SLT office with lock and not on ground floor; Urgently arrange for more necessary secure locks. 	

<ul style="list-style-type: none"> • alternative secure storage 	<ul style="list-style-type: none"> • Do not accept deliveries until storage is secure. 	
Exam papers already delivered are not accessible	Contact exam boards.	
New storage not ready for exam papers	Contact exam boards.	
Access to Secure room <ul style="list-style-type: none"> • Exams officer and administrator not available • Maintenance issue in secure room 	<ul style="list-style-type: none"> • SLT given guidance on how to access secure facilities • 4 Keyholders allocated in case of any absence • Headteacher to allow access to secure room to facilitate maintenance, as long as they are in attendance of a keyholder. 	
Head of Centre not available	<ul style="list-style-type: none"> • Deputy Headteacher to carry out any required duties. • Contact exam boards for advice in the case of prolonged absence. 	
SENDCO not available	<ul style="list-style-type: none"> • Deputy SENDCO to take on responsibilities pertaining to EAA with support of SLT, SEND assessor and Examinations Officer. • Head of Centre to be notified of any EAA requests made in the absence of SENDCO. 	
Exams Officer not available: General: <ul style="list-style-type: none"> • Entering student for external exams: October, November, January, February • Receiving, checking and issuing certificates: November • downloading base date in preparation for entries, creation of templates: February • issuing initial entries to students: February • amendments to entries: March/April • submitting coursework electronically: May • submitting BTEC cash ins: June/July 	Exams Administrator to cover the role. Use for following for guidance: <ul style="list-style-type: none"> • How to Guides – on line and file in office • Brendan Gormally or assistant headteacher • Exams boards helplines • SIMS helpline • Liaison and support from Ricards, on general exam issues and especially for RR6. • Arrange temporary logins if required. • Support from Office Manager or Ricards Exams Office. 	Ensure the Examinations Administrator is trained in all aspects of external exam administration and has logins for all exam boards.
During exams <ul style="list-style-type: none"> • Limited resource to complete administration work • Briefing invigilators • Starting exam, checking attendance • Sending scripts 	For admin work: <ul style="list-style-type: none"> • Exams Administrator to work additional hours if possible • Additional support from school admin team or an invigilator to cover temporarily. • Additional invigilator timetabled 	
At and after results: August/ September or January Results schedule not met due to absence of Exams Officer	Exams Administrator or SLT to complete work.	
Exams Administrator not available: Exams Officer already full-time so limited extra hours available to cover Exams Administrator.		

<p>During exam planning</p> <ul style="list-style-type: none"> • Receiving, checking and issuing certificates: November • Producing exam attendance lists for each exam room with information on EAA; producing candidate cards • Ensuring room boxes fully stocks and with correct paperwork 	<ul style="list-style-type: none"> • Exam Officer to work additional hours if needed/possible, especially if exams are running at the same time. • Additional Admin support provided through general admin, SLT or invigilator. 	
<p>During exams:</p> <ul style="list-style-type: none"> • Setting up exam rooms • Signing out exam papers from storage • Checking attendance • Sending scripts 	<p>For admin work:</p> <ul style="list-style-type: none"> • additional support from school admin team or an invigilator to cover temporarily. <p>For setting up rooms and during exams:</p> <ul style="list-style-type: none"> • Invigilators to help • Additional invigilator timetabled 	
<p>At results: August/ September</p>	<p>Limited impact as Exams Officer can work additional hours. Additional support from the admin team or invigilator.</p>	
<p>Exams Office and Exams Administrator unavailable</p> <p>During exam planning</p> <p>General:</p> <ul style="list-style-type: none"> • Entering student for external exams: October, November, January, February • Receiving, checking and issuing certificates: November • Issuing initial entries to students: February; amendments to entries: March/April • Sending timetables to students • Ensuring EAA applied for and correct • Receiving exam papers in to secure storage • Submitting coursework: May • Submitting BTEC cash ins: June/July 	<ul style="list-style-type: none"> • Support from SLT and office staff or Ricards Exams Officer. • Train an invigilator to support. 	<p>Train invigilator to support.</p>
<p>During exams:</p> <ul style="list-style-type: none"> • Setting up exam rooms • Signing out exam papers from storage • Checking attendance • Sending scripts 	<p>Use of office staff and senior invigilators.</p>	<p>Train office staff prior to the exams season.</p>
<p>At results: August/ September</p>	<p>SLT and Office staff to undertake responsibilities with advice from the exam board as required.</p>	
<p>Invigilator leave or are absent</p> <p>There are insufficient invigilators for external exams</p>	<ul style="list-style-type: none"> • Recruit additional invigilators in advance to have surplus to cover leavers or short notice absence. • Train office staff in advance of the exam season. If problem occurs on the day of exam trained office staff to stand in. 	

