



# Treorchy Comprehensive School

## Exam Policy

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| <b>Date of policy:</b>              | April 2026                           |
| <b>To be reviewed:</b>              | April 2027                           |
| <b>Member of staff responsible:</b> | Sarah Bagshaw, Assistant Headteacher |

1. Exam responsibilities
2. The qualifications offered
3. Exam seasons and timetables
4. Entries, entry details, late entries and retakes
5. Exam fees
6. The Equality Act (EA) and Access Arrangements (AA)
7. Estimated grades
8. Managing invigilators and exam days
9. Candidates, clash candidates and special consideration
10. Coursework and appeals against internal assessments
11. Results, enquiries about results (EARs – Enquires about Results) and access to scripts (ATS – Access to scripts)
12. Certificates
13. Exam Contingency Plan
14. Conflict of Interest – Examinations
15. Word Processor

Appendix A – Declaration of Interest Form

Appendix B – Conflict of Interest Log

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- To ensure a consistent and effective response in the event of major disruption to the examination system

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

This exam policy will be reviewed as needed.

This exam policy will be reviewed by the Senior Management Team and referred to Governors as required.

## 1. Exam responsibilities

### Head of Centre / Headteacher

Overall responsibility for the school as an exam centre:

- Overall responsibility for the school as an exams centre
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document [Suspected Malpractice Policies and Procedures – Joint Council for Qualifications](#)
- Ensures an Exams Officer is appointed

### Exams officer

Manages the administration of public and internal exams and analysis of exam results:

- Manage the administration of external exams
- Advise the senior leadership team (SLT), subject and class teachers, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the invigilators in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SMT, any post-results service requests which may include any appeals/re-mark requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

## **Heads of Faculty**

- Advise the exams officer of any changes to specification or assessment details for their subject areas
- Advise the exams officer of entries for their subjects
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion and electronic input of coursework, controlled assessments and non-exam assessments marks
- Ensuring coursework, controlled assessments and non-exam assessments and declaration sheets are available for moderation
- Ensuring coursework, controlled assessments and non-exam assessments are prepared and stored sufficiently and are ready for JCQ inspection.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

## **Teachers**

- Supplying information about entries, coursework and controlled assessments as required by the Head of Faculty and/or the exams officer
- Submission of coursework, controlled assessment and non-exam assessment marks to the secure website by the deadline
- Ensuring that access arrangements have been established as normal ways of working in learning

## **ALNCo**

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms
- 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.

## **Invigilators**

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office
- Keep up to date with knowledge of JCQ ICE rules and regulations
- Ensuring that all secure documents are returned to the exams officer after the exam

## **Candidates**

- Understanding coursework, controlled assessment and non-exam assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations

## **Administrative staff**

- Support for the input of data.
- Posting of exam papers.

## **2. The qualifications offered**

The qualifications offered at this centre are decided by the Head of Centre.

The qualifications offered and examination boards used are GCSE, Entry level, A and AS levels, Pearson/BTEC Qualifications, ASBW, NCFE, TLM and Agored Cymru.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

## **3. Exam seasons and timetables**

### 3.1 Exam seasons

Internal exams are scheduled in December and May.

External exams are scheduled in November, January, and June.

Which exam series are used by the centre is decided by the heads of subject/department/faculty in consultation with their line managers.

### 3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

## **4. Entries, entry details, late entries and retakes**

### 4.1 Entries

Candidates are selected for their exam entries by the Head of Department/Faculty with input from the class teacher and Exam Officer.

A candidate or parent/carer can request a subject leader to consider a change of level for subject entry. Final decisions on this or withdrawal will be taken by the Headteacher.

The centre accepts external entries from former candidates only.

### 4.2 Late entries

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by heads of department.

### 4.3 Retakes

Retake decisions will be made in consultation with the candidates and the heads of department.

(See also section 5: Exam fees)

## 5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

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.

Retake fees for learners in year 11 are all paid by the school. Retake fees are paid by the candidates in sixth form but the standard fee is refunded if they complete the retake. The school may pay these fees at the Head teacher's discretion for vulnerable learners.

(See also section 4.3: Retakes)

Candidates must pay the fee for any personal enquiries about results which will be refunded by the board if the grade is raised. The school may pay these fees at the Head teacher's discretion.

