

## OLD BUCKENHAM HIGH SCHOOL


**EXAMINATION POLICY 2023/24**

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## **1. Examination Policy**

### **Rationale**

External examinations provide vital summative assessment, generally at the end of a Key Stage. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the school participates in administration of these examinations in the best interests of the students and the school. In addition, other internally set and marked examinations may take place at stages in a student's progress through the school in order to both prepare for external examinations and assess student learning.

### **Key Stage 4**

It is the expectation that all students should be enabled to achieve an entry for qualifications from an external awarding body, i.e. GCSE, Cambridge National, Btec, Functional Skills.

### **Specification/Awarding Body**

- The awarding body and specification will be decided by Heads of Subject.
- Any proposed major changes to the exam board, style or timing of examinations and courses must be discussed and agreed with departmental staff.
- The Head of Subject must inform the Exams Officer in writing of any changes to the exam board or exam timing as soon as they are agreed.
- For courses of study provided for pupils, please see Appendix 1.

### **GCSE Exam Season**

- GCSE examinations will take place in the Summer series (May/June) at the end of KS4.
- Modular tests will take place throughout the KS4 course where appropriate.
- A full timetable of GCSE examinations will be issued by the Exams Officer by 31<sup>st</sup> January before the Summer Series.

### **Entries**

- Heads of Subject must provide the Exams Officer with details of all candidates to be entered for their subject, together with correct entry codes and tier of entry, by 1<sup>st</sup> February of each year.
- Any subsequent amendments to, or withdrawal of, entries must be made by Heads of Subject or Head of Year in writing to the Exams Officer.
- Any late entry/amendment fees which incur a financial penalty from the exam board will be charged to subjects if they arise from that subject's error or omission.
- The school may impose a charge equal to the financial charges levied by exam boards on:
  - students whose entries are withdrawn because of lack of coursework;
  - students who decide to sit/not to sit an examination after the late entry/withdrawal deadline;

- students who fail to attend an exam and do not produce medical evidence or evidence of other mitigating circumstances.
- Candidates will only be entered for a terminal examination:
  - when there has been good attendance throughout the course unless there is medical evidence or reasonable mitigating circumstances;
  - where coursework has been completed sufficiently to at least obtain a grade.
- The school reserves the right not to enter students for examinations if they have failed to complete the appropriate course and to advise against entry where a pupil is perceived to be overloaded or struggling with a course.

### **Coursework/Controlled Assessment**

- Heads of Subject are responsible for collating coursework/controlled assessment marks and completion of the Candidate Record Forms, Centre Declaration Sheet and Centre Mark Sheets.
- Completed Centre Mark Sheets (and coursework/controlled assessment where required) must be passed to the Exams Officer by 7<sup>th</sup> May each year, together with a list of any lost or damaged coursework.
- The Exams Officer is responsible for ensuring all documentation is forwarded to the exam boards by the deadline specified.
- The Exams Officer will report any lost/damaged coursework to the exam board.

### **Access Arrangements**

- The SENDCO and Exams Officer will work closely together to ensure Access Arrangements are administered in line with the Joint Council for Qualifications (JCQ) Regulations and Guidance for all eligible candidates to ensure no student is disadvantaged.

### **Candidate Briefing**

- A series of information assemblies will be run by the Exams Officer (either in person or recorded) to familiarise Year 11 candidates with the regulations of the JCQ.
- All Year 11 candidates will be provided with the following prior to the summer term:
  - Candidate Code of Conduct for Examinations (Appendix 2)
  - Current JCQ 'Information for Candidates'
  - Personal timetable
- Subject teachers will be expected to familiarise candidates with the layout of exam papers.

### **Exam Clashes**

- The Exams Officer will identify any examination clashes for the Summer series and indicate arrangements to be put in place when the timetable is issued.
- Papers will be rescheduled for the same day wherever possible, and candidates informed of the supervision requirements of JCQ.

## **Storage of Papers**

- All examination papers will be checked and logged on arrival and stored securely in line with JCQ Regulations by the Exams Officer.
- Splitting of papers, where required for separate venues, will take place in the secure storage in the presence of the Exams Officer and an additional invigilator.
- Papers will only be removed from secure storage by, or on instruction from, the Exams Officer.
- Papers will be double checked for date and time by an invigilator before being opened by the Exams Officer (second pair of eyes).

