

Document Control

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| Version Number: | 1 |
| Applicable To: | All Secondary Academies |
| Committee: | Achievement for All |
| Approved By Committee On: | November 2016 |
| Review Cycle: | Bi-annually |
| Date of Next Review: | November 2018 |

Examinations Policy

Examinations Policy

1 Purpose

Public examinations, controlled assessments and related coursework provide vital summative assessment on student's learning. This assessment gives information to students, parents, other educational institutions, local authority and government agencies and employers, about a student's knowledge, understanding and skills they have acquired.

To this end the Academy participates willingly in the administration of these examinations, the marking and moderation of controlled assessments and coursework. In addition, other internally set and marked examinations may take place at other stages in a student's progress through the Academy in order to both prepare for public examinations and check student learning.

2 Aims

To ensure that:

- students are given the opportunity to demonstrate the highest achievement of which they are capable; the examination administration will help them to achieve their potential;
- students undertake examinations knowing what is expected of them in terms of preparation and behaviour;
- students are guided in decisions about whether to withdraw an examination entry, having full knowledge of the implications on their careers or further education;
- staff understand fully their obligations and responsibilities with relation to examinations;
- the Academy meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service.

3 Exam responsibilities

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 annually by the Exams Officer

3.2 The Academy Achievement Team (AAT)

- holds overall responsibility for the Academy as an exam centre
- advises on appeals and re-marks
- is responsible for ensuring the reporting of all suspicions or actual incidents of malpractice is completed.

- Oversees the analysis and reporting of exam results

3.3 Exams Officer

- oversees the administration of public and internal exams
- advises the Achievement Team, curriculum/subject leaders and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- working with the finance office, accounts for income and expenditures relating to all exam costs/charges
- training and staffing of examinations team

3.4 Exams Officer/Administration

- receives, checks and stores securely all exam papers and completed scripts
- oversees the administration of access arrangements within the JCQ and BCS Regulations
- works with the Additional Needs team to ensure applications for special consideration, relating to candidates who are eligible for adjustments in examinations, are considered and completed, within the JCQ and BCS Regulations
- identifies and manages exam timetable clashes
- organises appropriate accommodation for examinations
- ensures that the correct papers are available ready for the start of each examination and liaises with the subject departments to ensure relevant equipment is ready and available.
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- organises the despatch of the coursework and controlled assessment marks to the examination boards, within the deadline dates, ensuring these are recorded within the exams office for tracking purposes. Ensures the subject departments store returned coursework by the appropriate awarding bodies correctly.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with senior leadership, any appeals/re-mark requests

- maintains systems and processes to ensure that the examination entries are completed within the deadline dates.
- despatching of exam scripts.

3.5 **Heads of Department, Subject Leaders or Curriculum Leaders**

- accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- accurate completion and checking of exam entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- meet all deadlines set by examination team
- submission of candidate names to exam team after liaising with teachers

3.6 **Special Educational Needs Coordinator**

- administration and application of access arrangements.
- collection of evidence to support applications, including exam access testing
- identification and testing of candidates' requirements for access arrangements
- notification of access arrangements (as soon as possible after the start of the course).
- 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.

3.7 **Invigilators**

- ensuring that the exam rooms are set up as required
- assisting with the completion of registers and seating plans
- ensuring that JCQ regulations for the conduct of examinations are met during the examinations
- ensuring that BCS regulations for the conduct of examinations are met during the examinations
- collection of all exam papers and equipment at the end of the exam and their return to the exams office
- reporting all irregularities to the Exams Officer

3.8 **Candidates**

- confirming entries and personal details are correct
- being prompt to all exams with the correct uniform and required equipment
- displaying behaviour appropriate for examination conditions and adhere to all examination regulations
- understanding coursework/controlled assessment regulations and sign a declaration that authenticates the coursework as their own

4 **The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the head of centre. The exams office must be notified of changes of exam syllabus when requested by the exams office.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

5 Exam seasons and timetables

- | | |
|----------------------|---|
| • September | Year 7 PTE, PTM, PTS |
| • November /December | Year 11 Pre public GCSE |
| • February / March | Year 11 Pre public GCSE |
| • May/June | External Exams |
| • June | Year 10 Pre public exams |
| • June/July | Year 6 CATS for transition (or early September). Year 7 & 8 PTE, PTM, PTS |

- As required Cache exams, ICT related exams, functional skills
- All internal exams are held under external exam conditions.

