Exams Policy 2023/24

Contents:

1. Philosophy, context and aims
2. Roles and Responsibilities
3. Qualifications offered
4. Exams series
5. Exam timetables
6. Entries (including entry details and late entries)
7. Exam fees
8. Equalities
9. Access arrangements
10. Contingency Planning
11. Estimated Grades
12. Managing Invigilators
13. Malpractice & Maladministration (inclusive of Artificial Intelligence measures)
14. Cyber Security
15. Exam days
16. Candidates
17. Special consideration
18. GCE and GCSE non-examination assessments
19. Results and Certificates
20. Enquiries about Results
21. Access to Scripts
22. Exam fees

Appendix I   Examinations Disabilities Policy (Precis)

Appendix II   Word Processing Policy

Policy history:

Approved by:			Date: Lent Term 2024
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Version			

1.   Philosophy, Context and Aims

The school's mission is to 'Love, Serve, Do the Best Possible.' It is therefore our philosophy that each child achieves their full potential for each child is a 'Gift from God.' How we manage exams and prepare pupils for them sits within this framework. The expectation is that pupils will sit exams in which staff believe they can do well. Most pupils will sit examinations so that they are able to gain recognition for their learning.

The aim of this policy is to ensure that :
- The planning and management of examinations is conducted here in the best interests 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 other awarding bodies.

2.   Roles and responsibilities

2.1   Everyone
All stakeholders involved in the examinations process have a duty of care to ensure they are fully aware of JCQ rules and regulations appropriate to themselves. All those involved in the examinations process have a duty of care to uphold the integrity of the examinations process.

2.2   Head of Centre
- Has overall responsibility for St Paul's as an examination centre and is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations / assessments. It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this booklet.
- Has overall responsibility for the school as an exams centre and advises on appeals and other post-results services such as 'Review of Marking' and is responsible for reporting all suspected or actual incidents of malpractice as referred to the most recent JCQ document *Suspected malpractice in examinations and assessments*[1].
- In conjunction with the most recent guidance[2] the Head of Centre is also responsible for ensuring there is appropriate accommodation to support all candidates, that they must respond promptly to requests for information from awarding bodies.
- In accordance with the most recent guidance the Head of Centre also ensures that appropriate controls are in place to ensure accurate data to be submitted to examination boards.
- The Head of Centre also ensures there is sufficient time for the Exams Officer to perform their role and that there is a person within the Senior Leadership Team who will provide support and supervision of the examinations officer.

2.3   Exams Officer
- Manages the administration of internal exams and external exams.
- Understands the contents of the most recent JCQ publications including: *General Regulations for Approved Centres, Instructions for Conducting Examination and Suspected Malpractice Policies and Procedures, Post -Results Services (PRS), and A Guide to the Special Consideration Process*.
- Informs via the National Centre Number Register and or awarding bodies of any changes to the centre's contact details.

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[1] https://www.jcq.org.uk/wp-content/uploads/2023/09/Malpractice_Sep23_FINAL.pdf
[2] https://www.jcq.org.uk/wp-content/uploads/2023/09/Gen_regs_approved_centres_23-24_FINAL.pdf

- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Provides and confirms detailed data on estimated entries where required.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Works with the SENDCO to ensure we follow JCQ regulations.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the team of exams invigilators responsible for the conduct of exams, including training and recruitment and keeps a record of the training provided to invigilators.
- Ensures that awarding bodies are informed (where required) of any Conflict of Interest declared by members of staff and in maintaining records that confirm measures have been taken to mitigate any potential risk to the integrity of the examinations.
- Ensures candidates' internally assessed marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned externally moderated assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Leadership Group, any post results service requests.

2.4 Heads of Department
- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Accurate completion of any required mark sheets and declaration sheets.
- Decisions on post-results procedures
- Ensures all teaching staff are up to date with any relevant awarding bodies changes

2.5 Teachers
- Supplying information on entries and internal assessments as required by the head of department and/or exams officer as well as complying with internal deadlines set by the Exams Officer, Leadership Group or SENDCo
- Keep up to date with any teacher specific information to confirm effective delivery of qualifications and attend relevant training and update events.

2.6 Special Educational and Disability Needs Coordinator (SENDCO)
- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- Understands the contents, refers to and directs relevant staff to annually updated JCQ publications. Particularly Access Arrangements and Adjustments
- Process any necessary applications in order to gain approval (if required).

- Working with the exams officer to provide the access arrangements required by candidates in exams rooms

2.7 Invigilators / Senior Invigilators
- Assisting the exams officer in the efficient running of exams according to JCQ regulations.
- Overseeing the day to day integrity of the examinations is maintained.
- Collating information and recording events throughout the duration of the examination.
- Collection of exam papers and other material from the exam's office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.
- Sign a 'maladministration / malpractice' agreement stating whether they have any current maladministration / malpractice sanctions applied to them.

2.8 Candidates
- Confirmation of entries via signing off statements of entry.
- Understanding internal assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications Offered

- The range of public qualifications offered at St Paul's is determined by the Head of Centre in consultation with others.
- A large range of public qualifications are offered ranging from Level 1 Entry Level Courses to GCE, GCSEs, BTEC, V Certs, OCR Nationals, Core Maths and Extended Project.
- Precise details on the courses offered can be found in St Paul's published prospectus
- Any changes to subjects offered must be registered with the Exams offer by July of the year the course is due to begin. Informing the Exams Officer of any changes is the responsibility of Heads of Department
- Wide range of examination boards are also used to deliver examinations across the many subjects offered. This is usually determined by the Head of Department
- The range of courses offered is subject to change dependent upon cohorts needs and subject specialisms.
- Decisions upon whether a student is or is not entered for any specific examination rests with the Leadership Group in conjunction with subject teachers.
- Any disputes upon entries will be settled by the Head of Centre.

4. Exam Series
- Throughout the academic year PPEs are scheduled for years 10 through to year 13.
- The dates and times of the examinations are published annually and are subject to change each year.
- All internal examinations, where possible, are conducted under similar conditions expected of external public examinations. Exceptions to this can be made where constraints place undue pressure on the internal process.
- On demand' assessments are not offered by the centre and on 'rare' occasions will only occur at times agreed by the Head of Centre and the Exams Officer
- External examinations take place at times dictated by the relevant awarding bodies and JCQ.

5. Exam Timetables
- Once confirmed the Exams Officer will circulate the exam timetables for the internal and external exams at a specified date before each series begins.

6. Exam Entries
- Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.
- The centre does not normally accept entries from ex-students but in exceptional circumstances may consider this a possibility.
- Entry deadlines are circulated via the school calendar and other means of communication such as email and briefings or school bulletins.
- Exams Officer ensures as much as possible the entry process minimises the risk of late entries
- Heads of department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.
- Heads of department will provide an additional check to say entries entered are correct to minimise mistakes.
- Entries and amendments made after an awarding organisation's deadline (ie late) require the authorisation, in writing, of Head of Department.
- Any re-sit opportunities as permitted are negotiated by the Head of Department or Programme Leader in conjunction with an appropriate Senior Leader.

7. Examination Fees
- Examination fees of internal candidates are paid by the school (including re-sit fees) other than in exceptional circumstances and/or if a pupil fails to attend an exam.

8. Equalities
- All exam centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ.
- All issues regarding Equalities Legislation will be implemented in conjunction with the whole schools Equalities and Cohesion Policy which can be found on St Paul's website[3]
- Please also refer to the Examinations Disability Policy (included in Appendix I)

9. Access Arrangements
- The SENDCO 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 SENDCO.
- SENDCO gathers evidence in liaison with the Heads of Resource Provisions for a candidate's needs for access arrangement.
- SENDCO works with teaching staff to gather evidence of normal ways of working of an affected candidate
- SENDCO is responsible for ensuring there is a separate file for each candidate for the purposes of JCQ inspection. This can be an 'e-folder'.
- Submitting completed access arrangement applications to the awarding bodies is the joint responsibility of the Special Needs Team and Exams Team.
- Rooming for access arrangement candidates will be arranged by the Special Needs Team and Exams Team.

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[3] https://www.st-pauls.org.uk/downloads/policies/equalities-and-cohesion-policy-2021-(1).pdf

- Special Needs Team liaises with Exams Officer on the use of Word Processors in conjunction with the Words Processing Policy (see Appendix II)
- Special Education Needs team ensures criteria for the needs of individual candidates being granted separate invigilation within the centre is clear (see Appendix I)
- Invigilation and support for access arrangement candidates, as defined in the JCQ Access Arrangements Regulations, will be organised by the Special Needs Team in liaison with the Exams Officer.
- Ensures a process is in place to check the qualifications of the appointed assessors and correct procedures are carried out as per Chapter 7 of the JCQ Publication *Access Arrangements and Reasonable Adjustments*

10. Contingency Planning / Resilience Arrangements
- Contingency planning for exams administration is the responsibility of the Head of Centre.
- All contingency planning details are in conjunction and in line with the Ofqual guidance published in 2023 on Long Term Resilience Arrangements. In this we encourage Heads of Departments and subject teachers to maintain records of assessments and where possible gather evidence of students' work from at least one assessment through their course of study.
- Please see our separate Contingency Plan

11. Estimated Grades
- Heads of Department in conjunction with subject teachers are responsible for submitting estimated grades to the Exams Officer when requested.

12. Managing Invigilators
External staff will be used to invigilate examinations.
- These invigilators will be used for internal exams and external exams.
- Recruitment of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Personnel Department.
- Invigilators' rates of pay are set by the Business Manager.
- Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer.
- Invigilators will have regular training to ensure compliance with safeguarding in conjunction with the schools safeguarding policy

13. Malpractice and Maladministration
- Malpractice and maladministration are defined by JCQ as being 'related concepts' and involve a 'failure to follow the rules of an examination or assessment'[4]. As defined by most recent guidance *Suspected Malpractice Policies and Procedures 2023*.
- According to the guidance Malpractice covers any incidents considered to be maladministration
- The Head of Centre in consultation with Senior Teacher responsible for Exams is responsible for investigating suspected malpractice.
- Where malpractice does occur it is vital it is dealt with promptly and action taken to safeguard the integrity of examinations
- Any instances or suspicions of malpractice will be reported to the Head of Centre, Exams Officer or BTEC Quality Nominee
- Incidents of students misbehaviour will also be dealt with according to the school's behaviour policy
- Incidents of staff malpractice will be investigated and dealt with according to the school's staff disciplinary policy.

- Risk of malpractice by staff is prevented by mitigating factors such as: Exams Officer having up to date training, examination clash arrangements are arranged and managed effectively, ensuring all staff understand the confidential nature of examinations.
- Risk of malpractice by students is prevented by factors such as: examinations incident log where any incidents no matter how trivial are logged and reported by invigilators. This may help to provide evidence should allegations of malpractice occur.
- JCQ notices are provided to all students both physically and verbally ensuring all are aware of prohibited materials.
- Ensuring students involved in clash arrangements behave in a suitable way.
- Ensure candidates are aware of the need for work to be their own
- Any incidents of Malpractice will be dealt with in accordance with the JCQ regulations.

13.1 Use of Artificial Intelligence
- In light of the recent and fast changing landscape regarding the use of Artificial Intelligence policies and JCQ guidance may become out of date quickly.
- Currently the school follows the guidance offered in the JCQ guidance in *AI use in assessments: protecting the integrity of qualifications 2023*
- Students must continue to authenticate the work they have produced is their own as has always been the case in relation to JCQ Regulations for Approved Centres.
- The school adheres to the definitions of AI misuse as defined by the 2023 guidance
- St Paul's continues to put into practice training on AI and how to spot it for teachers
- Ensuring St Paul's follows the guidance in the JCQ document *Plagiarism in Assessments* plagiarism and malpractice policy includes clear guidance on how use of AI can be avoided
- Ensuring students have signed a declaration stating they understand what AI misuse is
- Students issued with notices from JCQ to ensure they understand the risk of plagiarism
- Students are trained in how to cite AI as a source of information where it has been used by referencing the AI source and the date the content was generated.
- Providing training for staff on how to spot AI
- JCQ guidance on referencing can be found in the following documents: *Plagiarism in Assessments and Instructions for conducting coursework and the information for candidates documents*

14. Cyber Security
- St Paul's endeavours to ensure that we follow and maintain the Cyber Security Standards for Schools and Colleges as set out by the Department of Education and last updated in 2023[5].
- St Paul's also endeavours to ensure the Guidance for Centres on cyber security published November 2023 is adhered to[6]
- Please see our separate ICT use policy and separate Cyber Security Policy

15. Exam Days
- The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management staff is responsible for setting up the allocated rooms and will be advised of requirements in advance.

- The Senior Invigilator will start and finish all exams in accordance with JCQ guidelines.
- Subject staff may not 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 in accordance with JCQ's recommendations, 24 hours after the exam has finished, and no later than 48 hours after candidates have completed them.
- After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Parcelforce Worldwide.
- SENDCo team to ensure resources and specialist equipment are working and available for students.

16. 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 the Head of Year.
- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts 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 stationery list, or the specification for that subject.
- This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities, and also includes wrist watches. Any precluded items must not be taken into an exam room.
- Senior Leaders reserve the right to use metal detecting devices to detect electronic devices either as spot checks or when there is significant concern that a student may be in breach of JCQ regulations.
- 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 Senior Invigilator
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- The Senior Invigilator is responsible for handling late candidates on exam day in accordance with the school policy for 'lateness to exams'.

16.1 Private Candidates
- It is not school policy to allow private candidates to take public examinations at St Paul's. Any consideration for private candidates sitting examinations at St Pauls would always be at the discretion of the Head of Centre

17. Special Consideration
- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Examinations Officer 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 the JCQ specified timeframe.

18. GCE and GCSE Non Examination Assessments
- Teaching staff who deliver non-examination assessments will follow the correct specifications and the specification and instructions provided by the awarding body, or *JCQ instructions for conducting non-examination assessments* if appropriate.
- Most internal assessments will take place in the classroom except where exam boards stipulate alternative arrangements.
- Departments should for internally administered assessments, adhere to the examination boards requests and follow the school's policy.
- It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work are provided to the exams office by the Head of Department. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document. Further clarification: 'NEA' Policy
- It is the duty of Heads of Department to ensure that all non-examination assessment is ready for dispatch at the correct time. The Exams Officer 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 assisted by the Exams Officer who will inform staff of the deadline dates for appeals against internal assessments. All data inputted will be subject to at least two levels of checks to ensure accuracy of data entry.
- Any appeals will be dealt with in accordance with our internal appeals procedure document.

19. Results and Certificates
- Candidates will receive individual results slips on results days.
- These can be delivered in person at the centre, by pre-arrangement of post to their home address - candidates to provide a self-addressed envelope
- In the exceptional case of the centre being closed during a results day, the candidates will receive an electronic copy of results to their internal school email accounts
- The results slip will be in the form of a centre produced document.
- Arrangements for the centre to be open on results days are made by the Head of Centre
- The provision of the necessary staff on results days is the responsibility of the Head of Centre.
- Candidates will receive their certificates: in person at the centre and must be collected and signed for
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.
- The centre retains certificates for 4 years. After this period, it is the responsibility of the candidate to contact the awarding body.

20. Enquiries about Results (EAR)
- EARs may be requested by centre staff or the candidate following the release of results. A request for a clerical check requires the written consent of the candidate.
- The cost of EARs will be paid by the centre/candidate dependent on the enquiry.

- All decisions on whether to make an application for an EAR will be made by the Head of Subject or the candidate if they pay for their own enquiry.
- If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.
- All processing of EARs will be the responsibility of the Examinations Officer, following the JCQ guidance.

21. Access to Scripts

- After the release of results, candidates may ask subject staff to request the return of written exam papers by the exam board deadline after the receipt of results.
- Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained.
- An EAR cannot be applied for once an original script has been returned.
- The cost of EARs will be paid by the centre or by the candidate if the centre thinks that an EAR is not appropriate.
- Processing of requests for ATS will be the responsibility of Head of Subject.
- If subjects request the return of scripts for teaching and learning, the cost will be paid for by the department.

22. Exam Fees

- St Pauls in accordance with DfE guidance will not charge pupils to enter 'prescribed public examinations'.
- However the school reserves the right to possibly charge for:
- Resits the pupils has been advised by the school not to undertake
- Exams not on the prescribed public examinations list
- If a student fails without good reason to complete the requirements of a public examination
- Withdrawal from an examination

APPENDIX I
Examination Disabilities Policy (Purpose of Policy summary)

1. **Purpose of the policy**

This document is provided as an exams-specific supplement to the school accessibility plan which details how St. Paul's Catholic School and to supplement the Exams Policy role. Guidance has been taken from the Equality Act 2010, particularly Section 20 (7)

"This must include a 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". Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid;

This policy details how we facilitate access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as 'access arrangements')
- requesting access arrangements
- implementing access arrangements and the conduct of exams

APPENDIX II
Word Processing Policy

Purpose and Introduction

This policy on the use of word processors in examinations and assessment is reviewed and updated annually, early in the autumn term, on the publication of the updated JCQ regulations and guidance contained in the publications 'Access Arrangements and Reasonable Adjustments' (AA) and 'Instructions for conducting Examinations' (ICE*). https://www.jcq.org.uk/wp-content/uploads/2023/08/ICE_23-24_FINAL.pdf*
There is no requirement to process an application using Access Arrangements Online (AAO) or to record the use of the arrangement. No evidence is needed to support the arrangement (AA 5.8).

Principles for using a word processor

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties (AA section 4.2.1).
Students at St. Paul's Catholic School have access to the use of a word processor when it is demonstrated that the quality of their language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. This is the student's

normal way of working at St. Paul's Catholic School and they may be granted the use of a word processor within the school where there is a significant amount of writing, such as English, RE, History and Geography. Students should also be granted the use of a word processor where this is deemed to be their usual way of working.

Students at St. Paul's Catholic School are identified as having significant improvement in the quality of their language due to, for example, (AA 5.8.4)

- ➤ A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- ➤ A medical condition
- ➤ A physical disability
- ➤ A sensory impairment
- ➤ Planning and organisational difficulties when writing by hand
- ➤ Poor handwriting
- ➤ Slow handwriting that qualifies for extra time where the use of a word processor is their normal way of working within St. Paul's Catholic School and removes the barrier requirement for extra time due to the slow handwriting

The use of a word processor (AA section 5.8)

The use of a word processor in examinations cannot be granted to a candidate simply because they would rather type than write in examinations, or because they can work faster on a keyboard, or that they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working at St. Paul's Catholic School. Candidates may not require the use of a word processor in all subjects, as their methods of assessments may vary (AA 4.2.3). The use of a word processor will be considered on a subject-by-subject basis.

St. Paul's Catholic School will build a picture of need of students during their time at the school, generally from year 8 upwards, to establish their normal way of working, such as the use of a word processor for extended writing during lessons, small group work, examinations and mocks for example. The use of a word processor in non-examination assessment components (for example controlled assessments or coursework components) will be considered standard practice unless it is prohibited by the specification.

Students using a word processor at St. Paul's Catholic School as their normal way of working for extended writing will have the spelling and grammar check/predictive text disabled unless they have had additional testing that indicates that the student has met the published criteria for a scribe, and an approved application has been made.

The use of a word processor at St. Paul's Catholic School does not allow the student to have extra time. An application for extra time can be applied for if it is judged that the candidate's persistent and significant difficulties in interpreting questions and formulating their typed answers meet the published criteria for extra time, and an approved application has been made.

Word processors use in examinations

It is essential that the integrity of the examination is maintained whilst at the same time providing access to assessments for disabled candidates. (AA 4.2.1) The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question (AA 4.2.2).

Where a candidate has used a word processor in an examination, a word processor cover sheet (Form 4) must be completed and included with the candidate's typed script. This is available from the JCQ website. If the candidate has been permitted a scribe then a scribe cover sheet (Form 2) must be completed.

St. Paul's Catholic School ensures that it complies with ICE guidance from 2023/24

A word processor:

a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;

*b) must have been cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate**. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate;*

c) must be in good working order at the time of the examination;

d) must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;

*e) must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. **The candidate must be present to verify that the work printed is his or her own.** Word processed scripts must be attached to any answer booklet which contains some of the answers;*

f) must be used to produce scripts under secure conditions, otherwise they may be refused;

g) must not be used to perform skills which are being assessed;

h) must not be connected to an intranet or any other means of communication;

i) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

j) must not include graphic packages or computer aided design software unless permission has been given to use these;

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

l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;

m) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Candidates must be reminded to ensure that their Centre Number (53218), candidate number and the unit/component code appear on each page as a header or footer: (e.g. 12345/8001 – 6391/01).

The candidate must number each page appropriately.

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.

Invigilators must remind candidates to save their work at regular intervals in addition to the 'autosave' set up on each laptop where possible by ICT Support at St. Paul's Catholic School

Where braille notes are used and the transcription of scripts is required for VI students the advice of the QTVI must be sought and we will follow the guidance of JCQ as required.