



The Gainsborough  
Academy  
'High Expectations'

# Exams Policy and Contingency Plan

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## 1. Introduction and aims

Our Academy is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

### 2.2 Head of centre

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The head of centre:

- › Has overall responsibility for the Academy as an exams centre
- › Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Anna Leng

Day to day procedural oversight is delegated to the Assistant Principal for Data and Outcomes – Sarah Carton

## 2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- › Manage the administration of internal and/or external exams where required
- › Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- › Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- › Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- › Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- › Provide and confirm detailed data on estimated entries
- › Maintain systems and processes to support the timely entry of candidates for their exams
- › Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- › Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- › Identify and manage exam timetable clashes
- › Account for income and expenditures relating to all exam costs/charges
- › Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- › Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- › Track, dispatch and store returned coursework/controlled assessments
- › Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- › Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- › Advise on appeals and re-marks

Our exams officer is Sue Metcalfe

## 2.4 Heads of department/faculty/curriculum/subject leaders

Heads of department/faculty/curriculum/subject are responsible for:

- › Advising the exams officer of any changes to syllabus or assessment details for their subjects

- › Advising the exams officer of entries for their subjects
- › Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- › Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- › Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- › Decisions on post-results procedures

## 2.5 Teachers

Teachers are responsible for:

- › Supplying information about entries, coursework and controlled assessments as required by the head of department/faculty/curriculum/subject and/or the exams officer

## 2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- › Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- › Processing any necessary applications in order to gain approval (if required)
- › Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our SENCO is Matt Boucher

## 2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- › Assisting the exams officer to run exams efficiently, according to JCQ regulations
- › Collecting exam papers and other material from the exams office before the start of the exam
- › Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

Our lead invigilator is appointed and trained by the Exams Manager.

## 2.8 Candidates

Candidates are responsible for:

- › Confirming and signing entries
- › Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- › Ensuring they conduct themselves in all exams according to the JCQ regulations

## 3. Qualifications offered

The Head teacher decides the qualifications we offer.

We offer the following types of qualifications:

- › A-Level, BTEC, Vocational Awards (i.e. CACHE, RSL)

The subjects offered for these qualifications in any school year may be found on our Website

Informing the exams office of changes to a specification is the responsibility of the SLT for Data and Outcomes – Sarah Carton.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Assistant Principal for Data and Outcomes in consultation with the SENDCO, Principal and subject teachers

## 4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled across the Academic year.

Internal exams are held under external exam conditions.

The Assistant Principal for Data and Outcomes decides which exam series are used in the centre.

The centre offers assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Exams Manager and Assistant Principal for Outcomes and Data.

## 5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

## 6. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal. The decision is based on a variety of factors in conjunction with all stakeholders

We do not accept entries from private candidates as part of our normal practise

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/faculty/curriculum/subject via email/ briefing meetings/ and MLT Meetings.

Heads of department/faculty/curriculum/subject will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the Exams officer

### 6.1 Re-sits

Re-sit decisions will be made by the Assistant Principal for data and outcomes in consultation with the Head of Department

## 7. Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

The exams officer will publish the deadline for actions well in advance of each exams series.

We will not charge pupils to enter "prescribed public examinations" we have prepared them for in school, or for re-sits of these exams if we have prepared them for the re-sit at school.

This is set out in the DfE's guidance on [charging for school activities](#). "Prescribed public examinations" includes GCSEs, AS-levels and A-levels. A full list is in the annex to an [explanatory memorandum to the Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#).

We **may** charge for:

- › Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations

- › Exams not on the set list of prescribed public examinations
- › A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee
- › Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the Exams Manager

## 8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of SENCO

## 9. Access Arrangements

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCO

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO

Room arrangements for candidates using access arrangements will be organised by the Exams Manager

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Exams manager

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of [the Head of Centre and Exams Manager.

