Exams Policy

2026-2027

Kings College Guildford

“An uncompromising commitment to excellence”

POLICY REVIEW AND AMENDMENT LOG

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Exams

1.0 INTRODUCTION

1.1 The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

1.2 It is the responsibility of everyone involved in the College's exam processes to read, understand and implement this policy.

1.3 This exam policy will be reviewed annually by the Exams Officer and the Principal or an Assistant Principal.

2.0 RESPONSIBILITIES

2.1 Principal

2.1.1 Has overall responsibility for the College as an exam centre:

- Advises on appeals and re-marks - delegated to Heads of Departments and Exams Officer.
- Reports all suspicions of or actual incidents of malpractice as defined in the JCQ document '*Suspected malpractice in Exams and assessments'* – delegated to Exams Officer.

2.2 Exams Officer

2.2.1 Manages the administration of public and internal exams and analysis of exam results.

- Advises the Strategic Leadership Team (SLT), subject and class tutors and other relevant support staff on annual exam timetables and application of procedures as set by the various exam boards.
- Oversees the production and distribution to staff, governors 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 exam timetable that will affect them.

- Consults with teaching staff to ensure that necessary coursework, Non-Exams Assessment and Controlled Assessment is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- 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
- Makes provision for ~~access arrangements~~Access Arrangements with reference to the JCQ Publication '*Adjustments for candidates with disabilities and learning difficulties* ~~*Access Arrangements*~~*Access Arrangements* *and Reasonable Adjustments'* and in line with decisions made by the SENCO about candidates' needs.
- On behalf of the SENCO, processes on line applications for ~~access arrangements~~Access Arrangements and hold evidence for inspection purposes.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the Exams Assistant
- Organises the recruitment, training, booking and monitoring of a team of exams invigilators responsible for the conduct of exams and line manages the team.
- Submits candidates' coursework, Non-Exams Assessments and Controlled Assessment marks, tracks despatches and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Organises the despatch of scripts, coursework, controlled assessments and other exam material.
- Makes applications for Special Consideration with reference to JCQ Publication '*A guide to the special considerations process'*.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Alerts teaching staff to the need for early identification of any candidates requiring ~~access arrangements~~Access Arrangements.

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2.3 Exams Assistant

Assists the Exams Officer in completing all the tasks listed in 2.2 above.

2.4 Strategic Leadership Team

- Organisation of teaching and learning.
- Nomination of staff to coordinate Controlled Assessments.
- Preparation and presentation of reports showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Vice Principal – Mr Ferguson lines manages EO and point of contact when HOC is at other site

2.5 Heads of Department

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
  - Conduct and standardisation of Controlled Assessment and other Non-Exam Assessments (NEAs)
- Accurate completion of coursework, Controlled Assessment and NEA mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

2.6 Teachers

- Support the SENCO in determining and implementing ~~access arrangements~~Access Arrangements.
- Submission of candidate names for exam entry to heads of department / faculty.
  - Supervision and marking of Controlled Assessments and Non-Exam Assessments.~~.~~

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2.7 SENCO

- Leadership of the Access Arrangement process within the centre.
- Identification and testing of candidates' requirements for ~~access arrangements~~Access Arrangements.
- With support from Learning Support staff, compiles all necessary evidence to support on line application for ~~access arrangements~~Access Arrangements.
- Directs Exams Office staff in making on line applications for ~~access arrangements~~Access Arrangements and ensures that files are maintained to

meet the requirements of a JCQ ~~access arrangements~~Access Arrangements inspection.

- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help cand1dates achieve their course aims.

2.8 Invigilation Team

- Collection of exam papers and other material from the Exams Officer before the start of the exam.
- Checking the time, date and other paper details before question paper packets are opened.
- Conducting exams in accordance with JCQ Instructions for conducting Exams.
- Collection of all completed exam papers in the correct order at the end of the exam.
- Packaging of scripts ready for despatch, under the supervision of the Exams Officer or Assistant
- Acting as Scribes and/or Readers for candidates with Access Arrangements, when requested to do so by the Exams Officer.

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2.9 Candidates

- Confirmation and signing of entries.
- Understanding coursework, Non-Exams Assessment and Controlled Assessment regulations and signing ~~a~~ declaration~~s~~ that authenticate~~s the coursework or Controlled Assessment~~ work as their own.

2.10 Administration staff

Obtain DBS clearance for invigilators and maintain employment records.

- Log the arrival of secure material. In the absence of the Exams Officer and Exams Assistant, Sophie Risbridger will lock the secure material away in the secure room. The key to the secure room is kept in a lock safe in the Office Manager's office. Only the Office Manager, Petula Chamberlain, and Sophie Risbridger have access to this lock safe. The EO will be informed as soon as possible that exam materials have arrived. These will then be locked inside the box within a box.
  - Despatch ~~of~~ packaged exam material.

3.0 STATUTORY TESTS AND QUALIFICATIONS OFFERED

3.1 The statutory tests and qualifications offered at the College are decided by the Strategic Leadership Team.

3.2 The statutory tests and qualifications offered are GCSEs, OCR Nationals, WJEC Technical Skills and AQA Level 2

3.3 The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed by 30th September.

3.4 Key Stage 4

- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

4.0 QUALITY ASSURANCE

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- The Centre is committed to Quality Assurance and believes it is an integral part of the Centre's processes.
- The focus of the Centre is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
- The provision is regularly monitored and reviewed by The Strategic Leadership Team.
- All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role.
- All new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.
- Existing invigilators will be observed conducting an assessment at least once a year.
- Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.
- The organisation's policy for Equal Opportunities is followed and monitored.

5.0 EXAM SEASONS AND TIMETABLES

54.1 Seasons

- Internal Assessments are scheduled in November/December, March, May and June.
- External exams and assessments are scheduled in May and June.

- Internal exams for all subjects for students in years 10 and 11 are held under external (JCQ) exam conditions.
- Internal exams in core subjects for students in Years 7, 8 and 9 are also held under external exam conditions.
- Heads of subject decide which external assessment series are used.
- Any disruption, due to poor weather etc, will be managed as advised in OFQUAL's Joint Contingency Plan.

54.2

Timetables

- The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

65.0 ENTRY DETAILS

65.1 Entries

65.1.1 Candidates are selected for their exam entries by the heads of department and the subject teachers. It is expected that all candidates will be entered for exams in subjects that they have studied.

65.1.2 A candidate or parent/carer can request a subject entry, change of level or withdrawal but changes will only be made at the discretion of the College.

6.1.3 Registrations for Vocational subjects are to be done within the deadline dates and by the EO. Information on the units students are taking is to be given to the EO timeously by the staff member delivering the subject

65.2 Late entries

65.2.1 Entry deadlines are circulated to heads of department via email.

65.2.2 Late entries are authorised by heads of department and fees may be charged to individual departments.

76.0 EXAM FEES

For all candidates on the College roll, i~~ECDL, Functional Skills, FCSE, GCSE, VCert and BTEC i~~nitial registration and assessment entry fees are paid by the College.

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

76.2 Late entry or amendment fees are normally paid by the departments.

7.3

6.4 Reimbursement may be sought from candidates who fail to sit an exam. The fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

7.4

6.5 Candidates must pay the fee for an enquiry about a result, unless the College has substantial grounds for suspecting that an error has been made. (See also section 1314.2: Enquiries about results [EARs])

87.0 EQUALITY, DIVERSITY, SPECIAL NEEDS AND ~~ACCESS ARRANGEMENTS~~ACCESS ARRANGEMENTS

87.1 Equality and Diversity

87.1.1 The Equality Act 2010 ~~-~~covers General Qualifications. All Kings College ~~-~~staff must ensure that the ~~access arrangements~~Access Arrangements and special consideration regulations and guidance are consistent with the law.

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8.1.2 It is Kings College policy to enable learners to have equal access to training and assessment for qualifications irrespective of their sex, religion, colour, race, nationality, ethnic origin or disability.

87.2 Special needs

87.2.1 A candidate's special needs requirements are determined by the SENCO .

87.2.2 Subject teachers will inform the SENCO of candidates with special educational needs who are embarking on a course leading to an exam. The SENCO can then inform individual staff of any Aaccess Aarrangements that individual candidates may be granted during the course and in the exam. The Exams Officer will distribute exam dates to all parties concerned.

87.3 ~~Access arrangements~~Access Arrangements and Reasonable Adjustments

87.3.1 The process of making ~~access arrangements~~Access Arrangements and Reasonable Adjustments for candidates to take exams is the responsibility of the SENCO. This will include the awarding of the use of Word Processors in accordance with the College's published criteria and the decision to allow candidates separate invigilation within the Centre (either individual or small group) where there is an established history of need.

8.3.2 The SENCO will check the qualifications of the Centre's specialist assessor and that the assessment process is administered correctly.

87.3.3 Submitting completed Aaccess Aarrangement and Reasonable Adjustment applications to the awarding bodies is the responsibility of the Exams Officer, working under the direction of the SENCO.

87.3.4 Rooming and seating for candidates with Aaccess Aarrangements or Reasonable Adjustments will be arranged by the Exams Officer.

87.3.5 Invigilation and support for such candidates will be organised by the Exams Officer, in consultation withwith occasional involvement from the SENCO.

98.0 ESTIMATED GRADES

98.1 No longer applicable. Will remain in policy in case of any further exam cancellations

109.0 MANAGING INVIGILATORS AND EXAM DAYS

109.1 Invigilators

109.1.1 External invigilators will be used for exam supervision. They will be used for all exams held under external exam conditions.

109.1.2 Recruitment of invigilators is the responsibility of the Exams Officer, in liaison with Human Resources.

109.1.3 Advertising for new invigilators, checking references and securing the necessary DBS clearance is the responsibility of the HR Manager.

109.1.4 Fees for securing such clearance are paid by the Centre.

109.1.5 Invigilators are timetabled, trained and briefed by the Exams Officer.

109.1.6 Invigilators' rates of pay are set by the centre administration, in discussion with the Exams Officer.

109.1.7 Training and update sessions are held annually for all invigilators and those facilitating access arrangementsAccess Arrangements.

109.2 Exam days

109.2.1 The Exams Officer will book all exam rooms (via the Cover Manager where necessary) and make the question papers, other exam stationery and materials available for the invigilators.

109.2.2 Premises Support are responsible for setting up desks and chairs in the allocated rooms.

109.2.3 Lead invigilators will start all exams in accordance with JCQ guidelines.

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10~~9~~.2.4 Teaching staff that do not teach the subject may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

10~~9~~.2.5 In practical exams, subject teachers may be on hand in case of any technical difficulties.

10~~9~~.2.6 Exam papers must not be read by subject teachers or removed from the exam room before the end of a session

11~~0~~.0 CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

11~~0~~.1 The centre's published rules on acceptable dress apply at all times.

11.2 A candidate card, displaying the candidate's photograph (GCSE only), legal name, date of birth and candidate number will be placed on each exam desk, in accordance with the seating plan determined by Exams Officer. This will enable invigilators to verify the identity of each candidate

11~~0~~.3 JCQ rules regarding behaviour and use of mobile phones and electronic devices apply at all times in exam rooms and during Non-Exams Assessments and Controlled Assessments

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11~~0~~.4 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

11~~0~~.5 Disruptive candidates are dealt with in accordance with JCQ guidelines. A yellow, amber, red warning card system will be used (especially in internal exams) to re-enforce JCQ rules and posters detailing the consequences of disrupting an exam will be displayed in each exam room. (See also section 15.4)

11~~0~~.6 The Exams Officer, with support from the Attendance Officer, will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines. Candidates arriving late but whilst the exam is still in progress will be allowed to start the exam and be offered the full time to complete it but will be warned that the Awarding Body may not accept their script if they arrived 'very late'. Candidates arriving after the exam has been completed will only be allowed to attempt the exam if they can provide evidence that they have been adequately supervised since the start time of the exam. They will also be warned that the awarding Body may not accept their script. Scripts completed by candidates arriving late will always be despatched to the Awarding Body for marking, pending their decision concerning the circumstances of the late arrival.

11~~0~~.7 Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

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11~~0~~.8 Occasionally,~~nly~~ candidates with ~~Access Arrangements~~Access Arrangements, taking exams in small rooms, may (in accordance with JCQ rules) leave the exam room after one hour and not return to the exam. All other candidates must remain under supervision for the full duration of the examination.

110.9 Clash candidates - the Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

110.10 Special consideration - should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

110.11 Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

11.0.12 The Exams Officer will then forward a completed special consideration form to the relevant awarding body or apply to them on-line within seven days of the last exam in the series.

121. 0 NON-EXAMS ASSESSMENT, CONTROLLED ASSESSMENT, COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS

121.1 Coursework

121.1.1 Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

121.1.2 Heads of department will ensure all coursework is ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent when and to whom.

121.1.3 Marks for all internally assessed work are provided to the exams office by the subject teachers and the heads of subject.

121.2 Controlled Assessment and Non-Exam Assessment

SA separate policies are in place for Controlled Assessments and Non-Exam Assessments. They It defines staff responsibilities with respect to Controlled Assessments and Non-Exam Assessments and provides a risk assessments of the activities involved.

121.3 Appeals against internal assessments

121.3.1 The College is obliged to publish a separate procedure on this subject, which is available from the Exams Office and is published on the College web-site.

121.3.2 The main points are:

- Kings College Guildford is committed to ensuring that whenever its staff mark candidates' work 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. Kings College Guildford 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.

- Kings College Guildford will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

- Kings College Guildford will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.

- Kings College Guildford will, having received a request for copies of materials, promptly make them available to the candidate.

- Kings College Guildford will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

- Kings College Guildford will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.

- Kings College Guildford will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

- Kings College Guildford will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

- Kings College Guildford will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

- Kings College Guildford will inform the candidate in writing of the outcome of the review of the centre's marking.

- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

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

12~~1~~.4 Appeals concerning ECDL Automated assessments are also covered by a separate procedure.

13~~2~~. 0 RESULTS, ENQUIRIES ABOUT RESULTS (EARs) AND ACCESS TO SCRIPTS (ATS)

13~~2~~.1 Results

13~~2~~.1.1 Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses.

13~~2~~.1.2 Arrangements for the ~~school~~College to be open on results days are made by the Office Manager.

13~~2~~.1.3 The provision of staff on results days is the responsibility of the Principal.

13~~2~~.2 Result Enquiries (EARs)

13~~2~~.2.1 Following the issue of results, the general qualification Awarding Bodies offer post results services. Details of these services, internal deadlines for requesting a service and fees charged will be provided by the Exams Officer.

13~~2~~.2.2 The service, *Enquiries about Results* (EARs), may be requested by centre staff or candidates (or their parents/carers), if there are reasonable grounds for believing there has been an error in marking. If a query is raised about a particular examination result, the Exams Officer, teaching staff and Principal will investigate the feasibility of requesting an enquiry at the College's expense.

13.2.3 When Kings College does not uphold a request from an internal candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf. (See section 7~~6~~. Exam fees)

13.2.4 If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

~~12.2.3 Private candidates should contact Awarding Bodies directly for any Enquiries about Results.~~
~~When Kings College does not uphold a request from an internal candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.~~

~~If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.~~

~~12.2.4~~ 13.2.5 A candidate's written permission must always be obtained before a re-mark is requested.

~~12.2.5~~ 13.2.6 Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services http://www.jcq.org.uk/exams-office/post-results-services and A guide to the awarding bodies' appeals processes http://www.jcq.org.uk/exams-office/appeals.

~~12.2.6~~ 13.2.6 Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's

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internal appeals arrangements. Candidates, parents/carers are not permitted to make direct representations to an awarding body.

13.2.7 The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

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132.3 **Access to Scripts (ATS)**

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

132.3.2 Pearson provide electronic access to GCSE scripts before reviews of marking are requested. For other Awarding Bodies, reviews of GCSE marking cannot be applied for once an original script has been returned.

143.0 CERTIFICATES

143.1 Certificates for Kings College students are presented in person or collected and signed for. Exceptionally, they may be posted 'first class signed for' at the candidates' expense.

143.2 Certificates may be collected on behalf of a candidate by an adult third party, provided they have been authorised to do so by the candidate in writing.

143.3 Certificates are not withheld from candidates who owe fees.

143.4 The College retains certificates for six years.

14.5 Certificates uncollected after 6 years are destroyed.

14.6 A record of destroyed certificates is maintained.

154.0 STATEMENT OF FAIR ASSESSMENT

15.0.1 We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate and direct route.

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~~14.0.1~~

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15.0.2 Our Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness.

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~~14.0.2~~

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~~14.0.3~~ 15.0.3 We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

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154.1 Access

Students are made aware of the existence of this policy and have open access to it. It can be found in the Examspolicies section of the schoolCollege web site.

All staffstutors are made aware of the contents and purpose of this policy.

This policy is reviewed annuallyevery 2 years and may be revised in response to feedback from students, staffstutors and external organisations.

14.2 15.2 What students can expect from us

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154.2.1 We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.

15.2.2 All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.

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14.2.2

15.2.4 Internal assessments will be carried out fairly and according to awarding body instructions.

14.2.4

14.2.5 15.2.5 Externally marked tests and exams will be conducted according to the requirements of the awarding body.

14.3 15.3 Students can also expect:

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154.3.1 To be fully inducted onto a new course and given information that can be shared with parents and carers.

14.3.2 15.3.2 Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course and when assignments are set.

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15.3.3 To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.

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14.3.4 15.3.4 Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

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154.4 Cheating and Plagiarism

A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore students can expect an awarding body to be informed if:

- They are found guilty of copying, giving or sharing information or answers, unless part of a joint project
- They use an unauthorised aid during a test or examination
- They copy another student's answers during a test or examination
- They talk or communicate with other candidates in any way during a test or examination.

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body. If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Complaints Policy.

165.0 STAFF MALPRACTICE

In the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications and also regarding exams invigilated by staff at the ~~school~~College and marked externally, investigations into allegations will be fully investigated and where appropriate the disciplinary procedure will be followed.

If work, which is not the candidate's own work, is submitted for moderation/verification or for marking, the awarding body may not be able to give that candidate a result.

165.1 Examples of Malpractice

Attempted or actual malpractice will not be tolerated.

165.1.1 The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates work prior to external moderation/verification.
- Assisting candidates with the production of work outside of the awarding body guidance.
- Fabricating assessment and/or internal verification records or authentication statements.

165.1.2 The following are examples of malpractice by staff with regard to exams:

- Assisting candidates with exam questions outside of the awarding body guidance.
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised.
- Tampering with scripts prior to external marking taking place.

16.1.3 Whistleblowing

Whistleblowing is encouraged, not penalised, and staff are made aware that they have a duty to report any concerns they have about the conduct of examinations. The head of centre aims to create and maintain an approach to examinations that reflects an ethical culture, and encourages staff and students to be aware of and report practices that could compromise the integrity and security of examinations. In compliance with section 5.11 of the JCQ's General Regulations for Approved Centres1, Kings College will:

• Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place.

• Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation

• As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected Malpractice: Policies and Procedures2 and provide such information and advice as the awarding body may reasonably require.

176.0 POLICY REVIEW

~~16.1~~ This policy will be reviewed annually.