



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

EXAMINATIONS POLICY

November 2024

This policy has been reviewed on 17th December 2024

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1 Purpose of the policy

The Ecclesbourne School is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ (Joint Council for Qualifications) regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

2 Specification/awarding body

The Head of Subject should initially decide which awarding body and specification is taught within his/her department. The Examinations Director and Examinations Officer should be notified of any changes by Heads of Subjects. There is an opportunity to inform Exam Boards of any changes to intake and courses when estimated entries for forthcoming exams are requested. The Examinations Officer shall co-ordinate this.

3 Exam sessions

The Head of Subject will decide when to enter students for exams; the Examinations Officer can provide information as to which modules are available in a particular exam session.

4 Entries

The Examinations Officer will prepare subject booklets for GCSE and GCE assessments, containing mark sheets set up for the forthcoming exam session in May/June. The information for these will come initially from the spreadsheet of external exam details, kept up to date by the Examinations Officer but is ultimately the responsibility of the Heads of Subject to ensure that all courses are included (including new courses). These booklets should be completed by teaching staff who should check class lists and entry codes. Once the entries have been made they should be checked and signed by Heads of Faculty/Subject. A timetable of internal deadline dates which are ahead of the awarding body deadlines needs to be worked out by the Examinations Officer and adhered to by the teaching staff if entries are to be made on time and late entry fees avoided.

5 Late entries/amendments

The department making the request should normally pay for any late entries. Amendments should be decided by subject staff and paid for by their department if late entry fees have been incurred. Any parent requesting a tier change or other amendment must consult with the relevant Heads of Faculty/Subject in the first instance. They are liable to a late entry fee if applicable. Such fees will be charged to departments using the Cost-Centre Recharge system for auditing purposes.

6 Re-takes

Students should pay for all exam re-takes unless special consideration is granted from their Head of Year. Retake forms are available from the Exams Office shortly before the entry date for this purpose; they must be completed, signed by the relevant subject teacher and payment made in full with the application. Payment can only be accepted using the Parentpay system; the ICT support manager will make a list of payments available to exams office staff to ascertain which students have paid and can therefore be entered.

7 Withdrawals

Candidates should only be withdrawn from exams upon advice from subject staff and Head of Year unless the exam is a retake. If a withdrawal from a subject is made after entries have been made, costs can be incurred. These should be correctly assigned to the student, department or school by the Examinations Officer.

8 Coursework and forecast grades

The Examinations Officer will distribute coursework mark sheets and forecast grade sheets with instructions to relevant members of teaching staff and set a deadline date for their return; they will then be sent off by the Examinations Officer to the relevant boards. It is the subject staff's responsibility to ensure that coursework mark copies and any requested sample of coursework and certification documents are sent to moderator as required.

9 Access arrangements

The centre delegated access arrangements are required to be entered through the AAO online portal. The administration of all access arrangements is the responsibility of the Head of Learning Support and should be completed by the due date. Once arrangements have been accepted any requirements should be communicated to the exams office in good time to ensure adequate provision is made for these students during exams. Any changes to this information must be communicated to the Examinations Officer on a regular basis. To comply with JCQ regulations, Access Arrangements should be in accordance with the student's normal way of working from the beginning of the course.

10 Candidate briefing and candidate timetables

The Director of Examinations, or Head of School, shall hold an exam assembly for Year 11, 12 and 13 shortly before study leave begins. Prior to this event an information booklet about exams will be issued to each student. All students will receive a personalised examination timetable via their school email account.

11 Clashes

Any clashes in exams will be identified by the Examinations Officer. In order to accommodate any clash it may be necessary for the Examinations Officer to arrange for a change in the exam times. Where possible exams will take place on the scheduled day and will only be moved between morning and afternoon sessions. Sometimes it may be necessary to move a paper to the following day, after consultation with heads of year and parents and following approval by the Exam Board concerned. Wherever a clash is found the student will be informed of this via the Head of Year.