## **Venue**

- All examinations will take place in the Hall where possible.
- The Exams Officer will organise all other venues necessary in liaison with the SEND Administrator and subject teachers where appropriate.

## **Invigilation**

- Invigilation will be organised by the Exams Officer in line with JCQ Regulations.
- The Exams Officer will recruit exam invigilators and provide all necessary training on an annual basis.
- The Exams Officer is responsible for producing an invigilation timetable for all external examinations.
- All exam invigilators will undergo a DBS check.
- The Exams Officer will start and finish all exams where possible.
- Under no circumstances may members of centre staff be present at the start or during examinations unless prior arrangement has been made with the Exams Officer or Head of Centre. This includes the time when the room is being prepared and when papers are being collated at the end of the exam.
- Spare question papers will be available to Heads of Subject by the Exams Officer only when candidate scripts have been collated, sealed, and sent off.
- Invigilators must bring any concerns regarding irregular conduct or malpractice by candidates to the immediate attention of the Exams Officer.

## **Special Consideration**

- Special Consideration, where appropriate, will be requested by the Exams Officer in line with JCQ Regulations and Guidance.
- Teaching staff are required to inform the Exams Officer immediately if they become aware of any changes in a candidate's circumstances which may qualify for special consideration.

## **Results**

- Results will be collated and disseminated by the Exams Officer on Results Day (usually the last Thursday in August).
- Students may collect their results statements in person between 10am and 12noon on Results Day.
- Results will also be available via Go4Schools from 9am on Results Day.

### **Access to Scripts/Review of Marking**

- Heads of Subject may request Enquiries About Results (EARs) and resulting fees from Exam Boards will be charged to faculty accounts unless otherwise agreed by the Head of Centre.
- If an EAR is requested by a parent/carer or student, the request must be made directly to the Exams Officer and accompanied with the correct payment before the request will be processed.
- EARs must be authorised by candidates concerned (as set out in the EAR's policy) before being actioned.

### **Certificates**

- Certificates will be collated by the Exams Officer and made available for collection at Presentation Evening in the Autumn term.
- Any certificates not collected at Presentation Evening should be collected from the Exams Officer by 31<sup>st</sup> January the following year.
- Candidates must inform the Exams Officer if they wish to nominate someone to collect their certificates on their behalf.
- Under current GDPR certificates will be returned to the exam board after a period of 5 years, if not collected.

## 2. Use of Laptops in Examinations

This section is updated annually, in the autumn term, on the publication of JCQ regulations and guidance contained in the **publications Access Arrangements and Reasonable Adjustments and Instructions for Conducting Examinations**.

Where the use of a word processor in examinations/assessments meets JCQ criteria, Old Buckenham High School will:

- Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working (NWOW) within the centre and is appropriate to their needs.
- Acknowledge that controlled assessment or coursework can normally be completed on word processors unless prohibited by the specification.
- Permit a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Ensure that a JCQ word processor cover sheet is completed and attached to the candidate's word-processed script before despatching to the examiner or awarding body (if required).

### **Allowing the Use of Word Processors in Examinations - Pupils with SpLD**

Pupils will be allowed to use a laptop in examinations under the following conditions:

- They have a diagnosed learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;
- A need has been established and its use is recommended by an Educational Psychologist / specialist assessor approved by the school.
- The student has been using the laptop as their normal way of working (NWOW) in any subject where they wish to use a laptop in an examination and has had specific practice and rehearsal in the use of a laptop under examination conditions (e.g. in mock exams).

### **Allowing the Use of Word Processors in Examinations - Pupils without SpLD**

A word processor cannot simply be granted to a candidate because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working (NWOW) (in the classroom and/or mock examinations/internal school tests) within the centre and be appropriate to the candidate's needs.

Only candidates with the following conditions who would benefit from the use of a word processor may be considered:

- a medical condition affecting the speed or legibility of handwriting;
- a physical disability affecting the speed or legibility of handwriting;
- a sensory impairment;
- illegible handwriting;
- planning and organisational problems when writing by hand;
- a temporary medical condition e.g. broken arm.

## **Provision of Laptops to Exam Candidates**

Old Buckenham High School will ensure that JCQ regulations are strictly adhered to and provide a laptop according to the following regulations.

### **A word processor:**

- will be used as a typewriter, not as a database, although standard formatting software is acceptable;
- will have been cleared of any previously stored data. A memory stick cleared of any previously stored data will be provided for the candidate.
- will be in good working order at the time of the examination;
- will 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 separately, a separate invigilator will be used.
- will have the facility to print from a portable storage medium (memory stick). This will be done after the examination is over by the Exams Officer or designated invigilator. The candidate will be present to verify that the work printed is their own and sign each page. Word processed scripts will be attached to any answer booklet which contains some of the answers;
- will be used to produce scripts under secure conditions.
- will not perform skills which are being assessed;
- will not be connected to an intranet or any other means of communication;
- will not give the candidate access to other applications such as a calculator, spreadsheet etc;
- will 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 voice recognition technology (the script will have a scribe cover sheet attached where required), or the awarding body's specification permits the use of automatic spell checking.
- will not include voice recognition technology unless the candidate has permission to use a scribe or relevant software;
- will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

A word processor cover script (Form 4) will be printed from the JCQ website and attached securely to the candidate's type script (if required by the examining body).

The candidate will be reminded to save their work at regular intervals and to use a predefined document template with the correct 12pt font and double line spacing.

The candidate will be reminded to ensure that their Centre Number, Candidate Number, Candidate Name and the Unit/Component Code of the exam paper appear on each page as a header or footer. If the candidate chooses to use Notepad or Wordpad he or she may handwrite their details as a header or footer, once their typed script has been printed off and number the pages appropriately.

The Exams Officer will issue laptop users with an instruction sheet (see appendix 3) prior to the commencement of the summer exam series.



### **3. Malpractice in Exams**

Candidate Malpractice means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessment or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of an examination paper.

Candidates have been given, in advance of each exam session, clear instructions (both written and verbal) on what they must and must not do in public examinations and clear examples of what is considered to be malpractice. They have also been warned of the consequences should they fail to adhere to the rules and regulations laid down by the exam boards.

#### **What is Malpractice?**

Malpractice is where a candidate, intentionally or otherwise, puts themselves at an advantage over the other candidates. Such examples include, but are not limited to:

- plagiarism in coursework
- use of any unauthorised materials (such as notes, writing on hand, having a mobile phone on their person etc)
- copying or attempting to copy another person's work
- impersonating another person
- including inappropriate or offensive material in scripts
- talking to other candidates

#### **OBHS Responsibilities**

Under the regulations the School is under obligation to:

- notify the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice. The only exception to this is malpractice discovered in controlled assessments or coursework before the authentication forms have been signed by the candidate.
- Investigate the incident thoroughly and as quickly as possible
- Inform candidates of their individual responsibilities and rights as set out in the guidelines
- Pass on to the individuals concerned any warning or notification of penalties and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

#### **The Right of the accused individual**

When, in the view of the investigation, there is sufficient evidence to implicate a candidate in malpractice, that individual must:

- be informed of the allegation made against him or her (preferably in writing but only if circumstances dictate)
- know what evidence there is to support that allegation
- know the possible consequences should malpractice be proven
- have the opportunity to consider their response to the allegations (if required)

- have an opportunity to submit a written statement
- have an opportunity to seek advice (as necessary) and provide a supplementary statement (if required)
- be informed of the applicable appeals procedure, should a decision be made against him or her
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies.

## **What will happen in the case of suspected malpractice?**

### **Written Exam or Controlled Assessment**

If a candidate is suspected of malpractice in a written exam or controlled assessment, the following procedure will apply:

- The candidate will have any unauthorised material confiscated. They will be allowed to finish the paper along with all other candidates.
- Once the exam is concluded they will be asked to remain behind and will be supervised until the Exams Officer can meet with the candidate. This will usually be within 15 minutes of the end of the exam.
- The school will attempt to contact the candidate's parents prior to the interview to advise them of the incident and confirm that the candidate will be interviewed following the exam. (If they are not contactable within this window then the Exams Officer will attempt to contact them in another form so that they are aware of the incident and can discuss it with the candidate).
- The candidate will be advised of their rights as outlined above and then interviewed by the Exams Officer (or a member of the pastoral team).
- The candidate will be asked to provide a statement. This will be done within 24 hours of the incident (if possible) or will not be eligible for submission to the awarding body in mitigation should it be deemed necessary.
- Following the interview an investigation will take place in which the Exams Officer will speak to the Examinations Invigilator at the very least and any other third party and the outcome notified to the candidate/candidate's parents.
- If the investigation concludes that there is suspected malpractice then this will be notified to the Awarding Body.
- The Awarding Body's decision (which should reach the centre within 14 days of the notification but can take up to 1 month depending on the severity of the malpractice) will be sent to the Exams Officer and they will notify the candidate and candidate's family within 24 hours of receipt.

### **The awarding body's response to an allegation of malpractice:**

In the case of notifications of suspected malpractice received from centres, the awarding body will consider the information provided and may decide to:

- take no further action;
- make a decision on the case in accordance the procedures (**see section 8 to 13** of JCQ Suspected Malpractice guidelines [https://www.jcq.org.uk/wp-content/uploads/2021/09/Malpractice\\_21-22\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/09/Malpractice_21-22_FINAL.pdf))

- carry out a further investigation as described in **sections 6.2 to 6.7** (as above) and provide further evidence;
- investigate the matter further itself

## Appeals

If a candidate wishes to appeal the decision by the Awarding Body then the following procedures should be followed :

- 1) The parent or guardian of the candidate, but not the candidate acting alone, must contact the Examinations Office to confirm that they wish to appeal the outcome of the Awarding Body's decision, outlining the grounds upon which they wish to make the appeal (see point 70 & 71 of the JCQ appeals guidelines <http://www.jcq.org.uk/exams-office/appeals> ). The application must be made within 48 hours of the outcome being made available to the candidate. This will allow the School time to investigate and, if the view of the candidate is upheld, get the appeal in to the Examinations Board with the 14 calendar day deadline.
- 2) The Exams Officer together with the Head of Centre (or their delegated representative) will then review the evidence, in line with the JCQ guidelines and advise the parent/guardian or candidate of the outcome.

It must be stressed that only the School is able to make the appeal and it will only do so if it is satisfied that it is able to support the evidence of the candidate. The Head of Centre's decision is final.

- 3) The outcome of the School's investigations will be reported, in writing, to the parents or guardian of the candidate within 48 hours.
- 4) If the Appeal is upheld by the School then the Exams Officer will make the necessary application by the deadline. A fee will be charged by the Exam Board for the appeal and this cost will be borne by the parents. The cost varies and depends on the exam board but will be around £100. Please note that the charge will be refunded if the appeal is upheld by the Awarding Body.
- 5) The Examinations Office will then report the outcome of the appeal to the Awarding Body to parent/guardian and Head of Subject within 24 hours of receipt.
- 6) If the appeal is not upheld then the outcome is final, and no further recourse is available.

Further information may be found in the JCQ publication *A guide to the awarding bodies' appeal process* (<http://www.jcq.org.uk/exams-office/appeals>)

## 4. Exam Complaints and Appeals

This procedure confirms Old Buckenham High School's compliance with JCQ's *General Regulations for Approved Centres 2022-2023*, section 5.8 e that the centre has in place "...a written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."

### Grounds for complaint

A candidate (or his/her/parent/carer) may make a complaint on the grounds below (this is not an exhaustive list).

### Teaching and learning

- Quality of teaching and learning, for example
  - Non-subject specialist teacher without adequate training/subject matter expertise utilised on a long-term basis
  - Teacher lacking knowledge of new specification/incorrect core content studied/taught
  - Core content not adequately covered
  - Inadequate feedback for a candidate following assessment(s)
- Pre-release/advance material/set task issued by the awarding body not provided on time to an exam candidate
- The taking of an assessment, which contributes to the final grade of the qualification, not conducted according to the JCQ/awarding body instructions
- The marking of an internal assessment, which contributes to the final grade of the qualification, not undertaken according to the requirements of the awarding body (complainant should refer to the centre's *internal appeals procedure*)
- Centre fails to adhere to its *internal appeals procedure*
- Candidate not informed of his/her centre assessed marks prior to marks being submitted to the awarding body
- Candidate not informed of his/her centre assessed marks in sufficient time to request/appeal a review of marking prior to marks being submitted to the awarding body
- Candidate not given sufficient time to review materials to make a decision whether to request a review of centre assessed marks

### Access arrangements

- Candidate not assessed by the centre's appointed assessor
- Candidate not involved in decisions made regarding his/her access arrangements
- Candidate did not consent to personal data being shared electronically (by the non-acquisition of a signed Data Protection Notice)

- Candidate not informed/adequately informed of the arrangements in place and the subjects or components of subjects where the arrangements would not apply
- Exam information not appropriately adapted for a disabled candidate to access it
- Adapted equipment put in place failed during exam/assessment
- Approved access arrangement(s) not put in place at the time of an exam/assessment
- Appropriate arrangements not put in place at the time of an exam/assessment as a consequence of a temporary injury or impairment

### **Entries**

- Failure to clearly explain a decision of early entry for a qualification to candidate (or parent/carer)
- Candidate not entered/entered late (incurring a late entry fee) for a required exam/assessment
- Candidate entered for a wrong exam/assessment
- Candidate entered for a wrong tier of entry

### **Conducting examinations**

- Failure to adequately brief candidate on exam timetable/exam regulations prior to exam/assessment taking place
- Room in which exam held did not provide candidate with appropriate conditions for taking the exam
- Inadequate invigilation in exam room
- Failure to conduct exam according to the regulations
- Online system failed during (online) exam/assessment
- Disruption during exam/assessment
- Alleged, suspected or actual malpractice incident not investigated/reported
- Eligible application for special consideration for a candidate not submitted/not submitted to timescale
- Failure to inform/update candidate on the outcome of a special consideration application

### **Results and Post-results**

- Before exams, candidate not made aware of the arrangements for post-results services and the accessibility of senior members of centre staff after the publication of results
- Candidate not having access to a member of senior staff after the publication of results to discuss/make decision on the submission of an enquiry
  - Candidate request for return of work after moderation and work not available/disposed of earlier than allowed in the regulations
  - Candidate (or parent/carer) unhappy with a result (complainant to refer via exams officer to awarding body *post-results services*)

- Candidate (or parent/carer) unhappy with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal (complainant to refer via Head of Centre to the centre's *internal appeals procedure*)
- Centre applied for the wrong post-results service/for the wrong exam paper for a candidate
- Centre missed awarding body deadline to apply for a post-results service
- Centre applied for a post-results service for candidate without gaining required candidate consent/permission

### **Exam Complaints and Appeals procedure**

If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification they are following, Old Buckenham High School encourages them to try to resolve this informally in the first instance. A concern or complaint should be made in person, by telephone or in writing to the head of centre. If a complaint fails to be resolved informally the candidate (or their parent/carer) is then at liberty to make a formal complaint.

### **How to make a formal complaint**

Issues which have not been resolved through the informal procedure may form the basis of an official complaint.

Parents, carers and guardians wishing to move to this level should write a formal letter to the Headteacher. The letter will need to set out clearly issues which have previously been discussed and why the parent, carer or guardian considers the issue to be unresolved.

The Headteacher will consider the complaint and discuss a resolution with the complainant. The Headteacher should offer a resolution to the complainant in writing within 10 school days of receipt of the letter.

### **How a formal complaint is investigated**

- The head of centre will further investigate or appoint a member of the senior leadership team (who is not involved in the grounds for complaint and has no personal interest in the outcome) to investigate the complaint and report on the findings and conclusion.
- The findings and conclusion will be provided to the complainant within 10 school days.

### **Appeals**

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted requesting a Trustee's Complaints Panel.

## Time Scales:

Receipt of complainant's letter	Acknowledgement within 5 school days
Receipt of complainant's letter	Trustees' Panel meeting within 15 school days (unless this goes into school holidays).
Written documentation sent to Trustees' Panel Members and complainant and Headteacher	5 school days before meeting.
Trustees' Panel members decision communicated to all concerned	As soon as possible but within 10 school days of meeting.

Complainants wishing to move to this level of the formal complaint's procedure will need to write a letter to the Chair of Trustees to request that a Trustees' Complaints Panel meets to hear the complaint. This formal complaint letter must be received within 10 school days of the last meeting with the Headteacher concerning the issue. The complainant should write to the Chair of Trustees at the Sapientia Trust Education head office address marking the envelope 'urgent and confidential'. The letter will need to set out the complaint that has previously been formally discussed with the Headteacher and show why the matter is not resolved.

