

Examinations Policy

Appendix 1

Senior School

2024 / 2025



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

Examinations Policy Appendix 1: Examinations Contingency Plan

Contents

1. What if it is not possible to open the Centre prior to the start of an examination or on a Results Day?
2. What if the Examinations Officer falls ill during an examination, or is unable to come into School on a day on which public examinations are taking place?
3. What if the Fire Alarm Rings during an Examination or the School receives a bomb threat?
4. What if the evacuation of an Examination Room becomes protracted?
5. What if there is disruption to the collection of completed examination scripts?
6. What if the Centre is open, but a candidate is unable to sit an examination?
7. What if the Power fails during an examination?
8. What if a candidate falls ill during an examination?
9. What if a candidate fails to appear at the start of an examination?
10. What if a candidate is suspected of Malpractice during the examination?
11. What if an invigilator is suspected of Malpractice during an examination?
12. Additional courses of action

Queries

Queries on this policy appendix should be referred to the Deputy Head (Academic).

Review and Verification

This policy appendix is reviewed annually by the Deputy Head (Academic).

The following Policies and Procedures are to be applied in exceptional circumstances arising during the conduct of public examinations:

1. What if it is not possible to open the Centre prior to the start of an examination or on a Results Day?

- The Head will make a decision relating to the closure of the Centre taking account of advice or instructions from the appropriate local or national agencies and will communicate this decision to the Deputy Head (Academic). We regard the closure of the Centre as something to be considered only in the most exceptional circumstances.
- News of the closure of the Centre will be communicated to parents and candidates via email and the School website.
- In the event of a closure during a Public Examinations Series, contact will be made with the relevant Examining Bodies to apprise them of the situation and to solicit their advice.
- The Head of Centre recognises that, wherever possible, they should seek to provide an opportunity for Candidates to sit their examinations, even if it means a partial opening of the Centre using limited numbers of Staff and buildings for the purposes of allowing examinations to take place. In cases of an epidemic or pandemic virus, measures will be taken to provide separate accommodation for 'at risk' candidates to sit their examinations where possible and subject to medical advice.
- In the event of the closure of the Centre on a Results Day, results will be made available online at the allotted time via the Pupil and Parent Portal. Additionally, envelopes containing hard copies of results will be posted to the candidates' home address via First Class post.

2. What if the Examinations Officer falls ill during an examination, or is unable to come into School on a day on which public examinations are taking place?

- The Deputy Head (Academic) will assume responsibility for the conduct and administration of the day's papers or, in their absence, the Executive Director of Co-curriculum and People .
- The Deputy Head (Academic) is in daily discussion with the Examinations Officer on matters relating to public examinations and, as such, it is not envisaged that this arrangement will prove problematic. The Deputy Head (Academic) is a key holder for the safe in the Examinations Office Secure Storage area.

3. What if the fire alarm rings during the examination or if the School receives a bomb threat?

1. Candidates should be instructed to stop writing immediately, but to maintain silence. Scripts and papers should be left on the desk and the Invigilator should note the time of the interruption.
2. Candidates using laptop computers must be instructed to save their work.
3. Candidates should be led in absolute silence to the fire assembly point. In the event of a bomb threat the assembly point is to be no less than 500m from the Examination Room. For all examinations taking place in the Sports Hall/Cooper's Campus this is the far end of the Sports Field. For examinations taking place in Roberts Hall/Main House/New School this is the Car Park near the Café closest to Roehampton Gate in Richmond Park. If possible, the Examination Room should be locked, but the process of locking must not delay inordinately the safe evacuation of the space. In terms of the Fire Assembly points, in case of the Sports Hall/Cooper's Campus, this is on the space immediately outside of the foyer, where the minibuses usually park. In the case of Roberts Hall, this is the hard court area immediately outside. In the case of the Ballroom and M6, it is the Terrace. In the case of C11-14 it is the drive.
4. Invigilators must instruct candidates not to talk to one another, or to any other person, during the entire evacuation and assembly process. The candidates should be kept as a discrete group separate from other bodies of pupils while they wait for the "all clear". Invigilators must police the group with extreme vigilance to ensure that this instruction is obeyed. Any transgression must be treated as Suspected Malpractice (see below).
5. The assistance of the Examinations Officer and/or Deputy Head (Academic) should be sought as soon as possible after the evacuation. Consideration should be given to the continuation of the examination in a different venue if it seems that the evacuation is likely to be a lengthy affair. There will need to be liaison with the Head of Centre if this proves the case.
6. Once the "all clear" is sounded, candidates should be re-introduced to the examination room, still in silence. The Invigilator should note the time and recommence the paper, adding the "lost time" to a revised finish time.
7. After the examination, the Examinations Officer will complete and send the relevant JCQ documentation to report the incident.
8. If the extending of an examination finish time means that there are additional invigilation requirements then the Deputy Head (Academic), in concert with the Head of Centre, will provide additional cover as required.
9. If the period of time during which the evacuation becomes protracted, the procedure set out below, "What if an evacuation becomes protracted?" will apply.

4. What if an evacuation of an examination room becomes protracted?

- If, after a fire alarm/power failure/bomb threat etc., it becomes clear that candidates are not going to be able to re-enter the examination room for some time, then the Deputy Head (Academic), in concert with the Examinations Officer and other senior colleagues, will make a decision about whether to send the candidates home.
- Prior to making this decision, the Deputy Head (Academic) will seek to make telephone contact with the relevant Examining Body to solicit its advice and guidance.
- If the Body is unavailable, then the Deputy Head (Academic) will consider the following factors in making the decision:
 1. Information relating to the likely time at which the examination room will become re-usable
 2. The amount of time left in the examination, and the time which had expired after the start of the examination when the evacuation began
 3. The time at which the next session is due to start
 4. Whether continuing the examination will take candidates over the 3-hour session limit (3hours 45min) for Cambridge International examinations) laid down by JCQ (including Extra Time candidates)
- If a decision to terminate an examination is made, then care will be taken to ensure that the regulations relating to the integrity of the examination are maintained. Moreover, the Examination Officer will contact the relevant Examining Body at the earliest opportunity to advise them on the Centre's actions and to seek guidance on next steps. Conversely, if a decision is made to continue an examination after a long hiatus, then it must only be made if the Centre can be certain that there has been no communication between the Candidates.
- Care will be taken to ensure the security of scripts during the period of evacuation and, in the case of the abandonment of an examination, then the scripts will be kept securely prior to their dispatch to the relevant Examining Body.

5. What if there is disruption to the collection of completed examination scripts?

- If it is not possible for completed scripts to be dispatched as normal, then the Examinations Officer (or the Deputy Head (Academic) in the absence of the EO) will arrange for the scripts to be stored in the secure storage locked in the safe. The Examinations Officer will seek further advice from the appropriate Examining Body in determining the next steps.

6. What if the Centre is open, but a candidate is unable to take an examination?

- Prior to an examination series, the Deputy Head (Academic) writes to all Candidates and their Parents to inform them that they are to contact the Centre as soon as possible if a Candidate is unable to sit an examination. When such contact is received, the Deputy Head (Academic) or his/her designate will work with the Candidate/Parent to determine whether the Candidate might be able to take the examination at a different time, or whether it is possible to take the paper at all. The Deputy Head (Academic) will be mindful of JCQ protocols and will advise the Candidate/Parent accordingly. The Centre will provide appropriate resourcing if it is possible for the Candidate to sit the examination later in the day ensuring that at all times and in all respects the provision of ICE are fully maintained.

7. What if the power fails during the examination?

- Candidates should be instructed to stop writing immediately, but to maintain silence. The Invigilator should note the time. Scripts and papers should be collected by the Invigilator and kept securely. Reception (5800) should be contacted without delay. Candidates using laptops must be instructed to save their work onto a USB key immediately. These candidates must then be told to stop work. Candidates should be told to sit in silence whilst the Deputy Head (Academic) or his/her designate is summoned. The Deputy Head (Academic) will decide whether the examination can continue in its current location, or whether it needs to be moved. The judgement will be based on ambient light levels.
- If the examination is to continue in its current location, scripts and papers should be redistributed and the end time of the examination adjusted to compensate candidates fully for the minutes lost whilst the situation was resolved. Candidates using laptops will need to be removed from the Examination Hall and kept in silent isolation. If there are parts of the School which still have power, then they should be set up in an appropriate space in this part of the School so that they can finish their paper on a powered laptop. If the entire School has lost power, then these candidates will be kept in isolation until power has been restored, after which time they will be able to resume their work.
- If it is decided that the examination room cannot be used for the remainder of the paper, the Deputy Head (Academic) will make arrangements for an alternative room to be used in concert with the Head of Centre. Candidates will be kept in silent isolation whilst these arrangements are made. Once the examination recommences in a new location, the finish time will be adjusted accordingly. If no suitable space can be found, then the candidates will be kept in silent isolation until power is restored.
- After the examination, the Examinations Officer will complete and send the relevant JCQ documentation to report on the incident.
- If the extending of an examination finish time means that there are additional invigilation requirements, then the Deputy Head (Academic), in concert with the Head of Centre will provide additional cover as required.

8. What if a candidate falls ill during an examination?

[The following procedure also forms part of the Invigilation Training]

- The Invigilator should note the time at which the candidate was no longer able to continue with his/her paper.
- An Invigilator should remove the candidate from the examination room but ensure that he or she is kept in isolation. The Deputy Head (Academic) or designate should then be summoned in order to take the candidate to the School Nurse (a call placed to Reception on 5800 will trigger this). The Invigilator should return to the Examination Room.
- If the candidate recovers sufficiently to resume the paper within 45 minutes of the interruption, then he or she will be reintroduced to the Examination Room and his or her finish time will be adjusted accordingly.
- If the candidate is unable to recommence the examination within 45 minutes of the interruption, then the candidate will not be allowed to continue with the paper and the Examinations Officer will contact the Examining Body to advise them of the situation.
- If the extending of an examination finish time means that there are additional invigilation requirements, then the Deputy Head (Academic), in concert with the Head of Centre, will provide additional cover as required.

9. What if a candidate fails to appear for the start of an examination?

[The following procedure also forms part of the Absent Candidates and Late Arrivals policy]

- The Invigilator should inform Reception without delay. Reception should be instructed to contact the Candidate straight away.
- Assuming that the Candidate says that he or she wishes to take the paper then the Candidate should be instructed by Reception to surrender immediately his or her mobile phone to a responsible adult (e.g. a parent) immediately upon taking the call.
- The parent/carer should be advised to keep the candidate under supervision at all times. They may be required to sign an appropriate statement to confirm the supervision arrangements that were put in place if the candidate arrives very late (more than one hour, or after the Key Time for Cambridge International) to the examination. For Cambridge International, examinations Preparation Form 7 is used for this purpose.
- An unaccompanied candidate should be told to make his or her way to School as quickly as possible.
- If the candidate arrives within one hour of the published start time for the paper and for Cambridge International examinations before the Key Time, then she/he will be able to take all of the allotted time and his or her finish time will be adjusted accordingly. In cases where the candidate is less than one hour late to an examination or arrives before the Key Time (Cambridge International) the awarding body does not need to be informed.

- A candidate is considered to be very late if they arrive more than one hour after the published starting time for an examination or after the Key Time for Cambridge International examinations. For examinations that last less than one hour, candidates will be considered very late if they arrive after the published finishing time for the examination.
- In cases of Very Late Arrivals (VLA) the decision as to whether to admit the candidate rests with the School. The Deputy Head (Academic) will make this decision based on the particular circumstances of the VLA. If the candidate is allowed to take the examination, then he or she must be warned that the Examining Body may not accept his or her work. For Cambridge International examinations, the invigilator should annotate the answer script to indicate any work completed after the official finishing time.
- The Examinations Officer will complete relevant JCQ/VLA documentation, or for Cambridge International. Examination Day – Form 3, at the conclusion of the affair and will forward it to the relevant Awarding Body. The information required by the awarding body comprises:
 1. The reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the Centre
 2. The published starting and finishing times of the examination
 3. The time the Candidate started the examination
 4. The time the Candidate finished the examination
 5. A statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the Candidate was under supervision from the published starting time of the examination
- If the extending of an examination finish time means that there are additional invigilation requirements, then the Deputy Head (Academic), in concert with the Head of Centre, will provide extra cover as required.
- Similarly, if a late running examination creates other timetabling difficulties, then the Deputy Head (Academic) will work with the Examinations Officer to resolve them satisfactorily, ensuring that JCQ guidelines are adhered to at all times.
- If the candidate is too ill to take the examination at all, then the invigilator will enter the candidate as Absent upon the official Attendance Register. The Deputy Head (Academic) will be informed and he/she will advise the candidate and/or his or her parents as to the implications of the absence. In such instances, it may be necessary to seek advice from the Examining Body. The Centre will process all subsequent requests for any Special Considerations that may be applicable.

10. What if a candidate is suspected of malpractice during the examination?

[The following procedure also forms part of the Invigilator Training]

- In cases where malpractice is suspected, the Invigilator must summon the Deputy Head (Academic) (or his/her designate) as soon as possible. He or she must write into the Examination Log a full record of the circumstances which have arisen. Depending on the circumstances, he or she may warn the candidate that his or her conduct may be in contravention of Examination Regulations, that the Awarding Body may be informed of the incident and that the candidate may be removed from the Examination Room. Since the administering of such a warning constitutes a serious step and is likely to do much to unsettle the Candidate concerned, caution must be exercised. Unless the continued integrity of the examination is immediately imperilled, it is generally better to say nothing and to await the arrival of the Deputy Head (Academic)
- If a candidate's mobile phone rings during an examination, even if he or she is not in possession of the mobile phone and it is rather being stored centrally, with other candidates' mobile phones, then this must be considered as potential malpractice and this policy should be adhered to.
- If the invigilator has found suspicious notes, then these should be removed from the candidate and retained for inspection and investigation.
- Upon arrival, the Deputy Head (Academic) or his/her designate will review the available evidence and make a decision as to whether the Candidate be allowed to continue with his or her paper. In most cases, the Candidate will be allowed to finish the paper before any additional steps are taken. Only if the continued presence of the Candidate is likely to disrupt other candidates will s/he be removed from the room.
- In the aftermath of the incident, the Deputy Head (Academic) will conduct an investigation into the incident. Written statements will be taken from the Candidate(s) concerned, the Invigilator, other witnesses and any other relevant parties. The candidate's parents will be informed and advice may be sought from the relevant Awarding Body. It may be necessary to call upon the seating plan for the examination. The Deputy Head (Academic) will complete and write up the investigation. They will apprise the Head of Centre of their findings who will take a decision as to the outcome of the investigation and the steps then to be taken, if any. Both the Candidate and his or her parents will be apprised of the outcomes of this process in writing. Where necessary, the Examinations Officer will complete the necessary paperwork for the Examining Body. The School reserves the right to debar candidates from taking further public examinations if the transgression is particularly serious.

11. What if an invigilator is suspected of malpractice during an examination?

[The following procedure also forms part of the Invigilator Training]

- The Examinations Officer and the Deputy Head (Academic) will routinely monitor the work of the Invigilation Team to ensure that its duties are being professionally executed.

- During their training, all invigilators must be told to report all and any such suspicions to the Examinations Officer and/or Deputy Head (Academic) without delay. If such a suspicion comes to light during an examination, the Deputy Head (Academic) or their designate will remove the invigilator from the Examination Room. They will then conduct a formal investigation into the allegation, gathering written statements from all relevant parties and will consider other circumstantial evidence as appropriate.
- The Deputy Head (Academic) will apprise the Head of Centre of the investigation and will liaise as to the Centre's response.
- The appropriate Examining Body will be notified of the suspicion at the earliest opportunity.

12. Additional courses of action

Threat of Cyber Attacks

Schools are potential targets for cyber attacks which can deny access to and/or destroy data held on its local systems. The consequences of such an attack could prevent or inhibit the School from being able to submit relevant information in a timely manner and destroy or deny access to any associated evidence being stored digitally.

To mitigate this risk the School has taken and is taking the following actions:

- The School IT Team regularly updates the security software protecting the server.
- The School IT Team periodically puts out security warnings alerting staff to potentially harmful emails and gives regular advice on safe practices to follow.
- The School will file and store hard copies of evidence which may be kept electronically, such as NEA portfolios.