(See also section 11.2: Enquiries about results [EARs])

## 6. The Disability Discrimination Act (DDA), additional needs and access arrangements

### 6.1 DDA

The Equality Act 2010 extends the application of equality to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### 6.2 Additional needs

A candidate's additional needs requirements are determined by the ALNCO and/or the educational psychologist / specialist teacher.

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

### 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the ALNCO and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the ALNCO and Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Exams Officer.

The Exams Officer will hold records that show all invigilators hold current invigilator training.

The Exams Officer will have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes.

## **7. Estimated grades**

Predicted grades will be collected at key data points during examination years (years 10-13) and compiled in a SMID data drop.

## **8. Managing invigilators and exam days**

### 8.1 Managing invigilators

External invigilators may be used for external exam supervision.

The recruitment of invigilators is the responsibility of the Business Manager and Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Administration support (Headteachers PA).

DBS fees for securing such clearance are paid by RCT / Treorchy Comprehensive School.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators' rates of pay are set by RCT/Treorchy Comprehensive School.

### 8.2 Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

A member of SLT or a lead invigilators will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates, check that candidates have correct paper and equipment but they must not have access to the examination paper unless this is specifically requested by the Exam Officer or invigilator and must not advise which questions are to be attempted

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room. All papers/secure documents must be returned to the exams officer. Papers will be distributed to heads of department/faculty after all candidates at the centre have completed the examination and the papers have all been securely packed by the Exams Officer only.

## **9. Candidates, clash candidates and special consideration**

### 9.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Glasses should only be worn by candidates who require glasses and/or normally wear glasses.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The pastoral staff will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

## 9.2 Clash candidates

The Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

## 9.3 Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer/HOLS/pastoral team to that effect.

It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from a candidate's doctor. All claims will be made electronically where possible (otherwise by paper) by the Exams Officer within the prescribed time constraints of the examination board.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam. The exams officer will make a special consideration application to the relevant awarding body within the recommended time guidance of the examination board.

# 10. Coursework and appeals against internal assessments

## 10.1 Coursework/Internal assessments

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date conforming to all requirements relating to plagiarism and AI use

Class teachers are responsible for carrying out controlled assessments in line with JCQ regulations.

It is the duty of head of faculty to ensure that all internal assessment is ready for dispatch at the correct time.

The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by head of faculty who will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

## 10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exam's office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing to the head of centre (or other nominee – assistant headteacher in charge of examinations) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## **11. Results, enquiries about results (EARs – Enquiries about results) and access to scripts (ATS – Access to scripts)**

### 11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the head of centre

### 11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

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. (See section 5: Exam fees)

If a candidate requires an EAR they must complete the relevant paperwork to allow the exams officer to make the necessary application

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate.

A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs is communicated to candidates with their results slips.

All decisions about whether to support an application for an EAR will be made by the Head of Faculty.

If a candidate's request for an EAR is not supported, the candidate may appeal, and we will respond by following the process in our internal appeals procedure document. All processing of EARs will be the responsibility of the exams officer and assigned member of SLT following the JCQ guidance.

### 11.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the candidate in most cases, however online processes are available for electronic copies of scripts to be made available to candidates free of charge.

If the candidate will pay the cost of ATS is detailed in the results slip.

## 12. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates may not be withheld from candidates who owe fees.

A transcript of results may be issued.

The centre retains all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue

## 13 Exam Contingency Plan

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

The national examination timetable applies to GCSEs, AS levels, A-levels and all equivalent level courses.

### **a. Disruption of teaching time – centre is closed for an extended period**

Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, centre may advise learners to sit examinations in the next available series
- Centre will have plans in place to facilitate alternative methods of learning.

### **b. Learners unable to take examinations because of a crisis -centres remain open**

- In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
- centre will offer candidates an opportunity to sit any examinations missed at the next available series

- centre will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.

#### c. Centre unable to open as normal during the examination period

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations. The head of centre will decide whether it is safe for the centre to open. The head will take advice, or follow instructions from relevant local or national agencies in deciding whether the centre is able to open.

- centre will open for examinations and examination candidates only, if possible
- centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- centres will offer candidates an opportunity to sit any examinations missed at the next available series
- centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 6).

#### d. Disruption to the transportation of completed examination scripts

- If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
- centre will ensure secure storage of completed examination scripts until collection.

#### e. Centre unable to distribute results as normal

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will **contact awarding organisations about alternative options. i.e.:**

- centre will make arrangements to access its results at an alternative site
- centre will make arrangements to coordinate access to post results services from an alternative site
- centre will share facilities with other centres if this is possible.

#### f. Exams officer absent at a critical stage of the examination cycle

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will be led by the member of SLT who is the line manager for examinations to ensure three principles are adhered to and consult with examination boards when necessary.

## 14. Conflict of Interest

Treorchy Comprehensive School supports staff who work for Awarding Organisations (exam boards). Such work is professionally fulfilling, provides opportunities for career development, and helps ensure the high quality operation of the public exams system on which thousands of candidates and schools depend for fair and accurate results. An in depth understanding of the marking process and nuances of mark schemes are of direct teaching and learning benefit to both teachers and students.

The purpose of this policy is to ensure that Treorchy Comprehensive School manages conflicts of interest by informing the awarding bodies, before the published deadline for entries, 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 centre which do not include internally assessed components/units;
- centre staff are taking qualifications at other centres.

The Process for this is as follows;

- Contact all members of staff to ascertain any conflict of interest.
- Any confirmed cases are compiled into a written record and retained by the Exams Officer including steps taken to mitigate.
- Steps to mitigate will be shared with the relevant staff member to ensure they are aware of all actions in place and additional requirements which they must adhere to.
- The Exams Officer informs the JCQ and various awarding bodies of any relevant conflicts of interest.

#### **a. Categories of examination duty**

There are broadly four categories of examining duties.

- A. Teachers involved in the preparation of exam papers (question setting, reviewing, vetting) – i.e. teachers who see question papers before an exam is sat.
- B. Teachers who mark public exams but who only see question papers and scripts after the exam has been sat (e.g. assistant examiners).
- C. Staff involved in checking examination material prior to the exam (e.g. exams officers, lab technicians for practicals, etc.).
- D. Teachers involved in the marking and moderation of internally assessed coursework.

Teachers involved in category A and B work are required to register this work with the examinations officer, and through the Assistant Headteacher. Teachers who carry out category A work must obtain the express approval of the Headteacher who will meet with such teachers to discuss the starred items in section 4, below.

All staff involved in category A, B, C, and D public exam work must follow all centre, exam board, JCQ and regulator regulations in full. The integrity of the exam process is critical and no actions should be taken

that either undermine, or appear to undermine, the fairness and integrity of public exam assessment. The centre and its staff must maintain the highest professional standards at all times.

## B. Whistle blowing

Anyone concerned about the integrity of any aspect of the public exams process should raise these concerns with the relevant authority in the exam board / JCQ / regulator. Concerns about the conduct of exams at the school should be raised with Treorchy Comprehensive School's Head of Centre and Exams Officer. If a concern relates to the Head of Centre then the Chair of Governors should be contacted. Concerns should be addressed in a reasonable and timely fashion; if they are not, the concern should be escalated in accordance with the school's Whistleblowing Policy.

## C. Category A work

Teachers who are involved in the production, review and checking of examination material prior to assessment undertake work that is essential to the smooth and accurate running of the public exams system. However, they also face conflicts of interest that require very careful management to preserve the integrity of the exams system and safeguard the professional standards and reputations of teachers and their schools or colleges. All category A work must be done in accordance with exam board / JCQ / regulator regulations. Where exam boards provide training for how to manage conflicts of interest, staff must complete this training to protect themselves and the integrity of the public exam system. Above and beyond the requirements of exam board / JCQ / regulators, category A teachers must follow the relevant starred practical measures below.

- a\* Do not inform pupils and parents of category A work. Keeping exam setting / checking work confidential (but notifying the school/college and appropriate colleagues of such work) safeguards against student and / or parent questioning / intrusion.
- b\* Always set past examination questions, or questions that are on publicly available sample papers.
- c\* Always cover the whole specification (where appropriate); never question spot.
- d\* Never discuss future examinations with students, parents and / or colleagues.
- e\* All internal assessment papers should be set by a member of the department not involved in setting public exam papers.
- f\* Never give any indication of what is in a future paper, by suggesting what, or what not, to revise.
- g\* Where students write essays, ensure there is an explicit and transparent mechanism for the choice of essay, e.g. essays chosen by pupils or other department staff.
- h\* Do not use school/college IT resources for any category A work.
- i\* **Never complete category A work in school/college.**
- j\* Examination advice given to students should be based only on material which is available to all centres (e.g. examiners' reports, mark schemes, etc.).
- k\* Category A staff should withdraw from any discussion that could lead to a conflict of interest – for example the contents of a revision schedule.
- l\* Staff with any concerns about the integrity of their category A work, or conflicts of interest arising, should protect themselves and the exams system by raising such concerns with the exam board. If in doubt proactively report.

The starred practical guidance can limit a teacher's ability to discharge his / her teaching and departmental duties. This is especially so if the category A worker is a head of department, or works in a smaller department where there may not be sufficient other colleagues to fill workload gaps created by a 'conflicted' member of staff. In such circumstances it may not be possible for a teacher to carry out category A work; they may instead carry out category B roles. This will be discussed with the Head of Centre/Headteacher as part of the approval process. A *Declaration of Personal Interest Form* is included in Appendix A. This must be completed each academic year. A *Conflicts of Interest* log will be maintained to record any potential conflicts of interest and will be kept by the Exams officer.

**D. Attending examiner meetings / completing examination work (Category A and B work)**

Whilst we actively encourage and support teachers who undertake public exam work, it is important that this additional 'private' work does not compromise teaching, pastoral, administrative and extra-curricular duties. Teachers must endeavour to minimise their time out of school for examiners' meetings and ensure there is minimal disruption to their work for the school.

**E. Category C and Category D work**

Any member of staff involved in these processes must adhere to the JCQ procedures and follow all instructions provided by the Examination Boards and JCQ precisely. If one of these members of staff has a relation in Year 11 or the relevant year group who is sitting the examination, whether at Treorchy Comprehensive School or any other school, a conflict of interest must be recorded. This must be completed each academic year. A *Conflicts of Interest* log will be maintained to record any potential conflicts of interest and will be kept by the Exams officer.

**F. Familial conflicts of interest**

Should any member of school staff involved with the preparation for or delivery of examinations have a close relative who is in Year 11 or the relevant year group who is sitting the examination, a conflict of interest must be declared. Each year, the Exams officer will send an email to all staff to declare any conflict of interest via return email or completion of the *Declaration of Personal Interest Form* (included in Appendix A). This action must be completed each academic year. A *Conflicts of Interest* log will be maintained to record any potential conflicts of interest and will be kept by the Exams officer.

**G. Centre staff sitting examinations**

Any centre staff who are sitting examinations, either at this centre or another, must complete the *Declaration of Personal Interest Form* that is included in Appendix A. This must be completed each academic year. A *Conflicts of Interest* log will be maintained to record any potential conflicts of interest and will be kept by the Exams officer.

**H. Measure and Procedures**

| Conflict of interest (COI)   | Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected  |
|--|---|
| <p>(As a last resort where the member of centre staff is unable to find another centre)</p> <p>Member of staff is taking a qualification(s) at this centre which includes internally assessed components/units</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>   | <p>To:</p> <ul style="list-style-type: none"> <li>• prevent the member of centre staff having access to examination materials prior to the examination</li> <li>• brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials</li> <li>• ensure 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</li> </ul> <p><b>the arrangements below are in place:</b></p> <ul style="list-style-type: none"> <li>• Share the existence of the Declaration of Personal Interest Form with the staff involved in the pre-exam and exam procedure</li> <li>• Exams Officer to Consult with the HOF and develop plan to avoid conflict of interest and bias</li> <li>• Follow the usual security procedures</li> <li>• Exams Officer and HOF to ensure affected candidates work is included in sample</li> <li>• Record these actions, date and sign in the COI Log</li> </ul> |
| <p>Member of staff is 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</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p> | <p>To:</p> <ul style="list-style-type: none"> <li>• make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate</li> <li>• ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit</li> <li>• ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample</li> </ul> <p><b>the arrangements below are in place:</b></p> <ul style="list-style-type: none"> <li>• Share the existence of the Declaration of Personal Interest Form with the staff involved in the pre-exam and exam procedure</li> <li>• Consult with the HOF and develop plan to avoid conflict of interest</li> <li>• Follow the usual security procedures</li> <li>• Exams Officer and HOF to ensure affected candidates work is included in sample</li> <li>• Record these actions, date and sign in the COI Log</li> </ul>  |

|   |  |
|---|--|
| <p>Member of exams office staff has a member 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 this centre itself or other centres (This would also include the head of centre and member(s) of the senior leadership team who are responsible for examination administration)</p> | <p>To:</p> <ul style="list-style-type: none"> <li>• ensure that the member of exams office staff does not have unaccompanied access to examination materials (for example, question papers, pre-release materials, answer scripts, etc)</li> <li>• ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments</li> </ul> <p><b>the arrangements below are in place:</b></p> <ul style="list-style-type: none"> <li>• Share the declaration of Personal Interest Form with the other Centre if appropriate.</li> <li>• On receipt of the relevant exam paper, conflicted staff member is to request a second pair of eyes to sign the papers in and place them in secure storage.</li> <li>• On the day of the examination/s in question, the examination paper is inspected, noted as intact and opened by an alternative member of staff, including the second pair of eyes.</li> <li>• Record these actions, date and sign in the COI Log</li> </ul> |
| <p>Member of staff is taking a qualification(s) at this centre which does not include internally assessed components/units</p>  | <p>To:</p> <ul style="list-style-type: none"> <li>• prevent the member of centre staff having access to examination materials prior to the examination</li> <li>• brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials</li> <li>• ensure 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</li> </ul> <p><b>the arrangements below are in place:</b></p> <ul style="list-style-type: none"> <li>• Share the existence of the Declaration of Personal Interest Form with the staff involved in the pre-exam and exam procedure</li> <li>• Follow the usual security procedures</li> <li>• Record these actions, date and sign in the COI Log</li> </ul>   |
| <p>Taking a qualification(s) at another centre</p>  | <p>To</p> <ul style="list-style-type: none"> <li>• ensure the member of centre staff does not have access to examination materials for the same awarding body qualification if this is delivered in the centre,</li> </ul> <p><b>the arrangements below are in place:</b></p> <ul style="list-style-type: none"> <li>• Share the declaration of Personal Interest Form with the other Centre if appropriate.</li> <li>• Follow the usual security procedures</li> <li>• Record these actions, date and sign in the COI Log</li> </ul>  |

## 15. Word Processors

15.1 Treorchy Comprehensive School complies with AA chapter 4 Adjustments for candidates with disabilities and learning difficulties regulations and guidance as follows:

- 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 ALNCo to make appropriate and informed decisions based on the JCQ regulations.
- 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
- 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. ALNCoS must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis.
- Schools should be able to process applications at the start of or during the first year of a two year GCSE course having firmly established a picture of need and normal way of working during Years 7 to 9.

However, 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, access arrangements/reasonable adjustments should be applied for as soon as is practicable.

Arrangements **must** always be approved **before** an examination or assessment.

The arrangement(s) put in place **must** reflect the support given to the candidate in the centre, for example:

- in the classroom (where appropriate);
- working in small groups for reading and/or writing;
- support lessons;
- intervention strategies;
- in internal tests/examinations;

This is commonly referred to as 'normal way of working'. For candidates with learning difficulties, this is typically the background information recorded within Part 1 of Form 8 by the ALNCo or the assessor working within the centre.

### 15.2 The use of a word processor

Treorchy Comprehensive School complies with AA chapter 5 *Access arrangements available* as follows:

- Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text switched off where it is the candidate's normal way of working within the centre. For example, due to the candidate's problems with planning and organisation when writing by hand, their quality of language significantly improves when using a word processor. (This also extends to the use of electronic brailers and tablets.)
- The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.
- A candidate may use a word processor in an examination to type questions requiring extended writing and may handwrite shorter answers.
- 

**NB** Examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet, as the candidate avoids the difficulty of visually tracking between the question paper and computer screen.

A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre.

### 15.3 Word processors and their programmes

Treorchy Comprehensive School complies with ICE 14.25 *Word processors* instructions by ensuring:

A word processor:

- a. must be used as a typewriter, not as a database, although standard formatting software is acceptable;
- b. must have been cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate.** When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate;
- c. must be in good working order at the time of the examination;
- d. must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;
- e. must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. **The candidate must be present to verify that the work printed is their own.** Word-processed scripts must be attached to any answer booklet which contains some of the answers;
- f. must be used to produce work under secure conditions, otherwise the candidate's script may not be accepted;
- g. must not be used to perform skills which are being assessed;
- h. must not give the candidate access to other applications, such as a calculator (where prohibited in the examination), email, the Internet, social media sites or spreadsheets;
- i. must not include graphics packages or computer aided design software unless permission has been given to use these;
- j. must 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 spellchecking;
- k. must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader;
- l. must not include speech recognition technology unless the candidate has permission to use a scribe (a scribe cover sheet must be completed);
- m. must not include AI tools;
- n. must not be 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).

An awarding body may require a word processor cover sheet to be included with the candidate's typed script.

Please refer to the relevant awarding body's instructions.

Instructions for Conducting Examinations (1 September 2025 – to 31 August 2026) Published by JCQ Advice: Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.

### 15.4 A statement on the criteria Treorchy Comprehensive School uses to allocate word processors.

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

### 15.5 Awarding word processors

There are also exceptions where a candidate may be awarded the use of a word processor in exams where s/he has a firmly established need and 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.

Exceptions might 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

These awards will only be made with appropriate medical evidence in place or after centre handwriting test results confirm the candidates need.

#### 15.6 Allocating word processors in exams

Appropriate exam-compliant word processors will be allocated by the Exams officer in liaison with the ALNCo/Access Arrangements Co-ordinator.

## Appendix A - Declaration of Personal Interest form

|           |  |                  |  |
|-----------|--|------------------|--|
| Your name |  | Your job role(s) |  |
|-----------|--|------------------|--|

This completed form must be returned to the Exams officer (either on paper in person or electronically attached to an email to Exams Officer) by **INSERT DATE HERE**

Confirm your understanding: (Please tick the box to confirm a statement)

- I understand that a personal interest relates to a candidate who is a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)
- I also understand that a personal interest may also relate to any member of centre staff (who has been entered for a qualification at this centre as a last resort where the member of centre staff is unable to find another centre) for whom a teacher assessed grade will be determined

You must declare all statements that apply to you: (Please tick the box to confirm a statement)

- I have no personal interest in a candidate to declare
- I declare a personal interest in a candidate who is part of a class or cohort for whom I will be:
  - Head of Department/Faculty
  - Teacher
  - Learning Support Assistant
  - Head of Centre
  - Exams officer
  - 2<sup>nd</sup> to Exams officer in case of absence
  - Data manager
  - SEN department – involved in Access Arrangements
  - Administrator – please state role: \_\_\_\_\_
  - Invigilator
- I declare a personal interest in a private candidate who has been entered for a qualification at this centre
- I declare a personal interest in a candidate who is sitting examinations at another examination centre

(Where more than one related person, please complete a separate form)

|   |  |                    |  |
|---|--|--------------------|--|
| Name of related person (the candidate)            |  |                    |  |
| Candidate number (if known)                       |  | Relationship to me |  |
| School (examination centre) the candidate attends |  |                    |  |

**Signature to confirm declaration:** \_\_\_\_\_

**Date declaration form completed and signed:** \_\_\_\_\_

You will be informed of any additional controls put in place that directly affect you/your role to mitigate any potential risk to the integrity of the examination process, results download or post-results reviews and appeals.

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later.

## Appendix B CONFLICTS OF INTEREST LOG DATE/

| Date recorded | Staff name & job title(s)/role(s) | Conflict of interest (COI) | Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected |
|---------------|-----------------------------------|----------------------------|--|
|               |                                   |                            |  |
|               |                                   |                            |  |
|               |                                   |                            |  |
|               |                                   |                            |  |
|               |                                   |                            |  |
|               |                                   |                            |  |

(General Regulations for Approved Centres, 5.3j) The head of centre **must** retain records of all conflicts of interest, including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records **must** be 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.