12 Storage of papers

Exam papers must be checked on receipt; the amount of papers received must be sufficient for the number of candidates sitting each exam. Mistakes/shortfalls must be reported to the awarding bodies immediately. Exam papers and stationery are stored securely in the Exams Office and in accordance with JCQ regulations. Following JCQ regulations, access to the exams office shall be restricted to a maximum of 4 key holders only. The current recognised key holders are Helen Green and Site Team.

13 Exam venues

For summer exams the Sports Hall, New Theatre and Main Hall should be used where possible. Any extra venues should, ideally, be rooms where there is no possibility of outside noise or distractions; a rotation system for areas is used over extended exam periods to share the disruption and is agreed with Learning Services.

Desks and chairs for the major halls should be set out by the Site Team following guidance from the Exams Office. The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres. The Examinations Officer will provide invigilators with sufficient materials to set up the rooms with the required notices, clocks and seating plan. Organisation of the seating arrangements is the responsibility of the Examinations Officer.

14 Exam day procedures

14.1 Invigilation

After the exam entries have been made, the Examinations Officer should calculate the likely number of invigilators needed for each exam session; provision for at least one spare invigilator should be made to accommodate any unforeseen circumstances. The Senior Invigilator shall then organise an invigilator timetable and notify the invigilators. Invigilator recruitment and regular training should be completed by the Senior Invigilator with the assistance of the Examinations Officer as required.

14.2 Candidate identification

Invigilators are able to establish the identity of all candidates sitting examinations by the following arrangements in place to carry out adequate checks (ICE 16.1).

- Each candidate will have a desk tag with their name, candidate number and seat number on it.

- Members of Upper School Office or Sixth Form Office will be present at the start of the examination to assist with the identification of candidates
- Invigilators are informed of candidates with access arrangements by identification on the seating plan. They are made aware of the specific nature of the access arrangement(s) awarded (ICE 16.4)
- Through training, invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICT 16.1)

14.3 Late arrivals

A candidate will be considered late if they arrive:

- After the start of the examination and up to 10.00am (morning examination) or 2.30pm (afternoon examination), for an examination which lasts an hour or more (ICE 21.1)

A candidate will be considered very late if they arrive:

- More than one hour after the awarding body's published starting time, i.e. after 10.00am (morning examination) or after 2.30pm (afternoon examination), for an examination which lasts an hour or more (ICE 21.3)
- After the awarding body's published finishing time for an examination that lasts less than an hour (ICE 21.3)

Late arrivals:

- At The Ecclesbourne School candidates who are considered late for an examination will be allowed to enter the examination room and sit the examination. They will be allowed the full time for the examination (ICE 21.2)
- At The Ecclesbourne School candidates who are considered very late for an examination are not allowed to enter the examination room and will not be allowed to sit the examination (ICE 21.3)
- Through training, invigilators are aware of the process for dealing with candidates who arrive late to the examination room. Late arrivals are logged in the exam incident log book.
- Candidates who arrive late are given the required instructions by invigilators, prior to starting the examination, without disturbing other candidates.

14.4 Food and drink in the examination room

- Transparent water bottles which are free from packaging and labels are allowed in the examination room
- No other food or drink is allowed in the examination room
- If a candidate needs food such as a cough sweet, these are to be stored at the front of the examination room and distributed by an invigilator when requested by a candidate
- Through the exam assembly/briefing, all candidates are aware of the regulations and the school's arrangements regarding food and drink in the examination room
- Invigilators are trained and made aware of the regulations and the school's arrangements regarding food and drink in the examination room

- Any breach of the regulations regarding food and drink will be recorded on the exam incident log book and the lead invigilator will inform a member of the Exams Office team, who will inform the Head of Centre.

14.5 Leaving the examination room

- For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination (ICE 23.1)
- For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination (ICE 23.2)
- Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for the temporary absence (ICE 23.3)
- Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room (ICE 23.4)
- The Director of Examinations is responsible for making invigilators aware of regulations regarding leaving the examination room.
- Invigilators are responsible for ensuring that candidates follow the procedures regarding the examination room and will record instances of when this happens in the exam incident log book (ICE 20.2).