Contingency plans are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at The Gainsborough Academy. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

At all times, the Examinations Officer and Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that

“Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”

## Causes of potential disruption to the exam process

### 1. Exam officer extended absence at key points in the exam process (cycle)

#### Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

- *Planning*
  - annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
  - annual exams plan not produced identifying essential key tasks, key dates and deadlines
  - sufficient invigilators not recruited and trained
- *Entries*
  - awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
  - candidates not being entered with awarding bodies for external exams/assessment
  - awarding body entry deadlines missed or late or other penalty fees being incurred
- *Pre-exams*
  - exam timetabling, rooming allocation; and invigilation schedules not prepared
  - candidates not briefed on exam timetables and awarding body information for candidates
  - exam/assessment materials and candidates' work not stored under required secure conditions
  - internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
- *Exam time*
  - exams/assessments not taken under the conditions prescribed by awarding bodies
  - required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
  - candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results*
  - access to examination results affecting the distribution of results to candidates
  - the facilitation of the post-results services

#### Centre actions:

- Line Manager to assume responsibility for the above tasks with the support of the Senior Leadership Team (SLT)

### 2. ALS Leas/SENCo extended absence at key points in the exam cycle

#### Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process

within the exam cycle not undertaken including:

- *Planning*
  - candidates not tested/assessed to identify potential access arrangement requirements
  - evidence of need and evidence to support normal way of working not collated
- *Pre-exams*
  - approval for access arrangements not applied for to the awarding body
  - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
  - staff providing support to access arrangement candidates not allocated and trained
- *Exam time*
  - access arrangement candidate support not arranged for exam rooms

Centre actions:

- The Teaching Assistants and Examinations Officer to work with SLT to identify students where applications for access arrangements may be required. The employment of outside agencies/professionals may be required.

### **3. Teaching staff extended absence at key points in the exam cycle**

Criteria for implementation of the plan

Key tasks not undertaken including:

- *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received*
- *Final entry information not provided to the exams officer on time; resulting in:*
  - *candidates not being entered for exams/assessments or being entered late*
  - *late or other penalty fees being charged by awarding bodies*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines*

Centre actions:

- The Examinations Officer to liaise with acting Head of Department and/or SLT, if necessary, to ensure all necessary deadlines are adhered to. Where this is not possible, the EO will liaise with the relevant Awarding Body and act upon advice received.

### **4. Invigilators - lack of appropriately trained invigilators or invigilator absence**

Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators to conduct exams*
- *Invigilator shortage on peak exam days*
- *Invigilator absence on the day of an exam*

Centre actions:

- The Examinations Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion.



## 5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

### Criteria for implementation of the plan

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an expected incident at exam time*

### Centre actions:

- The EO will organise rooming for examinations ensuring sufficient time is available to identify appropriate rooms and plan appropriately.
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The SLT will work with the EO at all times during such emergencies.

## 6. Failure of IT systems

### Criteria for implementation of the plan

- *MIS system failure at final entry deadline*
- *MIS system failure during exams preparation*
- *MIS system failure at results release time*

### Centre actions:

- The EO, in consultation with the SLT, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the AB. At all times during the system failure the EO will liaise with the AB to minimise disruption and costs incurred.

## 7. Emergency evacuation of the exam room (or centre lockdown)

### Criteria for implementation of the plan

- *Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams*

### Centre actions:

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action. (i.e. the possible use of hall at Aegir School, QEHS or Leisure Centre)

## 8. Disruption of teaching time in the weeks before an exam – centre closed for an extended period

### Criteria for implementation of the plan

- *Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.*

Centre actions:

- SLT to manage all such incidents. Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of the centre to prepare students, as usual, for examinations.
- In the case of modular courses, the centre may advise candidates to sit examinations in an alternative series.

## 9. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

*\*In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.*

Centre actions:

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action. (i.e. the possible use of hall at Aegir School, QEHS or Leisure Centre)

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action.

## 10. COVID 19

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- We are keeping up to date with Qfqual and Government guidance on a daily basis.
- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action.

