

Sir John Lawes School

POLICY TITLE:	EXAMS (11-19) AND PLAGIARISM GUIDELINES
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OTHER RELATED POLICIES

Equality

DOCUMENT PURPOSE

- to ensure the planning and management of public exams is conducted efficiently and in the best interest of candidates.
- to ensure the operation of an exam system conducted within the guidelines provided by the Joint Council for Qualifications (JCQ) and with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. The exam policy will be reviewed every four years by the Senior Leadership Team.

QUALIFICATIONS OFFERED

- The qualifications offered at this centre are decided by the Senior Leadership Team.
- The qualifications offered are GCE, GCSE, BTEC and some Entry Level Certificates (ELCs).
- Informing the exams office of changes to a specification is the responsibility of the Heads of Faculty, Heads of Department and Senior Leadership Team.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Head of Faculty (including external candidates).
- Currently only qualifications from the following boards are offered - Pearson/Edexcel, OCR, AQA and WJEC.

EXAM RESPONSIBILITIES

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Faculty.

The Head of the Learning Support (SENCo) is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Exams Officer is responsible for:

- Securely storing exam materials received from the examination boards from arrival to dispatch.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers at the end of the exam and their return to the exams office.
- Contingency planning for exams administration (in conjunction with the Senior Leadership Team).
- Recruiting and managing invigilators (see section below).
- Interfacing with any overseas students or private students entered for exams.
- Exam results download and distribution
- Handling Post Results Services

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.

Senior Leadership Team are responsible (in collaboration with the Exams Officer) for:

- Recording candidate attendance for examinations and resolving any absences.

EXAM SERIES AND TIMETABLES

Exam seasons

- External exams are scheduled in November (retakes and Oxbridge university entrance exams), with the main Summer season being in May and June.
- Internal exams and assessments are scheduled in December, January, April, May and June.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable and seating plans for external exams to candidates.

ENTRIES, ENTRY DETAILS AND LATE ENTRIES

- Candidates are selected for their exam entries by the Heads of Faculty.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal in consultation with Head of Faculty.
- The centre accepts entries from external candidates.
- The centre acts as an exam centre for other organisations.
- Entry deadlines are circulated to Heads of Faculty
- Late entries are authorised by Head of Sixth Form, Heads of Faculty and Senior Leadership Team.
- GCSE retakes are permitted.
- AS level retakes are permitted in those subjects where they contribute to the overall A level grade.
- A level retakes are permitted.
- Re-take decisions will be made in consultation with Head of 6th Form and Heads of Faculty.

EXAM FEES

- Candidates or faculties will not be charged for changes of tier, withdrawals made through the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies or any internally set and agreed deadlines
- GCSE entry exam fees are paid by the centre.
- AS level entry exam fees are paid by the centre.
- A level entry exam fees are paid by the centre.
- BTEC and ELC exam fees are paid by the Centre.
- Late entry or amendment fees are paid by the Faculty budgets.
- Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-take fees are paid by the candidate.
- Private candidates may be accepted with all cost to be met by the candidate
- Fees for exam entry or resits will be charged at cost.

ESTIMATED GRADES

Heads of Faculty are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

INTERNAL ASSESSMENTS/COURSEWORK/MODERATION

It is the duty of Heads of Faculty to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the Exams Officer by the Heads of Faculty.

ACCESS ARRANGEMENTS

The Head of Learning Support (SENCo) will inform subject teachers and the Exams Officer of candidates with special educational needs who are embarking on a course leading to an exam, and the requirements for that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the Head of Faculty and the SENCo, and will be assessed by an independent external specialist as necessary to support the application for special needs process.

Making access arrangements for candidates to take exams is the responsibility of both the designated member of the Learning Support Team and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo. Rooming for access arrangement candidates will be arranged by the SENCo or a designated member of the Learning Support Team with the Exams Officer.

Support for access arrangement candidates will be organised by the designated member of the Learning Support Team and the Exams Officer.

SPECIAL CONSIDERATION

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the candidate's last exam.

CANDIDATES

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or invigilator.
- Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.
- The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.
- The school will also allow external candidates from informal consortium arrangements with local schools to sit examinations for practical reasons such as timetable clashes or unavailability of courses.

Clash candidates

The Exams Officer will be responsible as necessary for arranging supervision and organizing any overnight arrangements that are required.

MANAGING INVIGILATORS

- Non-teaching staff are generally recruited to invigilate examinations.
- These invigilators will be used for external exams and some internal exams.
- Recruitment of invigilators is the responsibility of the Exams Officer.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration and the Exams Officer.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled, trained and briefed by the Exams Officer.
- Invigilators rates of pay are set by the Senior Leadership Team.

EXAM DAYS

- The Exams Officer will book all exam rooms by liaising with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management is responsible for setting up the Sports Hall and main Hall for exam use
- The invigilators/Exams Officer will start all exams in accordance with JCQ guidelines.
- Priority will be given to exams (in particular public exams) in the event of any clashes of facilities or equipment.

RESULTS, POST RESULTS SERVICES AND FEES

Results

Candidates will receive individual result slips on results days, either in person (or after written notification by a nominated individual) at the centre or by post to their home addresses. Candidates are to provide a self addressed envelope should they wish results to be posted.

