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**EXAMINATIONS**

**POLICY**

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| **Responsible** | Assistant Principal Curriculum and Quality |
| **Approved by** | Gateway LGB |
| **Approval date** | 15.6.24 |
| **Date for review** | 15.6.25 |

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**EXAMINATIONS POLICY**

**Purpose**

Achieving success in public examinations is the key aim of the majority of Gateway students. The purpose of this policy is to ensure that the planning and administration of examinations is such that *every* student is offered the maximum opportunity to achieve success.

**Scope**

This Policy applies to Gateway College local procedures. Currently the examinations team comprises:

Head of Centre (HOC): James Bagley

Assistant Principal Curriculum and Quality(AP C&Q): Josette Moss

Examinations Officer (EO): Amanda James

Assistant Exams Officer(AEO): Kameldeep Shergill

**Definitions:**

EO: Exams Officer

CEDAR: Intranet used to track learner performance

BTEC Tracker: Online tracker on CEDAR where final coursework grades are recorded.

JCQ: Joint Council for Qualifications

EDI: Electronic Data Interchange

Prosolution: Data management system

EaR: Exam Access Request

**Equality Statement**

Equality, freedom and treating all persons with dignity and respect are fundamental human rights.  As such, BFMAT is committed to making these central in all its work. A diverse student body and workforce benefit BFMAT’s role as a provider of high quality education and employment in a modern and ever-changing society. BFMAT is firmly committed to the promotion of equality and will not unlawfully discriminate, or tolerate discrimination (direct or indirect, harassment or victimisation) on grounds of age, disability, ethnicity (including race, colour, caste and nationality), gender identity, marriage or civil partnership, pregnancy or maternity, religion or belief, sex and sexual orientation; this includes discrimination by association or due to perception. This policy will operate in furtherance of this.

This policy document is in three parts:

• Entry for examinations

• Administration of internal and public examinations

• Post-examination follow up

**It is important for *all* staff to be aware of the importance of the examinations process and the role that they will play within this process. The Head of Centre takes ultimate responsibility for examinations but we must all strive to ensure that situations do not arise that will jeopardise a student’s examination performance in any way.**

1. **Entry for examinations**

1.1 If there has been a change of syllabus/specification from the previous year the subject team/Head of Department must inform the EO by September. No change in specification can be made without prior consultation and agreement with the Assistant Principals.

1.2 The EO will provide a copy of the final exam timetables for all external examinations to all teaching staff. Timetables will also be displayed on the Exams noticeboard.

1.3 **November Examinations**:

1.4 Class lists will be sent to Head of Departments prior to the Awarding Organisation deadline. Students will be entered for November exams using the information returned to the EO on the class list before a set internal deadline. Students who need to pay for their entry must do so by completing the Examination Payment & Entry form (which can be collected from the Exams Office – room A103). Students must pay the appropriate examination fee to the Finance Office (Room A103) by the

date specified. If the student fails to pay by this date they will be liable to pay a late entry fee. No student will be entered for an examination unless all exam fees have

been paid.

1.4 **External Entries.** The College will not accept external entries from non-College

Students.

1.5 **Entries for Vocational Programmes.** The EO will register all NEW students with the appropriate examination board/regulatory authority by the end of dates as stated in the relevant subject administration documents. The EO will liaise with relevant teams to ensure all deadlines are strictly adhered to. Where a student has not been performing at a reasonable standard and a Head of Department wishes a student’s registration to be withdrawn, the team must inform the EO and Management Information Services (room A103) as soon as possible. Students who are subsequently registered late will incur a late entry fee.

1.6 Heads of Department will be sent confirmation of all test entries and registrations, which will be signed and returned to the EO by a set date. Any alterations to original entries (withdrawals and additions) should be made at this stage.

1.7 **Student Exam Entry** information is available through CEDAR. Students will be asked to print off their own timetables and to contact the Exams Office of any errors.

1.8 The EO will distribute estimated grade sheets to Heads of Department, which should be completed and returned as soon as possible.

1.9 For all examinations, the EO will provide the Head of Department with an Examination Entry summary listing the modules that their students have been entered for. Any queries should be sent to the EO before the internal deadline.

1.10 **Amendments to Entries.** Head of Departments should advise the EO of any late amendments to entries following Awarding Organisation and Exams Office deadlines. Amendments made after these deadlines will be subject to both College and Examination board late fees. **Leavers:** When a student leaves the College, the Learner Amendment Form will be acknowledged by the EO who will cancel the examination entries for this student.