14.6 Clash candidate supervision arrangements

- If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order of the examinations within the timetabled session. Candidates will be given a supervised break of no more than 20 minutes between papers within a session. This will be conducted in the examination room under formal examination conditions at all times. Candidates cannot use this time to revise (ICE 7.3)
- If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours (including extra time allowances and/or supervised rest breaks) the centre may conduct one examination in a later or earlier session within the same day (ICE 7.4)
- Candidates who take an examination earlier than the awarding body's published starting time, because of a timetable clash, must be kept under 'centre supervision' until one hour after the published starting time for that examination. Question papers used by those candidates are kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination. For examinations that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the awarding body's published finishing time for that examination. If some candidates who take an examination in a different session from other candidates, the centre must seal all copies of the question paper used earlier, in an envelope, and return them to the centre's secure storage facility.

- ‘Centre supervision’ means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources but cannot be in possession of a device which allows them to access the internet, have contact with any candidate who has sat the exam or be coached by a member of centre staff (ICE 7.5)

14.7 Overnight supervision arrangements

- Overnight supervision arrangements at The Ecclesbourne School are used as a last resort and once all other options have been exhausted. All arrangements comply with ICE 8.
- Where overnight supervision arrangements have to take place, the centre will ensure that the JCQ Overnight Supervision and Overnight Supervision Declaration forms are completed before it commences (ICE 8.4). These forms are saved and are made available for inspection.
- The Examinations Director is responsible for ensuring that all parties involved are aware of the overnight supervision arrangements as detailed in the JCQ publication *Suspected Malpractice: Policies and Procedures* (ICE 8.4)

15 Special Considerations

- Special consideration is given to a candidate who has temporarily experienced illness, injury or some event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate’s ability to take an assessment or demonstrate his or her normal level of attainment in an assessment (SC 1)
- At The Ecclesbourne School, where a candidate is eligible, special consideration will be applied for at the time in accordance with the regulations as detailed in the JCQ publication *A guide to the special consideration process*.
- The Examinations Director is responsible for processing applications, with evidence gathered by Heads of Year and Heads of School which may be required to support the application.
- Evidence of all applications are kept on file.

16 Results

The Examinations Director will download results as soon as they become available. Where necessary the distribution of results to students shall be organised through the subject staff. Paper result slips are printed by the exams office and distributed by office staff.

17 Certificates

17.1 Regarding the distribution of examination certificates, The Ecclesbourne School will:

- Obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates (GR 5.14)
- Distribute certificates to all candidates without delay (GR 5.14)
- Not withhold any certificate without prior permission from the relevant awarding body which will only be given in very exceptional circumstances (GR 5.14)

- Keep a record of certificates that are issued (GR 5.14)
- Return any certificates requested by the awarding bodies as certificates always remain the property of the awarding bodies (GR 5.14)
- The receipt of certificates from awarding bodies and arrangements for the issue of certificates is managed by the Director of Examinations.
- GCSE certificates will be distributed to students who attend our Sixth Form via Form Tutors during PDC. Certificates will be signed for and a record retained.
- For leavers, students and parents/carers will be informed that they can either (1) collect certificates from reception or (2) have their certificate posted (there will be a charge for postage and packaging and is payable via Parent Pay). This information is given in the Guide To Exams Leaflet, is on the School's website and is explained in a letter sent to all Year 11 and Year 13 parents/carers.

17.2 Regarding the retention of examination certificates, The Ecclesbourne School will:

- Retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue (GR 5.14)
- Destroy any unclaimed certificates after retaining them for a minimum of 12 months (GR 5.14)
- Destroy certificates in a confidential way or return them to the respective awarding body (GR 5.14)
- Retain a record of the certificates that have been destroyed for four years from their date of distribution (GR 5.14)
- The retention of unclaimed or uncollected certificates is managed by the Director of Examinations.

