External Examinations Policy

Related documents: What We Do & How We Do It Policy, ASDAN Policy, AQA Policy, Curriculum Policy

Published: November 2019

OUR VISION

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

Everyone can learn, achieve and has the potential to be successful

Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another

We have high expectations in everything we do

Policy owner	WhiteTrees School	**Last review**	April 2026
Date Created	November 2019	**Next review**	April 2027

Introduction

All candidates are 'recruited and registered' as current learners within the school. The Examinations policy is decided by the Senior Leadership Team (SLT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Executive Head Teacher for the day-to-day administration of the examinations system. The Head of Centre retains overall responsibility for JCQ compliance. The centre will comply with all current JCQ regulations including ICE, AA, General Regulations and Malpractice Policies.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the school Examinations Officer.

Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must be raised with the Executive Head Teacher.

At the time of the exams, candidates are identified by both a senior member of staff and the invigilator who can both confirm who they are. Candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted inside and outside of each examination rooms. During examinations, candidates must follow all instructions given to them by the Examinations Officer or any Invigilator present. Candidates must not possess unauthorised electronic devices (phones, watches, earbuds).

Candidates must also be aware of the regulations regarding the submission of coursework, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (I.C.E.) document, and others.

Security of Examination Materials

White Trees Independent school will ensure that:

- All confidential materials are stored in a secure, locked cabinet
- Access is restricted to authorised personnel only
- Question papers are opened strictly in accordance with JCQ regulations
- A secure log of receipt and handling is maintained

Any breach of security will be reported immediately to the awarding body.

Registration & Certification

Candidate data and exam materials are handled securely in line with UK GDPR.
The Examinations Officer will verify the identity of all candidates then collate, organise and register our learners with the appropriate body and on their appropriate courses each year. This will be done well in advance of final deadlines, with accessibility needs and requirements also robustly applied for and in place as appropriate. It is also down to the exams officer to apply for, receive and distribute results and certificates (dependent on qualification).

Mobile Phones & Examinations

The possession of a mobile phone in an examination room, whether switched on or not, is an offence under JCQ regulations. School policy is that mobile phones must not be brought into the examination room. Failure to observe this regulation may result in the loss of all results for the exam. Breaches will be reported to awarding bodies and may result in disqualification.

Internal Assessment

Under the Joint Council Code of Practice, the Awarding Bodies require school centre's offering their examinations to:

- Have a published appeals procedure relating to internal assessment decisions;
- Make this document available and accessible to candidates. The Awarding Body will moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

WhiteTrees Independent School will Ensure that:

- Work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council.

- At the beginning of the school year, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework, the school's deadlines for submission as well as information about the school's appeals procedure.

- Within each department, candidates are given adequate and appropriate time to produce the coursework.

- Internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill.

- The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardisation, as necessary.

- The staff responsible for internal standardisation of a subject will endeavour to attend appropriate training sessions given by the relevant Awarding Body.

- Pupils have the opportunity to feedback on their experience with a relevant member of staff who records it (APPENDIX 1).

- Progress, achievements and awarded credits (where applicable) are tracked and recorded.

- Data on pupils is up to date, accurate and kept safely and securely.

Non-Examination Assessment (NEA) Procedure

Coursework is defined as any piece of written or practical work which is marked by the school or an external examiner. Pupils must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework Regulations. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter.
The work will not gain any credit. An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.

- Coursework must be handed in by the agreed published subject deadline.

- All Pupils are given the same and sufficient time to complete the work.

- Pupils are given clear instructions as to the time and place for handing in the work.

- The work must be handed in by the pupil to the designated teacher and not given to another pupil to hand in.

- If the pupil is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.

- If it is impossible to deliver the work to school, the appropriate teacher or, in case of absence, his or her representative, must be contacted by phone on the deadline day for advice.

- If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.

- Normally there will be no extension of a coursework deadline if a pupil is absent for a day or two during the period that the coursework is being completed.

- If there are any special circumstances e.g. a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the subject teacher.

Internal Appeals Procedure

The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.

The appeal must be made in writing to the school's Examinations of the coursework being assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of his/her case by a parent/carer/friend.

The Executive Headteacher will nominate a member of staff, normally the Examinations Officer, to lead the enquiry provided that the Examinations Officer has played no part in the original assessment process. An experienced subject teacher will also be on the panel to act as an independent member.

The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series. The panel's findings will be reported back to the candidate/ parent/carer, in writing, at the beginning of July. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

Emergency Evacuation of an Examination Room

In an emergency, the lead invigilator must take the following action:

- Tell the candidates to stop writing and leave the question papers and scripts on their desks.

- Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.

- Candidates remain under exam conditions during evacuation.

- The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.

- Assemble the candidates at the fire assembly point but away from other pupils.
- When assembled, check the candidates against the exams register.

- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.

- Make sure that the candidates are supervised as closely as possible while they are out of the examination room.

- Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.

- Make a note of the time of the interruption and how long it lasted
- At the end of the emergency, the examinations officer or a member of the senior management team will inform the candidates when they may return to the examination room.

- On return to the examination room, the candidates will be allowed the full working time left for the examination.

- After the examination, the lead invigilator will make a full written report of the incident and give it to the examinations officer.

Centre Contingency & Adverse Effects - JCQ Joint Contingency Plan will be followed.

1. Should there be a situation where the centre is **unable to operate** and offer qualifications to pupils, the Senior Leadership Team would update their process and policies and seek a partnership with one of the many local secondary schools and colleges who already have centre approval. This would be at the expense of the school, who's parent company, White Trees Group, has the infrastructure to adapt financially to adjustments identified.

2. If the Head of Centre and/or Leadership Team member who is designated to oversee examinations be **absent or unable to fulfil their duties**, then a membership of the Leadership Team, inclusive of the Head of Teaching & Learning or Deputies

would be required to assist to ensure examinations can be carried out or alternative arrangements will be made.

Full Contingency Plan is in Examinations Folder and has been distributed to Leadership Team.

Exam Fees

All exam fees of all types are paid by the centre, for all qualifications. This includes late entry, re-sit or amendment fees.

Equality Legislation & Equal Opportunities

All exam centre staff must ensure that they meet the requirements of any equality legislation, as outlined in our equality policy. All our pupils have education, health & care plans for their special educational needs. All qualifications are available to all pupils. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the overall responsibility of the head teacher (head of centre).

Access Arrangements

All candidates have special educational needs and an education, health & care plan for their social, emotional and mental health difficulties, and other associated needs. A candidate's access arrangements requirement is determined by the Leadership Team at each site including the SENCO. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Leadership Team at each site. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer with the support of the SENCO. Rooming for access arrangement candidates will be arranged by the exams officer. Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams officer and head of centre. Access arrangements must reflect the normal way of working and be approved before exams.

Conflicts of Interest

The centre is committed to identifying, managing and minimising any conflicts of interest in accordance with JCQ General Regulations (sections 5.3 and 5.8).

Definition

A conflict of interest occurs where a member of staff or other individual has, or may be perceived to have, a personal, financial or professional interest which could compromise the integrity, confidentiality or fairness of the examination and assessment process.

This includes, but is not limited to:

- A member of staff teaching or preparing candidates for a qualification for which they are also an examiner, moderator or assessor
- Personal relationships with candidates entered for examinations
- Any access to confidential assessment materials where there is a risk of misuse

Identification and Declaration

- All staff must **declare any actual or potential conflicts of interest** to the Head of Centre as soon as they arise
- A formal **conflict of interest declaration** will be completed:
    - At the start of each academic year
    - Prior to each examination series
- The Head of Centre has overall responsibility for ensuring all conflicts are identified and appropriately managed

Recording

- The centre will maintain a **Conflict of Interest Register** which records:
    - The nature of the conflict
    - The individuals involved
    - The date of declaration
    - Actions taken to mitigate the risk

Managing and Mitigating Conflicts

Where a conflict of interest is identified, the centre will implement appropriate control measures, which may include:

- Restricting access to confidential examination materials
- Ensuring separation of duties (e.g. teaching vs assessment roles)
- Assigning alternative staff to undertake specific exam-related tasks
- Enhanced supervision or oversight arrangements

All actions taken will be proportionate to the level of risk and fully documented.

Reporting to Awarding Bodies

Where required, the centre will **declare conflicts of interest to the relevant awarding bodies** in line with JCQ and awarding organisation requirements, within specified deadlines.

Monitoring and Review

The Head of Centre will ensure that:

- Conflict of interest procedures are reviewed annually
- Staff are aware of their responsibilities
- Records are available for inspection by JCQ or awarding bodies

Failure to declare a conflict of interest may be treated as maladministration or malpractice and could lead to disciplinary action.

The Head of Centre retains overall responsibility for ensuring compliance.

Artificial Intelligence (AI)

AI use refers to the use of AI tools to obtain information and content which might be used in work produced assessments which leads towards qualifications. Our policy aims to ensure the integrity of assessments which lead to qualifications, in line with the JCQ. The policy applies to all students, teachers and staff who use AI in our schools. AI misuse will be treated as malpractice and reported.

Guidelines:

- As a school we recognise that AI can be used for the aid of academic purposes and that our students need to be prepared for the workplace once they leave full time education. However, it is important that students do not wholly rely on AL to complete their work.

- AI will not replace direct instruction from teachers.

- The use of AI will be monitored and guided by teachers to ensure the School's curriculum and objectives are adhered to.

- As a school we will ensure that any use of AI in Non-Examination Assessment (NEA) material is compliant with the guidelines set out by JCQ https://www.jcq.org.uk/wp-content/uploads/2024/02/AI-Use-in-Assessments_Feb24_v3.pdf

- As a school we will ensure that all examinations are secure from the use of AI, as set out in our Examination Malpractice Policy. We will not use any AI in examination without the prior written approval from JCQ. AI based assistance or software will only be allowed if approval has been granted from JCQ and used in accordance with the regulations.

Verification of Candidate Identity

The centre will verify the identity of all candidates at the time of examinations and assessments in accordance with JCQ General Regulations (section 5.9) and Instructions for Conducting Examinations (ICE, section 16).

Principles

The centre is responsible for ensuring that:

- All candidates are correctly identified before being permitted to sit an examination or assessment
- The integrity and security of the examination process is maintained at all times

Internal Candidates

For candidates known to the centre:

- A **current photograph** of each candidate will be available to the Exams officer
- Invigilators will verify candidate identity by:
    - Checking the candidate against the attendance register
    - Cross-referencing with photographic identification where available
- Any discrepancies must be reported immediately to the Exams Officer

Invigilator Responsibilities

Invigilators must:

- Conduct identity checks at the start of each examination
- Ensure all candidates sign the attendance register
- Be vigilant to any attempt at impersonation
- Report any concerns immediately to the Exams Officer or Head of Centre

Discrepancies or Concerns

Where there is any doubt about a candidate's identity:

- The candidate may be allowed to sit the examination under supervision while checks are carried out
- The issue must be escalated immediately to the Head of Centre
- The relevant awarding body will be informed as required

Record Keeping

The centre will:

- Maintain records of identity checks where required
- Ensure evidence of candidate identity is available for inspection by JCQ or awarding bodies

Monitoring and Review

The Head of Centre will ensure that:

- Appropriate procedures are in place and followed by all staff
- Invigilators are trained in identity verification procedures
- This process is reviewed annually in line with JCQ updates

The centre does not accept external or private candidates. All candidates are known to the centre.

A seating plan will be produced for each examination session in accordance with JCQ requirements and retained for inspection.

All examination documentation (including attendance registers, seating plans and incident logs) will be retained in line with JCQ requirements and made available for inspection.

The Head of Centre retains overall responsibility for ensuring compliance.

Malpractice (Pupils) -

Serious malpractice will be reported to awarding bodies.

This can include (this list is not exhaustive):

- plagiarism – presenting material from secondary sources as original, e.g. unacknowledged copying and pasting from the internet, copying. Pupils should be taught an appropriate format of referencing to ensure they do not inadvertently commit plagiarism.

- copying others' work

- deliberate destruction of another's work

- fabrication of results or evidence, e.g. making false claims about having participated in a practical activity
- false declaration of authenticity, e.g. claiming work of another pupil, declaring collaboratively produced work as own etc.

- the unauthorised use of AI in Non-Examination Assessment (NEA) and examinations.

White Trees Independent School aims to:

- identify and minimise the risk of malpractice by staff or pupils.

- respond to any incident of alleged malpractice promptly and objectively.
- standardise and record any investigation of malpractice to ensure openness and fairness.

- impose appropriate penalties and/or sanctions on pupils or staff where incidents (or attempted incidents) of malpractice are proven.

- protect the integrity of this centre and all qualifications

In order to do this, the centre will:

- seek to avoid potential malpractice by using the induction period and ongoing personalised support to inform pupils of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice. Pupils should be made aware of what constitutes plagiarism

- show pupils the appropriate formats to record cited texts and other materials or information sources

- ask pupils to declare that their work is their own. Pupils must sign declarations for each assignment submitted

- ask pupils to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used

- ensure that staff are aware of what constitutes assessment malpractice

- conduct an investigation in a form commensurate with the nature of the malpractice allegation (any such investigation will be supported by the head of centre and all staff linked to the allegation)

Malpractice Procedure (Pupils)

Minor concerns about authenticity, e.g. work which has been poorly referenced through neglect (not deliberate deception) should be dealt with by the assessor in the first instance. Where an assessor has serious concerns about the authenticity or validity of a piece of work (e.g. deliberate deception, repeat offence) he/she should immediately inform the head of centre.

The procedure - To be led by the head of centre:

1. inform the pupil of the alleged malpractice

2. give the individual the opportunity to respond to the allegations made

3. inform the individual of the avenues for appealing against any judgement made

4. document all stages of any investigation.

Where malpractice is proven, the school will inform the pupil's parents. They will work with the pupil's head of centre to apply an appropriate consequence, which may include:

- application of schools' behaviour policy
- individualised arrangements for supervision
- other agreed actions

Malpractice & Maladministration (Staff)

This can include (this list is not exhaustive):

- improper assistance to candidates
- inventing or changing marks for internally assessed work
- where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep candidates' work secure
- fraudulent claims for certificates
- inappropriate retention of certificates
- assisting pupils in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the pupil
- producing falsified witness statements, for example for evidence the pupil has not generated
- allowing evidence, which is known by the staff member not to be the pupil's own, to be included in a pupil's assignment/task/portfolio/coursework
- facilitating and allowing impersonation
- misusing the conditions for special pupil requirements, for example where pupils are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- falsifying records/certificates, for example by alteration, substitution, or by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the pupil completing all the requirements of assessment.

Where staff malpractice is suspected, you must:

- Inform the staff member's leadership team line manager
- The alleged malpractice will then be investigated as per the school's procedure, as per the disciplinary & conduct procedures
- Any malpractice or attempted malpractice must be recorded and relevant exam boards must be informed.
- Staff malpractice will be reported without delay.

Recognition of Prior Learning

All of our pupils join us at different stages of the education journey; some in key stage 3 but many if not most in Key stage 4. In some instances it will be appropriate to recognise that a pupil has already accrued a secure knowledge of the subject being covered and the school is in a position to recognise that. It will be used sparingly and only in situations where staff are supremely confident and have clear reasons to evidence secure knowledge.

Recognition of Prior Learning

Word Processor (Exams)

Centre name	WhiteTrees Independent School
Centre number	17236

This appendix is reviewed and updated annually on the publication of updated JCQ regulations.

References in this appendix to **AA** and **ICE** relate to/are directly taken from the JCQ documents **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

Introduction

The use of a word processor in exams and assessments is an available access arrangement/ reasonable adjustment. The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The following principles are applied to access arrangements at White Trees Independent School:

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

A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations. (AA 4.2.1)

- Although access arrangements/adjustments are intended to allow access to assessments, they are not granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2)

- Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCos (or equivalent role) must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. (AA 4.2.3)

- The SENCo (or equivalent role) must ensure that the proposed access arrangement/ reasonable adjustment does not unfairly disadvantage or advantage a candidate. (AA 4.2.1)

- The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustments before their first examination. (AA 4.2.7)

Purpose of the Appendix

This appendix details how White Trees Independent School complies with AA, chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE, sections 14.20-27 Word processors (computers, laptops and tablets) when awarding and allocating a candidate the use of word processor in examinations.
The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

The criteria White Trees Independent School uses to award and allocate word processors for examinations and assessments

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

Exceptions

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

- the candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology

- the candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates

White Trees Independent School will:

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

- award the use of a word processor to candidates where appropriate to their needs (AA 5.8.4). For example, a candidate with a learning difficulty which has a substantial and long-term adverse effect on his/her ability to write legibly; a medical condition; a physical disability; a sensory impairment; planning and organisational problems when writing by hand; poor handwriting (This list is not exhaustive)

- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)

- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)

- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)

- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)

- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification (AA 5.8.2)

White Trees Independent School will not:

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

- in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course (AA 4.2.4)

- where the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

Other centre specific information relating to the use of a word processor:

Not Applicable

Arrangements at the Time of the Assessment for the use of a Word Processor

A candidate using a word processor is accommodated as follows:

- A candidate will be accommodated in a separate room with an invigilator.

In compliance with the regulations, WhiteTrees Independent School will:

- provides a word processor with the spelling and grammar check facility/predictive text disabled unless an awarding body's specification says otherwise (ICE 14.20)

- (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)

- ensures the candidate is reminded to ensure that the centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22)

- if a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, they are instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)

- ensures the candidate is reminded to save his/her work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)

- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

White Trees Independent School will ensure the word processor:
(ICE 14.25)

- is only used in a way that ensures a candidate's script is produced under secure conditions

- is not used to perform skills which are being assessed

- is in good working order at the time of the exam

- is accommodated in such a way that other candidates are not disturbed and cannot read the screen

- is used as a typewriter, not as a database, although standard formatting software is acceptable

- is cleared of any previously stored data

- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites, spreadsheets

- does not include graphic packages or computer aided design software unless permission has been given to use these

- does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking

- does not include computer reading (text to speech) software unless the candidate has permission to use a computer reader

- does not include speech recognition technology unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)

- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)

Portable Storage Medium

WhiteTrees Independent School will ensure that any portable storage medium used:
(ICE 14.25)

- is provided by the centre

- is cleared of any previously stored data

Printing the Script After the Exam has Ended

White Trees Independent School will ensure:
(ICE 14.25)

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium

- the candidate is present to verify that the work printed is their own

- a word processed script is attached to any answer booklet which contains some of the answers

- where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions) (ICE 14.26)

- if a candidate omits to insert the required header or footer, they are instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

White Trees Independent School:

- may retain electronic copies of word processed scripts as the electronic copy of a word processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the electronic file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body (ICE 14.27)

Other centre specific information relating to arrangements at the time of the assessment:

Not Applicable

Allocating Word Processors at the Time of the Assessment

Appropriate exam-compliant word processors will be allocated by:

- the IT department in liaison with the SENCo (or equivalent role) and the exams officer

In exceptional circumstances where the number of compliant word processors may be insufficient for the cohort of candidates approved to use them in an exam session:

- the cohort will be split into two groups
- one group will sit the exam earlier than or later than the awarding body's published start time

- the security of the exam will be maintained at all times and candidates will be supervised in line with ICE 7

Changes 2024/25

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Additional paragraph in the first bullet point under **Introduction**:

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

Published on	

By	
Chair of Gov Sig/Date	
Head Teacher Sig/Date	

[TRACKED CHANGE – ADD NEW SECTION] JCQ Inspection Readiness: Documentation must be maintained and available for inspection.