## 11. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

**Centre actions:**

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action.

**12. Disruption to the transportation of completed examination scripts**

**Criteria for implementation of the plan**

- Delay in normal collection arrangements for completed examination scripts

**Centre actions:**

- The EO will contact the AB to notify them of any such difficulties and put in place suitable alternative arrangements

**13. Assessment evidence is not available to be marked**

**Criteria for implementation of the plan**

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

**Centre actions:**

- The EO will contact the AB to notify them of any such incidents and act upon advice given

**14. Centre unable to distribute results as normal**

**Criteria for implementation of the plan**

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

**Centre actions:**

- The EO will contact the AB to notify them of any such incidents and act upon advice given

\*information taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

**Further guidance to inform and implement contingency planning**

**Ofqual**

*Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland* <http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

**GOV.UK**

*Emergencies and severe weather: schools and early years settings*

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide - Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

## **JCQ**

Guidance on *alternative site arrangements*

<http://www.jcq.org.uk/exams-office/forms>

*Instructions for conducting examinations*

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Guidance on *access arrangements and special consideration*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

## **11. Estimated grades**

The Heads of department/faculty/curriculum/subject or teachers are responsible for submitting estimated grades to the exams officer when requested. These will be quality assured by the Assistant Principal for Data and Outcomes.

## **12. Managing invigilators**

External staff may be used to invigilate examinations.

Recruitment of invigilators is the responsibility of the Exams Manager

If invigilators require Disclosure and Barring Service (DBS) checks the HR manager is responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the Head of Centre

Invigilators are recruited, timetabled, trained and briefed by the Exams Manager

## **13. Malpractice**

The head of centre, in consultation with the Exams Manager are responsible for ensuring that suspected malpractice is thoroughly investigated.

## **14. Exam days**

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements 5 Working days in advance.

The Exams Manager will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with [JCQ guidelines](#).

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department/faculty/curriculum/subject leaders in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with school support staff.

## 15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by Centre staff.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Manager.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Manager is responsible for handling late or absent candidates on exam day.

### 15.3 Clash candidates

The Exams Manager will be responsible for making arrangements for clash candidates, including:

- › Supervising escorts
- › Identifying a secure venue
- › Arranging overnight stays where necessary

## 16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Exams Manager to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 10 days of the exam.

## 17. Internal assessment

It is the duty of heads of department/faculty/curriculum/subject leaders to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Manager will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by [heads of department/faculty/curriculum/subject or teachers. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

The process for managing appeals against internal assessments is detailed in a separate appeals policy, as prescribed by JCQ guidance

## **18. Results and certificates**

Candidates will receive individual Statement of Results on results days, in person at the centre, candidates to provide stamped addressed envelope if they are unable to attend. If results are to be collected by a third party a letter signed by the candidate must be provided.

Arrangements for the centre to be open on results days are made by the Head of Centre. The provision of staff on results days is the responsibility of and the Exams Officer.

The provision of the necessary staff on results days is the responsibility of the Assistant Principal for Data and Outcomes

Dates of results days each year will be publicised for all candidates through letters home and school website

### **18.1 Enquiries about results (EARs)**

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be paid by the centre

All decisions about whether to make an application for an EAR will be made by the Assistant Principal for Data and Outcomes

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the Exams Manager following the JCQ guidance.

### **18.2 Access to scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 3 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre

### **18.3 Appeals Against Internally Assessed Marks**

#### **(GCSE Controlled Assessments & Coursework Units)**

The Gainsborough Academy is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Gainsborough Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject

teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

**N.B. An appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

- Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
- Appeals **must** be made in writing by the candidates' parent/carer to the examinations officer.
- The Head of Centre will appoint a senior member of staff, i.e. an Assistant Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in the marking between centres. The moderation process may lead to mark changes. This process is outside the control of the The Gainsborough Academy and is not covered by this procedure.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examinations room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

## 19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every 3 years.