5.2 Timetables

- The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed, via staff notices, VLE, email, staff briefing and parentmail.
- Individual candidate timetables will be issued to students via tutor time, parentmail and or assembly once all entries have been confirmed.

6 Entries, entry details, late entries and retakes

- Candidates are selected for their exam entries by the heads of department or curriculum leads
- Candidates, or parents, cannot request a subject entry, change of level or withdrawal. Changes to entries are in consultation with the exams office and Curriculum Leader.
- The centre accepts external entries only from former candidates and where the requests can be accommodated without undue expense and inconvenience to the Academy.

6.2 Late entries

- Entry deadlines are circulated to heads of department via staff notices, email and pigeonhole.
- Late entries are authorised by exams officer after consultation with the Management Team.

6.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, head of post-16 and the exams officer

7 Exam fees

- Late entry or amendment fees (including those for changes of tier) are paid by the departments.
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry.

- All other fees will be in accordance with the Hiring and Charging Policy, Including Remissions.

8 The Equality Act 2010, special needs and access arrangements

The centre agrees to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This includes a duty to explore and provide access to suitable courses and make reasonable adjustments to the service the centre provides to disabled candidates.

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

9 Managing invigilators and exam days

- Securing the necessary Disclosure and Barring Service (DBS) clearance 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 exams team.
- Invigilators' rates of pay are set by the centre administration
- the exams team will ensure all exam rooms are booked with relevant staff
- The team will ensure the question papers; exam stationery and materials are available for the invigilator.
- Site team are responsible for setting up the allocated rooms.
- The lead invigilator/exams officer and administrators will start all exams in accordance with JCQ and BCS guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on 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 before the end of a session.
- Papers will be distributed to heads of department or the curriculum lead, the day after the exam has taken place.

10 Candidates, clash candidates and special consideration

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.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates will be required to remain in the exam room until the end of the examination. The exams team, at their discretion, will arrange for dismissal after one hour if it is appropriate to do so e.g. if there is a small candidate entry.

The exams officer 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.

10.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays if required.

10.3 Special consideration

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.
- The exams officer will then forward a completed special consideration form to the relevant awarding body within the JCQ specified deadline date.

11 Coursework/controlled assessments and appeals against internal assessments

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Heads of department will ensure all coursework/tasks are ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.
- Completed mark sheets for all internally assessed work are provided to the exams office by the heads of subject, copies to be retained by the departments.

11.2 Appeals against internal assessments

The centre is obliged to hold a separate procedure on this subject, which is available from the exams 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 by 30 June to the head of centre (or other nominee) 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.

12 Results, enquiries about results (EARs) and access to scripts (ATS)

- Candidates will receive individual results slips on results days in person at the centre / by post (SAE) to their home addresses if unable to collect.
- Arrangements for the Academy 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.

12.2 EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark. The centre will pay if there is likely to be a positive contribution to the Eng and Ma 9 to 5 grade performance. Candidates must give their consent.

- 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 costs generated by the examination board.

12.3 ATS

- After the release of results, subject staff may request the return of papers within the JCQ published deadlines.
- Centre staff may request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Re-marks cannot be applied for once a script has been returned.

13 Certificates

- Certificates are collected and signed for by the candidates.
- Certificates may be collected on behalf of a candidate by a nominated person, provided they have written authorisation from the candidate.
- Certificates are not withheld from candidates who owe fees.
- The centre retains certificates for 12 months as per JCQ guidelines.

14 Students not entered for examinations at the end of their course

It may become apparent to students, parents, carers or teachers, that some students will not be entered for the final assessments examination subjects or achieve a result in units in one or more subjects, often (but not exclusively) due to a shortfall in the quality or quantity of required coursework. If this situation arises, the following guidance will be applied:

- All students will complete pre public examinations in all subjects (where they occur).
- All students will follow the course they have started until the end of the Easter term. It must be remembered that our commitment is to educate students in a broad range of subjects, not simply to get them exam grades. All students should therefore complete the teaching part of the course. Some latitude on homework completion may be appropriate. Students are in their timetabled rooms at all times, working on the subject and tasks set by the class teacher.
- After the Easter holidays, it is assumed that the bulk of the actual teaching will have been completed and students will be working on exam preparation activities. At this stage, students not entered may use the time to prepare sensibly for other subjects. They must still be in their timetabled room with their timetabled teacher. It is the student's responsibility to bring appropriate work; otherwise they must do the work being undertaken by the rest of the group.
- No misbehaviour will be tolerated.
- Students must NOT be sent elsewhere, particularly to the Library.
- There should be no exceptions to the above unless specifically sanctioned by the Vice Principal who becomes responsible for agreeing the appropriate alternative provision.

Head of centre

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Exams officer

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Date

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Appendix 1

Learner's Examination Malpractice Procedure

1. The Allegation

Suspected malpractice by students

- 1.1. Examiners, moderators and external verifiers who suspect malpractice in an examination or assessment must notify the Academy Examination Manager. A full account of the incident **must** be submitted together with supporting evidence and an indication of which regulation or specification requirement has been broken.
- 1.2. Where suspected malpractice is identified by a centre, the head of centre must submit full details of the case at the earliest opportunity to the relevant awarding body.

Form JCQ/M1 (suspected candidate malpractice) or **Form JCQ/M2a** (suspected malpractice/maladministration involving centre staff) **must** be used to notify an awarding body of an incident of malpractice. Each form is available from the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>

Notifications in letter format will be accepted providing the information given covers the same points as Form JCQ/M1 or JCQ/M2a.

- 1.3. 4.3 Malpractice by a candidate in a coursework or controlled assessment component of a specification discovered prior to the candidate signing the declaration of authentication need not be reported to the awarding body, but must be dealt with in accordance with the centre's internal procedures.

Centres should not normally give credit for any work submitted which is not the candidate's own work. If any assistance has been given, a note **must** be made of this on the cover sheet of the candidate's work or other appropriate place.

(Note: Centres are advised that if coursework or portfolio work or controlled assessment which is submitted for internal assessment is rejected by the centre on grounds of malpractice, candidates have the right to appeal against this decision. The JCQ website contains advice on the recommended procedures for appeals against internal assessment decisions.)

- 1.4. Awarding bodies are aware that the reporting of malpractice by a member of staff or a candidate can create a difficult environment for that staff member or candidate.

Accordingly, an awarding body will try to protect the identity of an informant if this is asked for at the time the informant gives information.

An awarding body will use such information in its investigation but will not present to the Malpractice Committee information from an informant who wishes to withhold his/her identity.

- 1.5. If the information is provided over the telephone, the informant will usually be asked to make the allegation in writing.
- 1.6. When an awarding body receives an allegation from someone other than the head of a centre (including anonymous reports), the awarding body will evaluate the allegation in the light of any other available information, to see if there is cause to investigate.

2. The awarding body's response to an allegation of malpractice

2.1. In the case of notifications of suspected malpractice received from examiners, moderators, external verifiers, the regulator or members of the public (including whistle-blowers) the awarding body will consider the information provided and decide to:

- take no further action; **or**
- ask the head of centre, or another suitably qualified individual, to conduct a full investigation into the alleged malpractice and to submit a written report; **or**
- investigate the matter directly.

2.2. The awarding body will notify the regulators as soon as it receives an allegation of a serious breach of security. The other awarding bodies which have approved that centre, and the police, may also be informed.

2.3. On receipt of a notification of suspected malpractice, submitted by a head of centre, the awarding body will consider the information provided and decide either:

- to take no further action; **or**

- if the notification takes the form of a Report, to make a decision on the case in accordance with the procedures, (where the evidence permits) - **see sections 8 to 13; or**

- to ask the head of centre to carry out a further investigation as described in **sections 6.1 to 6.6** and provide further evidence; **or**

- to investigate the matter further itself.

2.4.5.4 Regardless of whether the allegation of malpractice is proven or not, in order to ensure the integrity of, and public confidence in, future examinations/assessments, the awarding body may undertake additional inspections and/or monitoring, and/or require additional actions

3. The investigation

Investigations carried out by the head of centre/appointed investigator

3.1 It will normally be expected that investigations into allegations of malpractice will be carried out by the head of centre. The head of centre should be with the investigation in a timely manner

3.2 Those responsible for conducting an investigation should establish the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true.

3.3 The head of centre should consider that both staff and candidates can be responsible for malpractice.

If the investigation is delegated to another **senior member of centre staff**, the head of centre retains overall responsibility for the investigation. In selecting a suitable **senior member of centre staff** the head of centre **must** take all reasonable steps to avoid a conflict of interest.