1.11 All coursework must be completed by the deadlines set by subject areas. These deadlines must be published by subject areas as well in advance as possible. Students failing to meet published deadlines will be deemed to have failed this component of the examination unless their circumstances can be considered a special circumstance as defined by the appropriate examination board. Any internal coursework queries should be dealt with by the subject teachers and

Head of Department.

1.12 Coursework marks must be notified to the EO by using the forms supplied by the

EO and appropriate samples made available to the EO at the appropriate time.

1.13 Vocational course leaders will apply for units by logging all assessment outcomes on CEDAR. The EO will use the information on CEDAR to claim units using the online registration system and following AO deadlines. CEDAR BTEC Tracker must be completed by teachers by agreed EO deadlines.

1.14 **Special Arrangements.** The Additional Learning Support Manager has overall responsibility for completing special arrangement applications for submission to the Awarding Organisation (e.g. requests for extra time, enlarged papers). It is the responsibility of the Additional Learning Support Manager to liaise with Assistant Principals and/or Heads of Department, and inform the EO of any special arrangements for students with known learning disabilities and/or disabilities as early as possible in the academic year, and no later than the subject specification requirements and JCQ Deadlines. Special Arrangements are granted for all exams if they are approved.

Where a student experiences a short-term illness or disability requiring a special arrangement, the EO must be notified immediately.

**2. Administration of internal and public exams**

2.1 The Premises Manager will be informed by the EO of all rooms required for an examination at least 5 working days in advance of the examination. The Premises Manager will ensure that each room is prepared with the appropriate numbers of desks and chairs in position.

2.2 Setting up rooms. The EO and AEO will be responsible for ensuring that the room allocated for an exam is set up and the question papers and additional materials (including desk cards) are available for collection by the invigilator. Wherever possible the EO and AEO will set out desk cards prior to the exam, but this is ultimately the responsibility of the invigilator.

2.3 The EO will produce a list of room changes required. This will be based upon the current version of the college timetable. Where staff have moved from the room identified on the timetable, the EO will not be responsible for arranging an additional room change.

2.4 **Invigilation.** An invigilation list will be prepared by the EO. This will be published at least 2 weeks prior to the examination(s). All staff **must** check this list and notify the

EO of any difficulties**.**

2.5 Circumstances may arise (e.g. staff illness) resulting in a member of staff being called upon at short notice. The EO or AEO will inform members of staff of late alterations in person.

2.5 Invigilation duties are specified by each examination board in “Instructions for the Conduct of Examinations”. A copy of this publication will be available for consultation in each examination room.

2.6 **Starting the examination**

The member of staff responsible for the start of an examination should report to the

Exams Office 30 minutes before the published start time of the exam:

• Ensure that the desk cards and any additional materials are on the student’s desk

before students are allowed to enter the room.

Ensure that learners switch off mobile phones/devices and place in a box at the front or in their bag in a separate room. Learners will be reminded three times of expectations before the exam starts. If learners take a toilet break, the accompanying invigilator will instruct the learner to empty their pockets.

before students are allowed to enter the room

• Check that each student is sitting at the correct desk. Every student should have proof of identity. For most students (daytime and evening) this will be their College ID Card, which should be visible on the desk. When a student does not have proof of identity, they *may* not be allowed into the examination room.

• Check and distribute the question papers. Subject specialists can be asked for support with any complications.

• Record the starting and finishing time of the examination in such a way that all students can clearly see the start and finish times.

• Announce any errata.

• Make a note of any absentees on the attendance sheets. The EO is not responsible for chasing up absentees on the day of the exam. If Head of Department/teacher wish to chase up students who may not be in a certain

exam, they need to make prior arrangements within the department to chase up

any students who may not have arrived.

• Sign the seating plan. **It is now a requirement of all examination boards that each invigilator sign the seating plan recording the time they were invigilating.**

• A student who arrives after the examination has begun will be allowed to enter and sit the examination **up to 15 minutes** after the published start time. After this

time, a student will be considered very late and will be refused entry.

• A student who arrives **up to 15 minutes** after the published start time for the examination may be allowed the full exam time at the discretion of the EO and following JCQ requirements.

• Within JCQ guidelines and using their own professional discretion, in exceptional

circumstances the EO may offer an opportunity for very late candidates to sit the exam, including whether to offer the full exam time.

2.7 **Finishing the examination**

The person invigilating at the end of the examination should:

• Warn students when 10 minutes of the examination remain

• Finish the examination at the correct time

• Ensure all students have completed the Candidate Number Box

• Collect in answer papers/booklets in candidate number order and hand them to the EO

• Collect all other materials and give them to the EO

2.8 Checking. The Examination team will check and arrange for all papers to be ready for posting.

2.9 **Clashes**. The EO will identify clashes and make the appropriate arrangements (i.e. notify the examination boards and the student(s) concerned). Students will be informed by the EO of rescheduled sessions due to clashes in units. Students will also be informed that they will be supervised between sessions and that failure to comply with the relevant regulations will mean disqualification. Head of Departments/teachers will be asked to inform students that if they have not had confirmation of an exam clash, to see the EO immediately. Ultimately it is the student’s responsibility to double check arrangements with the EO when they have a clash to avoid problems on the day of their exam. Students will be advised of this procedure via their Progress Coach/tutor. Overnight supervision may be necessary in cases of multiple clashes. The EO will normally deal this with in consultation with the Senior Leadership Team.

3.0 **Controlled assessment**

3.1 For courses with controlled assessment they will be carried out under the rules of the relevant exam bord under medium or high control in accordance with JCQ invigilation expectations identified earlier.

* 1. Access to controlled assessment papers will be given to teachers and learners by the exams officer, who will download papers at the appropriate time from the exam board.
  2. Where learners bring pre-prepared notes, the EO will receive these two days in advance of the assessment window to ensure they meet assessment rules. These will be stored securely in a locked room.
  3. Learners will be given a new login under an individual exams account. At the start of the invigilation process the invigilator will follow the same guidelines for starting an examination identified in 2.6. In addition, they will read instructions for saving to the secure account.
  4. Access to internet will be restricted where appropriate. Where learners are able to access the internet, restrictions on AI websites ill be in place when appropriate.
  5. Following the assessment window the learner work will be exported and uploaded to the Awarding Organisation secure website.
  6. Learners will not be able to access this work again where they are given discrete timed tasks or past the end of the assessment window.

**4.0 Post examination**

4.1 Within 7 days of any examination, the EO will inform the examination board of any special consideration/exceptional circumstances arising from an absence or illness. The students concerned must provide appropriate medical evidence within 5 days of the examination. For Appeals the Head of Department/teacher will be required to complete the forms giving the names of students of comparable ability. Special Considerations/Exceptional Circumstances will be considered on a case-by- case basis and will comply with JCQ regulations.

4.2 The EO will identify any absentees where fees need to be recovered. No

Registration fees will be refunded whilst fees are outstanding.

4.3 During the post exam period the EO will attempt to resolve any other queries that arise, e.g. missing papers, coursework marks missing. During holiday periods this may require the EO contacting a Head of Department or other member of staff at home.

**5.0 Results**

5.1Prior to the results days in August and March the EO will arrange for the electronic collection of the examination results and perform the necessary basic analysis in conjunction with the Management Information Services Manager. If any queries arise the EO will attempt to resolve them prior to the actual publication of the results.

5.2 On results days in August the EO will ensure that all students can receive their marks electronically via CEDAR.

5.3 Results will only be given to third parties with prior written notification by the student. Evidence of the collector’s identification will be required.

**Procedure for the recording of Individual Unit Results**

5.4 Individual unit results for all modular courses are filed in the Exams Office and circulated to Head of Department, Assistant Principals and the Principal on the date they are issued from the Exam board.

5.5 When unit results are returned via EDI (Electronic Data Interchange) from the Exam board, this is recorded in the Prosolution exams module. Results that are not collected via EDI will be recorded in Prosolution within 2 weeks of the published results day. Results will be collated and recorded in the student’s ILR (Individualised Learner Record) within 6 weeks of the date results are issued.

5.6 Re-marks and appeals. The EO will liaise with the Head of Department/Assistant Principal /subject teacher and the Head of Centre to determine whether the College feels it is appropriate to make an appeal. When a student wishes to make an individual appeal, the student will be responsible for the payment of all fees before the deadline date, (approximately 3 weeks after the results day).

5.7 Examination board feedback. The EO will distribute moderators’ reports and any other examination reports that are received as a result of the examination process to the Head of Quality.

5.8 Certificates. The EO will arrange for all certificates to be collated and placed into individually named envelopes. These will only be available from the Exams Office when all certificates have been received. Students should arrange for these certificates to be collected and signed for within 12 months of the examination. After 12 months any remaining certificates will be destroyed and students will need to apply for replacement certificates via the Awarding Organisation.

5.9 Detailed exam analysis. The EO and MIS Manager will provide additional examination analysis as required, using the software available. This will include gender and ethnicity data. Plus Advanced Level Performance System (ALPS) value added data will be provided to the Principal and the Board in November via CEDAR Monitoring and Reporting Services.

5.10 Photocopies/Marked Scripts are available to students on request to the EO after the publication of results. Students will be provided with information relating to the procedure involved regarding the process of applying for re-marks or access to scripts by the EO at the point of collection of results.

6 **Appeals procedure**

6.1 Gateway College staff are committed to assessing student work fairly, consistently and in accordance with the specification guidelines for the qualification concerned. Staff will have the appropriate understanding, knowledge and training to conduct these assessments in accordance with the requirements of the relevant

specifications for each subject.

6.2 After the work has been assessed by Gateway College staff it is usually moderated by the Awarding Organisation to ensure consistency between centres. Such external moderation may change the marks awarded for internally assessed work. This is outside the control of Gateway College and is not covered by this procedure.

6.3 If a learner is unhappy with an assessment mark given by a Gateway College teacher for a piece of work which is directly related to their qualification, such as a portfolio submission, coursework or design piece, they have the right to appeal. Learners may request a clear justification for the decision.

6.4 If they are still dissatisfied with the assessment for any reason, they may have grounds for making an appeal. Appeals should be made in writing within 4 weeks of the date that the learner received the mark they have a grievance with. Learners should discuss this with the EO in the first instance. Outcomes will be given in writing.

**7 Enquiries about external results**

7.1 Any student who wants to query a mark/grade awarded by an awarding body upon issue of results should follow the following procedure.

* Contact the exams officer in person before the published deadline for EaRs (Exam access requests) to discuss the grade. The examinations officer will advise on options available and the costs involved.
* Students should be aware that the EaRs can result in marks/grades being raised, confirmed or lowered and must give signed consent to request a re-mark. An examination enquiry about results/access to scripts form must be obtained from the exams officer and completed.
* Responsibility for the cost will be agreed in advance between the department and the student. In some cases the cost may be funded by the department. If this is not the case the student must pay the cost at the time they complete the request form. If the enquiry is successful the cost will be refunded.
* Outcomes will be forwarded to the student by the exams officer as soon as they have been received from the awarding body

**8. Candidate malpractice**

8.1 "Candidate Malpractice" means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper. Investigations will normally be carried out by the Head of Centre acting on behalf of the Awarding Organisation. Internal and external assessment will be

carried out to the standards set by the Joint Council for Qualifications (JCQ) <http://www.jcq.org.uk/>and Awarding bodies. The College will follow the JCQ guidance for malpractice. See Appendix 1 – Procedures for investigating malpractice.

8.2 Examples of Candidate malpractice

• The alteration or falsification of any results document, including certificates;

• A breach of the instructions or advice of an invigilator, supervisor, or the Awarding Organisation in relation to the examination or assessment rules and regulations;

• Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;

• Collusion: working collaboratively with other candidates, beyond what is permitted;

• Copying from another candidate/source (including the use of technology to aid the copying); This includes the misuse of Artificial Intelligence websites and chatbots such as ChatGPT, Jenni AI, Jasper AI, Writesonic, Bloomai and Google Bard. AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking. Where these tools are used they should be referenced appropriately. Access to such tools will be blocked in controlled and external assessments.

• Allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment;

• The unauthorised use of a memory stick or similar device where a candidate uses a word processor;

• Facilitating malpractice on the part of other candidates;

8.3 Examples of staff malpractice/maladministration

• Breach of security - Any act which breaks the confidentiality of question papers or materials, and their electronic equivalents, or the confidentiality of candidates’ scripts or their electronic equivalents.

• Deception - Any act of dishonesty in relation to an examination or assessment such as manufacturing evidence, improper assistance in completing coursework or fabricating records.

• Maladministration - Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms, etc. Failing to ensure that candidates’ controlled assessment, coursework, non- examination assessment or work to be completed under controlled conditions is adequately completed and/or monitored and/or supervised.

8.4 Awarding bodies may, at their discretion, impose the following sanctions against candidates:

• Warning: The candidate is issued with a warning that if the offence is

repeated within a set period of time, further specified sanctions will be applied.

• Loss of all marks/disqualification for a unit

• Disqualification from all units within that series.

• Disqualification from a whole qualification

• Disqualification from all qualifications taken in that series.

8.5 Sanctions for staff malpractice/maladministration

In the case of staff misconduct the Human Resource Management Policy would be followed and disciplinary action taken where appropriate.

8.6 Informing staff and students about malpractice:

The exams policy and procedures for malpractice are covered in this policy which is part of the new staff induction. Staff are provided with training to deliver internal assessments in line with Awarding Organisation expectations. Students are informed of assessment expectations, rules, plagiarism and malpractice policy through induction and the Learner Handbook.

**9.0 Further guidance on candidate malpractice and AI (Artificial Intelligence)**

**9.1 What is AI?** AI stands for Artificial Intelligence. Using AI is like having a computer that thinks. AI tools such as ChatGPT and Snapchat My AI can be used to write text, make art and create music by learning from data on the internet. AI attracts potential malpractice because it can create bespoke content in response to very specific prompts by the user. Misuse of AI occurs when the student:

* takes something created by AI and claims it as their own work
* does not adequately reference their use of AI
* uses AI in examinations

**9.2 What are the risks of using AI?**

In addition to the above points on misuse, some AI tools can communicate in such a way that they may be able to capture the style of the user. This may mislead students into thinking that they might be able to get away with using AI-generated content as their own work. If a student is caught misusing AI, they may risk being awarded one of the following penalties:

* the piece of work will be awarded zero marks
* the student will be disqualified from that unit for that examination series
* the student will be disqualified from the whole subject for that examination series
* the student will be disqualified from all subjects and barred from entering again for a period of time.

**9.3 How will AI misuse be treated?**

All coursework assessments that will be submitted to examboards are passed through Turnitin AI-detection software. It may also come to the attention of the teacher that the assessment may not be typical of the student’s work. The misuse will be investigated and, depending on its severity, the student will be given the opportunity to re-submit within a specified period. Failure to significantly change the assessment in re-submission, will result in the penalties listed above.

**9.4 When may AI be used?**

9.5*AI as a Research Assistant:*  AI may help students gather and organise information for their coursework or NEAs. For example, AI-powered tools can summarise articles, identify key themes, or suggest further resources. This use of AI can enhance a candidate’s research capabilities without writing or directly influencing the content of their work.

*9.6 Feedback on Drafts:* AI may provide preliminary feedback on drafts of coursework or NEAs by highlighting areas that may need improvement, such as grammar, structure, or following guidelines. This feedback must be advisory, allowing the student to make the final decisions and revisions to ensure the work remains their own.

*9.7 Enhancing Research Skills:* AI may be used to teach students advanced research techniques, including how to use academic databases effectively, evaluate sources for credibility, and synthesise information from various sources.

*9.8 Data Analysis Support:* For subjects that involve significant data analysis, AI tools may assist students in analysing datasets, identifying patterns, and drawing conclusions. These tools should be used to enhance understanding and interpretation of data, not replace the student’s analytical skills.

*9.9 Plagiarism Detection:* As referenced above, the College uses Turnitin AI detection software for all assessments sent to exam boards.

9.10 **How should AI be acknowledged?** If a student has used AI appropriately in their assessment, they should show the name of the AI tool used and the date the content was generated. “ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2024.” (JCQ 2024)The student should also keep a copy of the AI-generated content for reference and authentication purposes.

**10. Access to Scripts**

10.1 A ‘script’ refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts do not apply to internally assessed components, orals or audio/video tapes.

10.2 Centres may request:

* copies of scripts to support reviews of marking
* copies of scripts to support teaching and learning.

10.3 Centres must submit requests on-line via the awarding bodies’ extranet sites. Requests must be submitted to awarding bodies no later than seven days after the publication of GCSE results.Centres will receive the copies no later than 7 September every year – two weeks before the deadline for reviews of marking. Requests received after the deadline will not be accepted.

10.4 Copies of scripts to support teaching and learning Centres must submit applications on-line via the awarding bodies’ extranet sites. Requests must be submitted to awarding bodies no later than one week after the closing date for reviews of marking. Requests received after the deadline will not be accepted.

10.5 Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other students, prior written (or emailed) permission will be obtained from the candidates concerned. This permission will be sought only after the candidates have received their results for the examination series concerned.

10.6 Candidates who grant their permission have the right to anonymity of the scripts before use. Teachers using scripts for teaching and learning purposes must ensure that anything that can identify the candidate is removed before use.

10.7 A candidate has the right to instruct Gateway Sixth Form College not to request their scripts. Scripts must only be seen by teachers who are members of staff at Gateway Sixth Form College or returned directly to candidates. Staff will ensure that the scripts are stored securely.

10.8 The original scripts that are or have been subject of any malpractice investigation can be withheld by an awarding body. In these circumstances, a photocopy of the scripts may be requested.

10.9 Once an awarding body has returned an original script to a centre, it’s security is compromised, and it can no longer be subject to an enquiry about results.

10.10 Centre staff and candidates must be made aware that scripts must not be written on or otherwise tampered with ahead of the earliest date for disposal. Where teachers have used scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner.

10.11 Candidates who have tampered with scripts, which may need to be retrieved for return to the awarding body earlier than this date, are liable to be penalised in accordance with the established JCQ policies and procedures relating to candidate malpractice.

**11.0 Disposal of Scripts**

11.1 Where teachers have used copies of candidates’ scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner.

11.2 Centres should note that awarding bodies will destroy all scripts remaining after those required for access to scripts, reviews of marking, appeals and research purposes have been extracted. Scripts will be disposed of in a confidential manner.

**12.0 Conflict of Interest**

12.1 The JCQ guidelines will be followed for recording conflicts of interest and where appropriate reporting conflicts of interest to an awarding body.

Conflict of interest - where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment

12.2 Related People’ are those with whom the member of staff has a close relationship. It would certainly include spouses, children and siblings, but would also include close friends, relatives and members of the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece, etc., would count if the contact with that person was close and frequent.

12.3 Identified staff must declare (via a conflict of interest form Appendix 2) whether they have ‘Related People’ entered for an examination and steps taken to manage the risk. For example removing access to secure storage facility and ensuring they do not invigilate exams in which a ‘Related Person’ is present. This includes any staff taking an exam.

12.4 Awarding bodies will be informed in the following examples:

* Any member of staff is entered for an examination or assessment;
* Any member of staff (including invigilators), with access to the centre’s secure storage facility, has ‘Related People’ sitting examinations. This includes a member of staff who has access to both confidential assessment materials and is also entered for an examination at another centre;
* Members of staff who are involved in making assessment decisions for ‘Related People’ where there are centre marked and externally moderated components/units. (Awarding bodies are normally informed of the candidates affected at the point when centre assessed marks are submitted.)

12.5 In the following examples, records will be kept but it isn’t necessary to inform the exam board.

* Teachers who have access to confidential assessment materials before the date when they can be shared with candidates for preparation purposes and they have ‘Related People’ taking examinations in the same subject, with the same awarding body, at any centre;
* Teachers and invigilators who are overseeing examinations of ‘Related People’;
* Teachers and invigilators who have access to the completed scripts of ‘Related People’ but not the secure storage facility.

Records will be kept available for inspection for one year.

Appendix 1

**13.0 Procedures for investigating malpractice by staff**

13.1 The JCQ guidelines will be followed for investigating and sanctioning malpractice. Where suspected malpractice is identified by a Centre, the Head of Centre must submit the details of the case at the earliest opportunity to the relevant Awarding Organisation. The Form JCQ/M1 should be used. All suspected and actual Incidents of malpractice or maladministration will be reported to the relevant Awarding Organisation immediately. The person investigating an allegation of malpractice within a centre must organise an investigation into the alleged malpractice and then submit a report to the Awarding Organisation. There must not be a conflict of interest between the person conducting the investigation and the individual(s) accused of malpractice. The person conducting the investigation must have no personal interest in the outcome of that investigation.

13.2 The investigation must determine:

• Who was involved in the incident, including candidates, members of staff and/or invigilators; The facts of the case, as established from evidence and/or statements from those involved.

13.3 The report submitted to the Awarding Organisation must include:

• A clear account, as detailed as necessary, of the circumstances;

• Details of the investigations carried out by the centre;

• Written statements from any teachers, invigilators or other members of staff concerned, which must be signed and dated;

• Written statements from the candidates concerned, which must be signed and dated;

• Any other evidence relevant to the allegation.

**14.0 Plagiarism Reporting Procedure for students**

**14.1 Stage 1: Information**

During induction all students to be informed about plagiarism at the start of their course and before any assessments are issued, all students to complete a generic assignment on plagiarism, referencing and bibliography; the student handbook for vocational courses is distributed to all students and learner agreement signed. The student will be informed about plagiarism at induction by their teacher. If plagiarism is suspected the teacher concerned will inform the student. Plagiarised work cannot be accepted.

**14.2 Stage 2: Investigation**

In all cases of suspected plagiarism there should be a thorough investigation to establish whether plagiarism has indeed taken place and the extent of the concerns. Initially the assessor and Internal Verifier should discuss any concerns, as in some cases it may be that the student has misunderstood the brief and acted in error in failing to reference sources appropriately. The assessor should discuss this with the student and make sure they are aware of the serious consequences, should plagiarism be confirmed. The outcomes of the discussion should be documented and logged on the pastoral log CEDAR thread ‘Plagiarism’ and the relevant HoD and LPT should be selected. The thread will automatically notify the HoS/AP TLA/LPT/HoD/AP C&Q and if further investigation is required the AP C&Q will intervene.

**14.3 Stage 3: Outcome and action**

Once the investigation is complete and if plagiarism is confirmed then the following process should be followed:

* 1. **If it is a minor incident**, when a student has not referenced information correctly, and/or has misunderstood the guidance and has not plagiarised intentionally, then a supportive one to one is completed with the student by their Learner Performance tutor. This should be logged on the original CEDAR thread. A letter/ email/ should be sent home/ telephone call should take place via the schools to parents informing them of the incident. New work should be completed and the learner should not be prevented from achieving high grades.
  2. **If it is a more serious incident**, when the student has clearly and intentionally plagiarised then this will invoke the use of the Behaviour for Learning Policy and trigger a Level 1 contract. The contract is completed with clear targets and a record of the consequences if there is a reoccurrence. The original work will not be accepted and a new piece of work must be submitted within an agreed timescale. Attendance at a meeting with the HoD to check the learners understanding of plagiarism should be one of the targets on the contract. The member of the Student Experience team issuing the contract will make clear the penalties imposed by the awarding body and that in some cases the Awarding Body will be informed of plagiarism offences. The student should also be informed that a formal Disciplinary Panel may be convened for a repeat offence and possible exclusion as an outcome. A letter/ email/ should be sent home/ telephone call should take place via the schools to parents informing them of the incident. The new work submitted to an extended deadline will be marked to the level it is submitted P/M/D. It will not be capped. As this constitutes a late submission, no further attempts will be allowed. If the learner fails this they will need to be given a new brief for the pass criteria only.
  3. **If there is a repeat offence this should again be logged on Cedar as part of the original thread,** an existing contract will be reviewed with the student by the holder of the contract moving the learner onto the next phase of the disciplinary procedure, which could mean a Disciplinary panel and possible exclusion. At this point the student may be asked to complete work for a new assignment brief (vocational) that may be capped at a pass. If a contract has not been evoked previously the student will start at Level 1 of the contract system, as per “serious incident” procedure. A letter/ email/ should be sent home/ telephone call should take place via the schools to parents informing them of the incident.

**14.6 Other considerations for the investigation and outcome:**

* Make the student fully aware at the earliest opportunity of the nature of the alleged plagiarism (in writing using CEDAR thread ‘Plagiarism’) and of the possible consequences should malpractice be proven.
* The student’s parent/carer will be informed at any point that plagiarism is identified.
* If the College is accusing anyone of plagiarism, the College will give the accused the opportunity to respond (preferably in writing) to the allegations made
* The College will also inform anyone accused of plagiarism of the appeals process should a judgment be made against them.
* In some cases the College will notify the appropriate Awarding Body of the malpractice and in certain, more serious cases may also have to notify the police.

Appendix 2

**15.0 Conflict of Interest Form**

This form is to be completed by the staff member and AP C&Q. Once actions are agreed, records will be kept by the Exams Officer

|  |
| --- |
| **Name of staff member:** |
| **Relationship to the student:** |
| **Outline of Conflict of Interest** |
| **To be completed by AP C&Q** |
| **Steps taken to minimise risk.** |
| **Inform Awarding body Y/N** |
| **Signature of staff member: Date:** |
| **Signature of AP C&Q: Date:** |