18 Cost allocation and charging

The school will pay for the first exam entry in a subject taught and administered by it. Any further attempts to improve marks by retaking the exam are to be paid for either by the student or department from their budget. If a student is absent for this first exam, unless there are reasonable circumstances the student should accept that the first exam has been paid for by the school and any attempt to sit it in the future will be classed as a retake and should therefore be paid for in full by them.

If entries are made after the published deadlines penalty charges will be incurred of either double cost (up to one month after the published date) or triple cost (over one month after the published date) in accordance with exam board policies.

If late entries or amendments are required and are the responsibility of departments, the Examinations Officer shall seek repayment of the additional costs from these departments through the use of Cost-Centre Recharge forms. Other costs which will be charged to departments include reviews of marking requested by subject staff, appeals, copies of scripts etc. unless the Headteacher agrees to cover the costs.

If a student decides to not take an exam which has been paid for by the school but without its prior approval, the school shall reserve the right to forward the charges to the student.

If students fail to repay any outstanding charges the school shall, if necessary, withhold the release of certificates to the students as a final inducement for them to pay.

19 Internal assessments for external qualifications

In accordance with the 'Instructions for Conducting Coursework' for the conduct of external qualifications produced by JCQ (Joint Council for Qualifications), The Ecclesbourne School is committed to ensuring that:

- internal assessments are conducted by staff who have appropriate knowledge, understanding, training and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- consistency of the internal assessment is secured through internal standardisation as necessary.

20 Post-results services

Following the issue of results, awarding bodies make post-results services available.

The JCQ post-results services available are:

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Reviews of Results (RoRs):

- **Service 1** (Clerical re-check). This is the only service that can be requested for objective tests (multiple choice tests)
- **Service 2** (Review of marking)
- **Priority Service 2** (Review of marking). This service is only available for externally assessed components of GCE A level specifications.
- **Service 3** (Review of moderation). This service is not available to an individual candidate.

20.1 Arrangements for post-results services

The school will adhere to the procedures below in compliance with JCQ regulations (GR 5.13):

- Candidates are made aware of the arrangements for post-results services prior to the issue of results (GR 5.13)
- Candidates are informed of the periods during which senior members of the school will be available/accessible immediately after the publication of results so that results may be discussed and decision made on the submission of reviews of marking (GR 5.13, PRS 4.1)
- Candidates are informed by: an exam briefing assembly, information leaflet on exams including PRS, a letter to parents and information on the school's website (which includes deadlines and fees)

- A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample (PRS 4.3)
- The appeals process is available after receiving the outcome of a review of results (PRS 5.1)

20.2 Dealing with requests

All post-results services from internal candidates must be made through the centre (GR 5.13). Requests are made by completion of a PRS form which is made available on the school's website, on the examinations page.

20.3 Consent

Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results (GR 5.13).

The school will adhere to the procedures below. The school will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases related to post-results services
- Acquire informed candidate consent to confirm that the candidate understands that the final subject grade and/or mark awarded following any PRS, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent after the publication of results
- Retain consent forms or emails from candidates for at least six months following the outcome of any PRS (PRS 4.2)

20.4 Submitting requests

The school will:

- Submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ publication *Post-results Services* (GR 5.13)
- Submit requests for appeals in accordance with the JCQ publication *A guide to the awarding bodies' appeals processes* (GR 5.13)
- Confirm the awarding body's acknowledgement of receipt of a review of results request prior to the deadline for submission of post-results services and regularly check the progress of the request online (PRS 4.5)

20.5 Dealing with outcomes

The school will:

- Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates as soon as possible (GR 5.13)
- Candidates will be notified via email. The email address to be used will be indicated on the post-results services consent form.

21 Appeals after post-results services

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet**. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 5 calendar days of the notification of the outcome of the RoR. Subject to the Head of Centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of the awarding body issuing the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the school's website or by following the link: <https://www.parentpayshop.co.uk/schools/8305401/shop.html>)

If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

22 Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms The Ecclesbourne School's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place and available for inspection a written internal appeals procedure, which covers appeals regarding centre decisions relating to access arrangements and special consideration.