Arrangements for the centre to be open on results days are made by the Senior Leadership Team.

The provision of staff on results days is the responsibility of the Senior Leadership team.

Post Results Services

ENQUIRIES ABOUT RESULTS (EAR)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested. Candidates will pay for this services themselves unless otherwise agreed by the Head of Faculty for the subject in question.

Access to Scripts (ATS)

After the release of results, candidates may request the return of exam scripts. Candidates will pay for this service as specified by each exam board.

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

Re-marks cannot be applied for once an original script has been returned.

Post Results Services Fees Policy

The school will not charge any mark up for any Post Results Services i.e the cost for Remarks, Access to Scripts etc will be those set by the individual Awarding Bodies. For remarks candidates will only be charged the Awarding Body fee under the circumstances that the Awarding Body actually charges a fee (which is typically when a module level or overall grade does not change).

CERTIFICATES

- Certificates are either presented in person or collected and signed for.
- Certificates can be collected on behalf of a candidate by third parties (siblings or other family member), provided they have been authorised to do so.
- Certificates are withheld from candidates who owe fees.
- The centre retains certificates for a minimum of twelve months.
- A transcript of results may be issued if a candidate agrees to pay the costs incurred
- In line with the exam boards, the school will not process change of name requests to certificates after the exam entry deadline (unless it is an exceptional requirement such as a gender change - again in line with the Exam Board's own policy).

Equalities impact assessment considered

PLAGIARISM GUIDELINES

The Exams Officer is responsible for investigating and reporting suspected malpractice and plagiarism.

AIM

The Plagiarism guidelines are designed to help maintain and secure standards by ensuring there is a clear focus on excellence at all levels and that staff are supported and confident when dealing with any possible occurrences of plagiarism.

Plagiarism is defined as taking and using another's thoughts, inventions, writings as one's own.¹

ROLES AND RESPONSIBILITIES:

- The Headteacher is responsible for the implementation of the policy. This entails enabling staff to develop faculty procedures that complement the policy and enable the smooth operation of business relating to coursework and class work. In addition, there is a responsibility to ensure that all parents and students are fully informed of the nature of plagiarism and its consequences. Cases relating to public examination must always be notified to the Headteacher and the Examinations Officer.
- The Head of Faculty is responsible for the implementation of the whole school policy and development of procedures that are specific to the faculty.
- The class teacher is responsible for the implementation of faculty procedures that support the whole school policy. The classroom teacher is responsible for the close monitoring and checking of student work to identify any possible cases of plagiarism.
- The student is responsible for ensuring their work is always their own and to be aware of the nature of plagiarism so they do not accidentally fall into the position where by they may plagiarise work.
- It is accepted that not all cases of plagiarism may be possible to identify.

PROCEDURES

It is recognised that although in principle the issues are the same, there is a difference between plagiarism incidents that involve school work, namely homework or class work, and work that is to be submitted to the examination boards for public examinations. However, it is equally recognised that instilling good practice into students at an early age may minimise the possibilities of incidents for the public examinations later.

¹ The Concise Oxford Dictionary of Current English

Appendix One

Internal Incidents:

When there is a suspicion of a case of plagiarism the following procedures should be followed

- i the class teacher interviews the student(s) to ascertain how they came to produce the work they have handed in.
- ii it must be made very clear to the students that if they submit any work that is found not to be their own, this is taken very seriously
- iii if the plagiarism is from a fellow pupil the 2 students may be interviewed separately. If it is possible to identify the likely activist, interview this student first. Where neither student admits fault both should initially be treated as plagiarists.
- iv The class teacher must contact the parents of the students involved, including the requirement to resubmit work and face faculty sanctions: a copy of the letter should be placed on the student's file.
- v The Head of Faculty should be informed of any incidents of this nature and the consequences of any actions taken; this should include any internal faculty sanctions for the students involved.
- vi A record of the incident should be recorded by the class teacher and Head of Faculty.

External Incidents:

When there is a suspicion of a case of plagiarism the following procedures should be followed

- i bring attention of suspicion to the Head of Faculty citing clear reasons why plagiarism is suspected.
- ii the Head of Faculty and class teacher interview the student(s) to ascertain how they came to produce the work they have handed in. This may involve subject specific knowledge of the topic in hand hence the importance of the class teacher being involved.
- iii if the plagiarism is from a fellow pupil the 2 students must be interviewed separately. If it is possible to identify the likely activist interview this student first.
- iv it must be made very clear to the students that any work submitted to the board that is found to have plagiarism in it will cancel out all their examination grades with that board. It will also result in the same consequences for any peer they may have copied from. Often this will be a surprise to students who may then wish to withdraw the work from submission. If the student does not ask for this option, the school will refuse to submit the work making it very clear to the student that if the work was submitted the school would be duty bound to write to the board and inform them of or suspicions of plagiarism.
- v If there is time a Faculty may allow the student to resubmit the work removing any plagiarised elements.

- vi The Head of Faculty must contact the parents of the students involved a copy of the letter placed on the student's file.
- vii The Head of Faculty must alert the student's other teachers of this incident so appropriate checking and precautions may be taken.
- viii The Senior Leadership Team link should be informed of any incidents of this nature and the consequences of any actions taken; this should include any internal faculty sanctions for the students involved.