<p>Power cut: Affects on-line exams or language listening exams</p>	<ul style="list-style-type: none"> • Students to be kept secure until power back on. • Apply for special consideration. • If problem on-going check with exams board for advice. 	
<p>Technical staff not available for on-line exams</p>	<ul style="list-style-type: none"> • If Network Manager not available Assistant Network Manager to run electronic systems. • If neither available use an ICT teacher, who can support but do not have access to the server. • Prior to booking exams ensure that both technical staff are scheduled to be present. 	
<p>Fire alarm goes off during exam</p>	<ul style="list-style-type: none"> • Invigilators to manage immediate evacuation procedure. They should record time exam is suspension; keep students secure and in silence. Once allowed to return record time exam restarted and advise students of new finish time. • Exams Officer and Administrator to assist invigilators at the evacuation point to manage the students. • Exams Officer to advise exam board as soon as possible. • Special consideration to be applied for. 	
<p>Radios not working during exam Invigilators or others unable to contact anyone during an exam for e.g. behaviour issues, absence</p>	<ul style="list-style-type: none"> • Use mobile phones. Clear guidance to be given to invigilators on use of mobiles during an exam. • Alternative radios provided or over staff exam with enough staff to ensure one member could leave in an emergency. 	
<p>Disruption to the transportation of completed scripts Normal collection of completed scripts is delayed</p>	<ul style="list-style-type: none"> • Seek advice from awarding organisations and collection agency. • Use secure storage for completed scripts until collection. • Deliver scripts in person to Post Office. 	
<p>Large scale damage to assessment evidence before it is marked Damage or destruction of completed examination scripts / assessment evidence before it is marked</p>	<p>Consult awarding organisations and follow appropriate procedures as advised by JCQ.</p>	

Any change to the usual exam procedures is the decision of the Head of Centre, and in their absence, it would be one of the Deputy Headteachers.

RESILIENCE Centres need to provide resilience in the exam system in the unlikely event that government determines that exams are not able to go ahead. The arrangements are not designed to be used to award grades in circumstances where there has been localised disruption to teaching and learning. It asks that schools and colleges ensure students sit mock exams in exam conditions before their formal exams, and that their papers are retained. One set of mocks for this purpose should be sufficient. By doing this, schools and colleges will ensure they have alternative evidence of student performance to enable alternative methods of awarding grades, such as Teacher Assessed Grades. Staff are asked to retain all mock papers.

- [Guidance on collecting evidence of student performance to ensure resilience in the qualifications system - GOV.UK](#)

Rutlish School

Word Processor Policy (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Ms Hyland	
Date of next review	1/10/2026

Key staff involved in the policy

Role	Name(s)
SENCo (or equivalent role)	Ms Chapman
Exams officer	Mrs Ashton
Senior leader(s)	Ms Hyland
IT manager	Mr Alltraine

Contents

Key staff involved in the policy	22
Introduction	24
Purpose of the policy	24
The criteria [insert centre name] uses to award and allocate word processors for examinations and assessments.	24
Arrangements at the time of the assessment for the use of a word processor	25
Allocating word processors at the time of the assessment	Error! Bookmark not defined.