Where a conflict of interest may be seen to arise, investigations into suspected malpractice should not be delegated to the manager of the section, team or department involved in the suspected malpractice. In the event of any concerns regarding conflicts of interest or the suitability of the potential investigator, the head of centre should contact the awarding body as soon as possible to discuss the matter.

3.4 If a centre is reporting the suspected malpractice, the awarding bodies recommend that, as a minimum, the centre provides the accused individuals with a completed copy of the form or letter used to notify the awarding body of the malpractice.

3.5 Where the person conducting the investigation deems it necessary to interview a candidate or member of staff in connection with an alleged malpractice, the interviews must be conducted in accordance with the centre's own policy for conducting disciplinary enquiries.

3.6 The involvement of legal advisors is not necessary, at least where there is no allegation of criminal behaviour.

However, if any party wishes to be accompanied by a solicitor or trade union official, the other parties must be informed beforehand to give them the opportunity to be similarly supported. An awarding body will not be liable for any professional fees incurred.

The head of centre is required to make available an appropriate venue for such interviews. Interviews may also be conducted over the telephone. Individuals involved may be requested to provide a written statement.

4. Investigations carried out by the awarding body

4.1 An awarding body will not normally withhold from the head of centre any evidence or material obtained or created during the course of an investigation into an allegation of malpractice.

However, it may do so where this would involve disclosing the identity of an informant who has asked for his/her identity to remain confidential. In such cases, the awarding body will provide the evidence and material and will withhold information that would reveal the person's identity, and will explain why the withheld information cannot be provided.

Any material or evidence not provided to the head of centre will not be provided to a Malpractice Committee and will not be considered when deciding whether an allegation of malpractice is proven or not.

4.2 If investigations reveal that candidates had prior knowledge of the content of an examination or assessment, the awarding body must establish whether information could have been divulged to candidates at other centres or to other unauthorised persons.

4.3 Sometimes it is necessary for the awarding body to interview a candidate during an investigation. If the candidate is a minor or a vulnerable adult, and if the interview is to be conducted face to face, the awarding bodies undertake to do this only in the presence of the head of centre, or other senior member of staff, or the candidate's parent/carer or with the permission of the head of centre or parent/carer.

4.4 Interviews may also be conducted over the telephone.

4.5 When it is necessary for a member of the awarding body staff to conduct an interview with a staff member, the member of staff being interviewed may be accompanied by a friend or advisor (who may be a representative of a teacher association or other association).

4.6 If the individual being interviewed wishes to be accompanied by a legal advisor, the other parties must be informed beforehand to give them the opportunity to be similarly supported.

The head of centre will be required to make available an appropriate venue for such interviews.

4.7 The individual being interviewed may also be requested to provide a written statement

4.8 When in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual whether a candidate or a member of staff, accused of malpractice, **must**:

- be informed (preferably in writing) of the allegation made against him or her;
- be advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures can be found on the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>
- know what evidence there is to support that allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations (if required);
- have an opportunity to submit a written statement;
- be informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, should a decision be made against him or her;
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators, the Police and/or professional bodies including the Teaching Agency as appropriate

4.9 Responsibility for informing the accused individual rests with the head of centre. In certain circumstances it may be necessary for the head of centre to exercise discretion, in the light of all the circumstances of the case, as to the timing and the means by which an allegation of malpractice and the supporting evidence is presented to the individual(s) involved.

Full details of the awarding body's appeals procedures will be sent to the head of centre involved in an appeal.

5. The Report

5.1 After investigating an allegation of malpractice the head of centre must submit a full written Report of the case to the relevant awarding body.

5.2 The Report should be accompanied by the following documentation, as appropriate:

- a statement of the facts, a detailed account of the circumstances of the alleged malpractice, and details of any investigations carried out by the centre;
- written statement(s) from the invigilator(s), assessor, internal verifier(s) or other staff who are involved;
- written statement(s) from the candidate(s);
- any mitigating factors;
- information about the centre's procedures for advising candidates of the awarding bodies' regulations;
- seating plans showing the exact position of candidates in the examination room;
- unauthorised material found in the examination room;
- any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.

5.3 Form **JCQ/M1** or Form **JCQ/M2b** should be used as the basis of the Report.

The forms are available from the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>

Reports in letter format will be accepted providing the information given covers the same points as the form.