The Ecclesbourne School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**.
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced.

23 Access arrangements and reasonable adjustments

In accordance with the regulations, The Ecclesbourne School:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments.

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved.
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments).
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence.
- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations).

24 Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include The Ecclesbourne School's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/ reasonable adjustment or the application of special consideration.

Where The Ecclesbourne School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted within 5 calendar/working days of the decision being made known to the appellant)].

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 10 calendar/working days of the appeal being received and logged by the centre.

If the appeal is upheld, The Ecclesbourne School will proceed to implement the necessary arrangements/ submit the necessary application.

25 Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause The Ecclesbourne School to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where The Ecclesbourne School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied the regulations or followed due process, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted within 5 calendar/working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 10 calendar/working days of the appeal being received and logged by the centre.

26 Conflict of interest

26.1 General Principles

The Ecclesbourne School follows the JCQ guidance (General Regulations for Approved Centres) to ensure that conflicts of interest are managed in accordance with current requirements and regulations. The process outlined below is designed to protect the integrity of the exams system and to protect staff.

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

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

Will maintain clear records of all instances where:

- Exams Office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- Centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- Centre staff are taking qualifications at other centres (GR 5.3)

26.2 Declaration of conflicts of interest

Conflicts of interest are declared by members of staff completing a conflict of interest form (Appendix 1). These forms are distributed to all staff at the beginning of the academic year. These must be return to the Examinations Director who will keep a record and retain copies of all documentation until the deadline has

passed for reviews of marking or any other results enquiry. These records may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)

The Examinations Director will inform awarding bodies about any conflicts of interest at the school before the published deadline for entries for each examination series.

27 Complaints

- If a candidate or parent/carer has a general concern or complaint about the centre's delivery or administration of a qualification, The Ecclesbourne School encourages an informal resolution in the first instance. This can be undertaken by contacting the head of centre (Headteacher) or the Examinations Director
- If a concern or complaint fails to be resolved informally, the candidate or parent/carer is then at liberty to make a formal complaint, following the school's formal complaints policy.

28 Appendix



THE ECCLESBOURNE SCHOOL
Learning Together for the Future

Conflict of Interest Form

FOR CENTRE USE ONLY

Date received

Reference No.

You must declare all statements that apply to you.:

- ☐ I declare a personal interest in a candidate who is part of a class I will be teaching
- ☐ I declare a personal interest in a candidate who is part of a cohort who I will oversee as a head of department or head of year
- ☐ I declare a personal interest in a candidate who is part of a cohort that I work with in my role as a member of support staff and/or invigilation staff

Name of staff member:

Candidate name

Job role (s)

Relationship to candidate

Subject

Qualification

In order to mitigate any potential risk to the integrity of the qualification(s) affected the centre will:

- ☐ Make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate
- ☐ Ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed unit/component
- ☐ Ensure the marked work will be submitted for moderation whether or not it is a part of the moderation sample
- ☐ Prevent the member of centre staff having access to confidential examination materials prior to exam(s)

Where a member of the exams office staff, including invigilators, has a member of family being entered for examinations at the centre the centre will:

- ☐ Prevent the member of centre staff having access to confidential examination materials prior to exam(s)
- ☐ Ensure that another member of staff is present for particular administrative arrangements relating to the candidate's exams/assessments

In order to mitigate any potential risk to the integrity of the qualification(s) affected, I (the member of staff) will:

- ☐ Inform my line manager and the exams office staff of any conflict of interest
- ☐ Ensure I am not solely involved in making assessment decisions for the affected candidate for any internally assessed unit/component
- ☐ Ensure the marked work is submitted for moderation whether or not it is a part of the moderation sample
- ☐ Not try to gain access to confidential examination materials prior to exam(s)

Signature of staff member:

Date of signature: