

Liverpool College

Examinations Policy



Mission Statement

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

Core Values

We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess


We believe that the development of character, creativity intellect and spirituality, are the primary aims of education.

We work together to create a happy and caring school community which is engaged in our local community and the wider world

We pursue high standards in every area of school life

This is a whole school policy and applies to the Primary and Secondary Phase, Boarding, Breakfast Club and after school activities.



Approved Date	9 th November 2024
Review Date	9 th November 2025
Principal	 Mrs A Haynes

Introduction

The purpose of this policy is:

- to ensure the planning and management of public examinations (and internally assessed components) is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

Roles and Responsibilities

Principal

The Principal/Head of Centre has overall responsibility for Liverpool College as an examination centre and will report all suspicions of, or actual incidents of, malpractice. The Principal completes the Head of Centre declaration and ensures:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, internally assessed marks
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority
- SLT and exam office personnel familiarise themselves with the contents of the current General Regulations for Approved Centres (GR) booklet. In particular, 5.1, 5.3 and 5.4.
- relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service.
- relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

Senior Vice Principal

- Manages the Examinations & Inclusion Manager and the Assistant Examinations Officer.
- Liaises with Examinations & Inclusion Manager on organisational matters.
- Advises on appeals and re-marks.

Examinations & Inclusion Manager

The Examinations & Inclusion Manager is the person appointed by the Principal to act on behalf of, and be the main point of contact for Liverpool College in matters relating to the general administration of Awarding Body examinations and assessments.

- Understands the contents of annually updated JCQ documents including:
 - General Regulations for Approved Centres
 - Instructions for conducting examinations
 - Suspected Malpractice - Policies and Procedures
 - Post-Results Services (PRS)
 - A guide to the Special Consideration process

- Completes and submits the National Centre Number Register annual update (administered on behalf of the JCQ member Awarding Bodies by OCR by the end of October every year to confirm the centre's contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)
- Is familiar with the contents of annually updated information from Awarding Bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period
- Works with the Deputy SENCo to ensure invigilators supervising Access Arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the Principal in ensuring that Awarding Bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials
- Advises on annual examination timetables and application procedures set by the various awarding authorities.
- Produces and distributes to staff and candidates an annual calendar for all examinations and communicates regularly with staff concerning imminent deadlines and events.
- Provides and confirms detailed data on estimated entries.
- Ensures candidates and parents understand aspects of the examination timetable that will affect them.
- Identifies and manages examination timetable clashes.
- Administers Access Arrangements and makes applications for Special Consideration.
- Ensures the timely entry of candidates for their examinations.
- Supervises the Assistant Examinations Officer (AEO) on the receipt, checks and secure storage of all examination papers, including the delivery and collection to/from examination rooms and that scripts are completed and securely stored until Parcelforce collection.
- Consults with teaching staff to ensure that necessary Non-Examination Assessment (NEA) work is completed on time and in accordance with the Joint Council for Qualifications (JCQ) guidelines and College policy.
- Ensures the timely submission of candidates' NEA marks and materials.
- Arranges for dissemination of examination results and certificates to candidates
- Submits, in consultation with the Senior Leadership Team (SLT), appeals and re-mark requests.
- Accounts for income and expenditures relating to all examination costs and charges.

Heads of Faculty

- Offer guidance to candidates on entries.
- Participate in post-results procedures.

- Complete all mark and declaration sheets accurately to deadlines as set by the Examinations & Inclusion Manager.
- Consult with Examinations & Inclusion Manager regarding possible dates for speaking examinations and visits by external moderators etc by February half-term.
- Must immediately inform the Examinations & Inclusion Manager of any change of specification.

Subject Teachers

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines
- Keep updated with Awarding Body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant Awarding Body training and update events
 - Notify access arrangements (as soon as possible after the start of the course).
 - Submit candidate names and tiers to Heads of Faculty.

SENCo/Deputy SENCo

- Identifies and tests candidates to assess requirements for Access Arrangements.
- Submits applications for Access Arrangements online to the Awarding Bodies.
- Provides the Examinations & Inclusion Manager with the names of candidates requiring Access arrangements within the deadlines set by the Joint Council for Qualifications/Awarding Bodies before 1st March.
- Distributes the Access candidate List with entitlements to all staff in advance.
- Provides additional support to help candidates as required.
- Conducts appropriate training for staff and Invigilators involved in Access Arrangements.

Invigilators

- Must be familiar with all procedures contained in the current JCQ Instructions for Conducting Examinations document.
- Collect all examination papers in the correct order at the end of the examination, complete the attendance register and return to the Examinations Office.
- AEO is responsible for the delivery and collection of completed scripts and for the checking and secure packing and sending same day.

Candidates

All candidates are provided with a copy of the JCQ Notices to Candidates. They will then:

- confirm and sign entries;
- confirm understanding of internal assessment regulations and sign a declaration that authenticates the work as their own;
- confirm their understanding of examination regulations.

Reception/Office staff/AEO

- Support the Examinations & Inclusion Manager in the receipt and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials;
- Collate and distribute certificates.

The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at Liverpool College are decided by the Heads of Faculty and the Senior Leadership Team. The qualifications offered are Level 1 & 2 qualifications, SATS, Functional Skills, GCSEs, BTEC Certificate & Diploma, AS/A levels and Extended Project Qualification (EPQ). The subjects offered for these qualifications in any academic year may be found in the Option Booklets for that year.

At GCSE, all candidates will be entitled and enabled to achieve qualifications from an external awarding body.

Post-16, A Level examination will be completed in the summer of Chapter 13.

Examination Seasons and Timetables

Public examinations are typically scheduled in November, January, March and May/June. The examination series used are decided by the SMT. The Examinations & Inclusion Manager will arrange the distribution of individual candidate timetables for external examinations once confirmed.

Entries, Entry Details, Late Entries and Re-takes

Candidates are selected for their examination entries by Heads of Faculty in consultation with Subject Teachers. Entry deadlines are circulated to Subject Leaders by the Examinations & Inclusion Manager. Late entries are authorised by Head of Sixth Form, Heads of Faculty and the Examinations & Inclusion Manager. Unauthorised late entry fees will be paid by the subject department. Re-take decisions will be made in consultation with the candidates, the Head of Sixth Form and the Heads of Faculty.

Examination Fees

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the pupil without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit NEA work) where the Governing Body originally paid or agreed to pay the entry fee. An examination entry fee may also be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- the examination is a re-sit.

Candidates 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. Candidates must pay the fee for an enquiry about a result in advance, and

in cases where Liverpool College does not uphold the enquiry and the candidate can insist on pursuing the enquiry.

Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary NEA requirements.

This fees reimbursement statement will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

The Equality Act 2010 - Special Needs and Access Arrangements

Liverpool College staff ensure that the Access Arrangements and Special Consideration Regulations and guidance are consistent with the law. They also must ensure that a reasonable adjustment for a particular person may be unique to the individual and may not be included in the list of available Access Arrangements.

Special Needs

A candidate's special needs requirements are determined by the SENCO. At the start of the academic year, the SENCO will inform subject teachers of candidates with special educational needs who are embarking upon a course leading to an examination and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination. Liverpool College provides support to pupils and students around the stresses of examinations, supporting and signposting for further advice and support, where appropriate.

Access Arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENCO or Deputy SENCO, who will make the online applications for Access Arrangement to the Awarding Bodies (except centre-delegated access arrangements).

Room bookings for Access Arrangement candidates will be arranged by the Examinations & Inclusion Manager. Invigilation and support for Access arrangement candidates will be organised by the Examinations & Inclusion Manager, who will ensure the pupils and students are informed.

Forecast Grades

Heads of Faculty will submit forecast grades online by the Awarding Body deadline.

Managing Invigilators and Examination Days

Invigilators are timetabled and briefed by the Examinations & Inclusion Manager. Securing the necessary Disclosure & Barring Service (DBS) clearance for externally recruited Invigilators is the responsibility of the Human Resource Officer. DBS fees for securing such clearance are paid by Liverpool College.

The Examinations & Inclusion Manager will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the Invigilator.

Estates Manager

- Ensure exam rooms are available and set up as requested
- Ensure grounds or centre maintenance work does not disturb candidates
- Ensure fire alarm testing does not take place during exam sessions

The Lead Invigilator will start all examinations in accordance with JCQ guidelines under the instruction of the Examinations & Inclusion Manager.

Subject Leaders may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

Practical examinations will be managed by subject teachers in liaison with the Examinations & Inclusion Manager.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Faculty at the end of the examination session.

Preventing Malpractice (GR 5.11)

Liverpool 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, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the Awarding Body may reasonably require
- (GR 6.2) Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other Awarding Bodies, the qualifications regulator or professional bodies in accordance with the JCQ document *Suspected Malpractice – Policies and Procedures*

In order to comply with JCQ regulations, Liverpool College will:

- notify candidates, including any private candidates entered through the College, of their examination entries, and the dates and times of their examinations/assessments
- ensure that, in relation to examinations, the JCQ Notice to Candidates poster is displayed in a prominent place outside the examination room and JCQ Mobile Phone and Warning to Candidates posters (A3 size) are displayed both inside and outside the examination room
- ensure that the JCQ Notices to Candidates are emailed to all candidates and House Mentors and also published on the College website at the start of term, prior to the examinations taking place and that candidates are made aware of the content of the JCQ Mobile Phone and Warning to Candidates posters.

- ensure that all candidate data has been supplied to the Awarding Bodies within the terms of the General Data Protection Regulation (GDPR) Regulations 2018 and the Freedom of Information Act 2000 and that candidates have been properly informed that this data has been transferred to the Awarding Bodies.

Liverpool College ensures that:

- the centre number, the date and the start/finish times of each examination is displayed clearly. This can be either electronically and/or written on a board.
- the seating arrangements prevent candidates from overlooking (intentionally or otherwise) the work of others: the minimum distance in all directions from centre to centre of candidates' chairs is 1.25 metres
- wherever possible, for written examinations, all candidates will face in the same direction
- each candidate will have a separate desk or table large enough to hold question papers, and answer booklets
- a seating plan records the location of each candidate and the direction in which he/she was facing.

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Emergency Procedures

The Lead Invigilator should notify all candidates if an alarm is due to be tested during the examination. Unless otherwise advised, all alarms should be treated as an emergency, and candidates should evacuate the room immediately. They must not stop to gather belongings and examination papers should be left on the desk. Candidates are not to speak to each other whether in the examination room or whilst outside of it. They must follow the Lead Invigilator to a meeting point, where a register (the attendance register for that examination paper) will be taken by the Lead Invigilator to confirm attendance.

It is the responsibility of the College to inform candidates of the correct procedures that they should not consult with any of their fellow candidates; if they are seen to do so it may be construed as an attempt to cheat.

Where possible the examination will be resumed as soon as is practical. Candidates will be given 10 minutes or so to re-read the examination paper and answer book(s) and the paper will be resumed. Extra time will be allowed to recompense for the time lost, and they will be advised of a new examination finish time. The Supervisor and/or Invigilator will confirm all of these details to the candidates.

The Examinations & Inclusion Manager will notify the Senior Leadership Team that the examination has been interrupted, and a full report will be submitted to the appropriate Awarding Bodies.

If it is not possible to return to the building, the examination may be abandoned. The Examinations & Inclusion Manager will make this decision and the necessary arrangements.

Contingency Plan

Where timetabled examinations are scheduled on a day when bad weather/other conditions are a factor, the Office of Qualifications and Examinations Regulation (Ofqual) Joint Contingency Examination Plan will come into operation.

Liverpool College operates on the basis that it will open - unless overnight weather/other conditions are so extreme that there would be significant risk to students and staff travelling to school. If for any reason we are unable to open for examinations due to circumstances beyond our control, this will be communicated to all parties by a variety of media. The decision to open/not open school rests with the Principal at all times after due consideration and advice taken.

Where conditions have a significant effect on the number of staff and students that can reach school, a decision not to open is made as early as possible on the relevant morning. Local media outlets are contacted immediately, the website is updated and text messages sent where possible.

IT system unavailable on day of examination

- Download tasks ahead of scheduled examination date where permitted.
- Book IT equipment well ahead and download tasks before scheduled date of examination if permitted.

Exams Manager, Curriculum Leaders, IT Manager, Vice Principal Operations

Candidates unable to access task details.

- Test secure access rights ahead of schedule every year and every session
- Ensure teaching staff have access rights for correct area of awarding organisation secure extranet sites ahead of time.
- Have technical assistance for all online examinations.

Subject Teachers, Exams Manager, IT Manager

Cyber-attack

Where a cyber-attack may compromise any aspect of delivery or results:

- Constant review of risks and weak points in security measures.
- Increasing staff awareness of data security through training.
- Results can be accessed from Awarding Body websites and printed.
- Containment may include isolating/closing a compromised section of the network.
- Attempt to recover any losses and limit the damage.
- Identify any affected data and notify organisations as appropriate.
- Back-up database as per schedule.
- Keep network security up to date.
- Ensure the Exams Manager has access to Awarding Body sites from home.

IT Manager, Exams Manager, Data Manager

Candidates, Clash Candidates and Special Consideration Candidates

Liverpool College's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Candidates' personal belongings remain their own responsibility and Liverpool College accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

For examinations longer than one hour, candidates will not be allowed to leave the examination room until at least one hour after the published starting time. They will not be allowed to return.

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

The Examinations & Inclusion Manager will attempt to contact any candidate who is not present at the start of an examination via Chapter Admin or the school office and deal with them in accordance with JCQ guidelines.

Clash Candidates

The Examinations & Inclusion Manager will be responsible as necessary for identifying escorts, identifying a secure venue and arranging any overnight Quarantine arrangements in accordance with JCQ regulations.

Special Consideration

Should a candidate be unwell and therefore unable to sit an examination; suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert Liverpool College, or the Invigilator to that effect. A Special Consideration claim must be supported by appropriate evidence within five days of the examination; for example, a letter from the candidate's doctor, dated the day of the examination. The Examinations & Inclusion Manager will then apply online for Special Consideration to the relevant Awarding Body within seven days of the examination.

NEA and Appeals against Internal Assessments

NEA work is any piece of written or practical work which is marked by the school or by an external examiner and which contributes to an Award.

Code of Practice

In accordance with the *Code of Practice* for the conduct of external qualifications produced by QCA, Liverpool College is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- the consistency of the internal assessment is secured through internal standardisation as necessary
- staff responsible for internal standardisation attend any compulsory training sessions.

Managing the Production of Non-Examination Assessments (NEA)

NEA tasks will be explained to students appropriately within the guidelines set by the Awarding Bodies. A written outline of what is required will always be given to students.

Assessment criteria and weightings will be explained to students and wherever possible students will be given access to examples of completed NEA work to enable them to judge the standard that is expected of them.

Students will be given realistic timescales to enable them to complete the task in a managed manner. NEA work will be monitored at regular intervals and records kept on the stage of completion of the work. Where permitted, and within Awarding Body guidelines, comments will be made on draft versions as to how work could be improved.

Deadlines, once published within the school, will be enforced. Subject teachers will see any student who fails to meet a NEA deadline. The Head of Faculty will be informed as soon as possible. If there is good cause, supported by a letter from the parents, the Head of Faculty may grant a short extension. If an extension is missed, the Dean(s) will advise parents at the earliest opportunity that their son/daughter is behind with their NEA and seek their active support in ensuring that this is received. A further extension will only be permitted if it is appropriate to do so in exceptional individual circumstances.

All students will correctly complete a declaration of authentication.

Assessment

NEA work will be marked to an agreed standard within each department, using the assessment criteria published by the Awarding Body. Internal moderation procedures stipulated by the Awarding Bodies will be followed and all forms completed. NEA work, once collected and assessed, will be stored securely.

Heads of Faculty will ensure all NEA work is ready for despatch by the deadline set by the Examinations & Inclusion Manager. The Examinations & Inclusion Manager will keep a record of despatch.

Marks for all internally assessed work are confirmed as entered online to the Examinations & Inclusion Manager by the Heads of Faculty.

In all cases, NEA work which is lost, either by candidates or teaching staff must be reported to the Examinations & Inclusion Manager who will then inform the Vice Principal and the Principal. A full investigation will then be carried out, the results of which will be communicated to the relevant Awarding Body.

Conflict of Interest

Reference in the policy to GR relates to relevant sections of the current JCQ publication, General Regulations for Approved Centres

It is the responsibility of the Principal to ensure that Liverpool College:

- Manages conflicts of interest by informing the Awarding Bodies, before the published deadline for entries for each examination series, of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units and maintains clear records of all instances where:
 - examinations office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at Liverpool College itself or other centres
 - centre staff are taking qualifications at their own centre which do not include internally assessed components/units
 - centre staff are taking qualifications at other centres (GR 5.3)

Purpose

The purpose is to confirm how Liverpool College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect any declaration of interest from all centre staff to identify and manage any potential conflicts of interest.

Declaration process

An electronic declaration of interest form is sent to all centre staff.
Forms are completed by 31st October.

Managing conflicts of interest

A conflict of interest record is maintained and any potential conflict declared by Liverpool College staff is centrally recorded. The relevant Awarding Body is informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding bodies administrative process. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded and the affected member of staff informed of these measures/protocols.

The role of the Principal:

Ensure conflicts of interest are managed according to the requirements (GR 5.3)

- Ensure clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)

- Ensure the records are retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR 5.3)
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
- Ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment (GR 5.3)

Additional responsibilities:

- Ensure that staff are aware of the requirement to declare any interest
- Ensure that declarations are recorded as potential conflicts of interest - or add Not applicable

The role of the Examinations & Inclusion Manager

Ensure the process for collecting declarations of interest is undertaken Identify and follow the awarding body's administrative process for submitting details of members of staff who are:

- Taking qualifications which include internally assessed components/units at their own centre
- Teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units (GR 5.3)

Retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR5.3)

Malpractice

Should NEA malpractice be suspected the teacher suspecting the malpractice should communicate his/her suspicions to the Head of Faculty. If the student has simply misunderstood the requirements of the NEA he/she should be given another opportunity to resubmit the piece in full. If malpractice has occurred the Examinations & Inclusion Manager must be informed at least 5 school days prior to the deadline for posting the form to the Awarding Body.

AI use in Assessments: Protecting the Integrity of Qualifications

- As has always been the case, and in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres all work submitted for qualification assessments must be the students' own.
- Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions;
- Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice;

- Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.
- Teachers and assessors will only accept work for assessment which they consider to be the students' own (in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres); and
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they will investigate and take appropriate action.

Appeals against Internal Assessments

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the College concerning the internal assessment as required by the JCQ Code of Practice.

The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves.

The appeal must be made in writing to the Examinations & Inclusion Manager before the date of the last externally assessed paper for the relevant subject(s).

The enquiry into the internal process will normally be led by the Examinations & Inclusion Manager and the Vice-Principal, provided that neither has played any part in the original internal assessment process.

The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the *Code of Practice*.

The appellant will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body
- any steps taken to further protect the interests of the candidates.

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgment on marks awarded is that of the Awarding Body. Appeals against matters outside the College's control will not be considered in the College's appeals procedure.

The Head of Faculty must provide the following for the appeal panel:

- the mark scheme or criteria for the NEA provided by the Awarding Body
- the Faculty mark scheme or marking criteria given to the teachers for marking the NEA if this differs from that of the Awarding Body
- dates when the NEA was set and to be handed in for that student
- evidence that all teaching groups have been given the same length of time
- the procedure for candidates who were absent when the NEA was set or were absent for part of the period during which the NEA was being carried out i.e. any extensions allowed

- dates when the teachers marked the NEA
- the name of the teacher in charge of the internal standardisation
- dates when members of the Faculty attended the last Awarding Body standardisation meeting
- evidence that the information from this meeting was disseminated to the department
- date(s) for departmental standardisation meeting and teacher attendance.
- if the teacher assessing the piece of NEA was absent, what was done to ensure that the information was given to this teacher
- copy of NEA marks sent to the Awarding Body.

Appeals have to be made by 30 June in the year that the work was assessed. The panel's findings will be notified in writing and recorded for Awarding Body inspection.

Results, Enquiries about Results (EARs) and access to scripts (ATS)

Results

Candidates will receive individual results slips on results days in person at Liverpool College. If a candidate is unable to collect in person, results will be posted to the home address, or in special circumstances they can be emailed but this must be requested in advance.

Arrangements for the school to be open on results days are made by the Vice Principal.

The provision of staff on results days is the responsibility of the Vice Principal.

Results Enquiries

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. When Liverpool College does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Access to Scripts

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. If a result is queried, the Examinations & Inclusion Manager, teaching staff and the Principal will investigate the feasibility of asking for a re-mark at Liverpool College's expense. Staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Certificates

Certificates are distributed in school and signed for their receipt.

Leavers: Certificates are to be collected from Reception during November.

Liverpool College retains certificates for one year. Unclaimed certificates are returned to the Awarding Bodies, unless a written request is received for posting.

Related Documents

JCQ Document & General Regulations

JCQ Access Arrangements, Reasonable Adjustments and Special Considerations Regulations

JCQ AI use in Assessments: Protecting the Integrity of Qualifications

JCQ Suspected Malpractice Regulations

Related Policies

TL10b Examination Contingency

TL10c Electronic Assessments

TL10d EARS Policy

TL10e Non-Examinations Assessment Policy

EO01 Equal Opportunities

TL06a SEND Policy