5.4 The awarding body will decide on the basis of the Report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The head of centre will be informed accordingly

6. The decision

The Malpractice Committee

6.1 In order to determine the outcomes in cases of alleged malpractice awarding bodies may appoint a Panel or Committee composed of internal and/or external members experienced in examination and assessment procedures. Alternatively, this function may be allocated to a named member or members of staff. In this document the Committee (or awarding body personnel responsible for making decisions in malpractice cases) is referred to as the "Malpractice Committee".

The Committee may be assisted by an awarding body member of staff.

6.2 The following applies to the activities of the Malpractice Committee (or to the personnel acting in this capacity):

- The work of the Malpractice Committee is confidential.
- Members of the Malpractice Committee are required to identify any case of which they have personal knowledge or might be said to have some interest which could lead to an inference that the committee had been biased. Any member with a close personal interest will take no part in the discussion of the case and will not be present when the Malpractice Committee discusses the matter.
- Accused individuals, heads of centre and their representatives are not entitled to be present at meetings of the Malpractice Committee.

6.3 The key principle underpinning the composition of the Malpractice Committee is that it is independent of those who have conducted the investigation.

6.4 Awarding body staff who have directly investigated the case will play no role in the decision making process.

6.5 No one who declares an interest in the outcome of the case will be present in the room when the case is considered.

6.6 Information supplied to the Malpractice Committee will be only that which is directly relevant to the case under consideration and which has been made available to the person against whom the allegation has been made, subject to redaction.

The person against whom the allegation has been made will be given the opportunity to make a statement to the Malpractice Committee in light of the material provided.

Making the decision - overview

6.7 In making a decision on any Report, the Malpractice Committee will establish that correct procedures have been followed in the investigation of the case, and that all individuals involved have been given the opportunity to make a written statement.

6.8 If satisfied, the Malpractice Committee will then seek to determine:

- whether the examination and assessment regulations have been broken;
- where the culpability lies for the breach of regulations.

6.9 If the Malpractice Committee is satisfied that there is sufficient evidence that malpractice has occurred, the Committee will then determine:

- appropriate measures to be taken to protect the integrity of the examination or assessment and to prevent future breaches;
- the nature of any sanction or penalty to be applied.

Making the decision

Each case of suspected malpractice will be considered and judged on an individual basis in the light of all information available. Where there is an established, clearly evidenced, repeated pattern of behaviour this may be taken into consideration when determining whether a sanction should be applied.

The Malpractice Committee will seek to make decisions unanimously, but if necessary may decide by a majority.

6.10 The Malpractice Committee will consider, as separate issues:

- whether or not there has been malpractice; and
- if malpractice is established, whether a sanction should be applied.

6.11 8.12 When making a decision in a case the Malpractice Committee will:

- identify the regulation or specification requirement which it is alleged has been broken;
- establish the facts of the case. Where there are conflicting statements the decision as to whether or not there has been malpractice is made by reference to the facts as disclosed by the papers, independent of any decision on sanctions;
- decide whether the facts as so established actually breach the regulations or specification requirements.

If a breach of regulations has occurred, the Malpractice Committee will establish who is responsible for this and;

- consider any points in mitigation;

- determine an appropriate level of sanction or penalty, considering the least severe penalty first.

- 6.12 The Malpractice Committee must be satisfied from the evidence before it that on the balance of probabilities the alleged malpractice occurred (i.e. that it is more likely than not). It is possible that the evidence in some cases may be inconclusive, but the awarding body may decline to accept the work of the candidates in order to protect the integrity of the qualification for the majority
- 6.13 In situations where a case is deferred because the Committee requires further information in order to make a determination, the deferral and the nature of the request will be shared with the investigation team and the individual against whom the allegation has been made.
- 6.14 In straightforward cases where the evidence is not contested or in doubt, awarding bodies may invoke a summary procedure. A sanction or sanctions may be applied and notified to an individual or centre following consideration of the case by an awarding body member of staff.
- 6.15 Sanctions and penalties applied under this summary procedure are subject to appeal, as are all other sanctions and penalties resulting from cases of malpractice.

Please see the JCQ publication A guide to the awarding bodies' appeals processes - <http://www.jcq.org.uk/exams-office/appeals>

Appendix 2: Internal Appeals Procedure

Appendix 3: Non examination assessment Procedure

Appendix 4: Word processor Procedure

Appendix 5: Exam contingency Procedure

Appendix 6: Emergency evacuation Procedure

Appendix 7: Disability and examination Procedure

Appendix 8: Controlled assessments Procedure

Appendix 9: Alternative Invigilation and seating outside the main exam venue Procedure