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy to AARA and ICE relate to/are directly taken from the [Access Arrangements and Reasonable Adjustments 2025-2026](#) and [Instructions for conducting examinations 2025-2026](#) publications.

Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment.

(AARA 4.2.1)

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

A centre **must** make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they **cannot** make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations.

(AARA 4.2.2)

Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question.

(AARA 4.2.3)

Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCos (or equivalent role) **must** consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.

(AARA 4.2.1)

The SENCo, or equivalent role **must** ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate.

(AARA 4.2.7)

The candidate **must** have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) before their first examination.

Purpose of the policy

This policy details how Rutlish School complies with AARA chapter 4 (Managing the needs of candidates - principles for centres), 5.8 (Word processor) and ICE (14.20-27) when awarding and allocating a candidate the use of word processor in examinations.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

The criteria Rutlish School uses to award and allocate word processors for examinations and assessments

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams unless there are exceptions.

Exceptions

A candidate may be awarded the use of a word processor in examinations where:

- the candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology
- the candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates

The centre will

- allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text switched off where it is their normal way of working within the centre (AARA 5.8.1)
- award the use of a word processor to a candidate where appropriate to their needs

For example, a candidate with:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly
 - a medical condition
 - a physical disability
 - a sensory impairment
 - planning and organisational problems when writing by hand
 - poor handwriting (AARA 5.8.4)
- only permit the use of a word processor where the integrity of the assessment can be maintained (AARA 4.2.1)
 - not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AARA 4.2.2)
 - consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AARA 4.2.3)
 - process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved **before** an examination or assessment (AARA 4.2.4)
 - provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AARA 5.8.2)

The centre will not:

- simply grant the use of a word processor to a candidate because they now want to type rather than write in examinations or can work faster on a keyboard, or because they use a laptop at home. (AARA 5.8.4)

Additionally the use of a word processor would be considered for a candidate:

- in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course (AARA 4.2.4)
- where the curriculum is delivered electronically and the centre provides word processors to all candidates (AARA 5.8.4)

Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor is accommodated in their exam room.

In compliance with the regulations the centre:

- provides a word processor, with the spelling and grammar check and predictive text switched off, to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of a laptop before the candidate's exam(s) to ensure that the battery is sufficiently charged to last for the entire duration of the exam (ICE 14.21)
- ensures the candidate is reminded to ensure that their centre number, candidate number and the unit or component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22)

If a candidate is using the software application Notepad or WordPad these do not allow for the insertion of a header or footer. In these instances once the candidate has completed the examination and printed off their typed script, they are instructed to handwrite their details as a header or footer. The candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way

- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- ensures the candidate is reminded to save their work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

(ICE 14.25)

The centre will ensure the word processor:

- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- is in good working order at the time of the exam
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a typewriter, not as a database, although standard formatting software is acceptable
- is cleared of any previously stored data
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites or spreadsheets
- does not include graphic packages or computer aided design software unless permission has been given to use these
- does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
- does not include computer reading (text to speech) software unless the candidate has permission to use a computer reader
- does not include speech recognition technology unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)
- does not include AI tools
- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)

Portable storage medium

(ICE 14.25)

The centre will ensure that any portable storage medium (e.g. a memory stick) used:

- is provided by the centre
- is cleared of any previously stored data

Printing the script after the exam has ended

(ICE 14.25)

The centre will ensure:

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is their own
- a word-processed script is attached to any answer booklet which contains some of the answers
- if a candidate omits to insert the required header or footer, they are instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions). (ICE 14.26)

The centre may retain electronic copies of word-processed scripts as the electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would

need to demonstrate to the awarding body that the electronic file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body. (ICE 14.27)

The criteria Rutlish School uses to award and allocate word processors for examinations

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

The use of word processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where the candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

This may include 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
- poor handwriting

The only exception to the above where the use of a word processor may be considered for a candidate would be

- on a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Arrangements for the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo and the exams officer. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

Statement produced by: Ms Chapman (SENCo)

Statement date: October 2025