### **Before the meeting:**

The Chair of Trustees should appoint a clerk to the Trustees' Complaints Panel, acknowledge the complainant's letter in writing within 5 school days of receipt and arrange for a panel of Trustees to meet within 15 school days of receipt. It must be recognised that if the letter is received within 14 school days to the end of term it may not be possible to organise the Trustees' panel meeting. In this case the matter should be dealt with within 10 school days of the School reopening.

The Headteacher should be given a copy of the complainant's letter and written documentation should be requested from the School. The clerk should send both the complainant's letter and the School documentation to the Trustees' Complaints Panel members, complainant and Headteacher (and anyone else involved in the meeting) at least 5 school days before the date of the meeting.

The complainant and Headteacher will be invited to attend the Trustee's Complaints Panel meeting to give a verbal statement in support of their documentation. Each of them can bring someone to support them if they wish.

### **At the meeting:**

The complainant and Headteacher (or his representative) should provide all the relevant information they wish, and the Trustees' Complaints Panel members should clarify any points. After the complainant and Headteacher (or their representative) have provided all the information they wish, the Chair will ask all parties to leave except the panel members and the clerk.

## **After the meeting:**

The Trustees' Complaints Panel will write to all concerned within 10 school days to explain their decision and suggest a resolution to the problem, if appropriate. The decision of the Trustees' Complaints Panel is final.

Chapter 3, paragraph 14 of a Guide to the Law for School Governors states: under the Education Act 1996, paragraphs 496 and 497, anyone can complain to the Secretary of State for Education and Skills if he or she believes that a Governing Body is acting "unreasonably" or is failing to carry out its statutory duties properly. However, intervention can only occur if the Governing Body or the Local Authority has failed to carry out a legal duty or has acted "unreasonably" in the performance of a duty. Intervention would have to be expedient in the sense that there would have to be something that the Secretary of State for Education and Skills could instruct either party to do to put matters right.

Once a Trustees's Complaints Panel has heard a complaint and it is clear that correct procedures have been followed, that specific complaint cannot be reopened. If a request is received in this respect, the Chair of Trustees should inform the complainant that the matter is closed.

Any complaints concerning the conduct of school staff will be handled in accordance with the School's internal disciplinary procedures. The details of such an investigation will remain confidential.



## Appendix 1

### Subjects and their related Exam Boards offered at Old Buckenham High School 2024

<b>Subject</b>	<b>Exam Board</b>
Art & Design	Edexcel
Biology	AQA
Chemistry	AQA
Creative Media Production	Edexcel
Drama	AQA
Design & Technology	AQA
Enterprise & Marketing	OCR
English Language	AQA
English Literature	AQA
Food Preparation & Nutrition	WJEC
French	AQA
German	AQA
Geography	AQA
Health & Social Care	OCR
History	Edexcel
Mathematics	AQA
Music	Edexcel
Physical Education	Edexcel
Physics	AQA
Science (Combined) Trilogy	AQA
Sports Studies	OCR
Russian	Edexcel
Polish	AQA



### Old Buckenham High School

#### Candidate Code of Conduct for Examinations

- Ensure you have read and understood the 'Information for Candidates' sheet.
- Ensure you know the dates and times of all your examinations.
- Correct School uniform must be worn at all times.
- Ensure you arrive in School at least 15 minutes before the scheduled start time of your examination.
- Wait outside the examination room until you are instructed to enter.
- All coats and bags must be left outside the exam room.
- Water (only) may be brought into the exam room, but only in a clear plastic bottle with labels removed.
- Mobile phones, MP3/4 Players, watches, notes and any other prohibited material should not be brought into the exam room. Pockets should be empty.
- Once inside the exam room there must be no communication between candidates.
- Any prohibited item brought into the exam room **MUST BE** handed in.
- Listen carefully to all instructions given to you by the Examinations Officer/Invigilator.
- At the end of your examination, leave the exam room as quickly and quietly as possible and refrain from talking until you have moved well away from the exam room.
- If you fail to sit an examination for which you have been entered, you must provide a medical certificate or reasonable explanation for your non-attendance to the Examinations Officer. Where a medical certificate or satisfactory explanation is not received, the School will seek all costs relating to that examination from your parents/carers.

#### **WARNING**

Examination Boards have the right to cancel your paper, and other papers already completed, if you are caught cheating, using unauthorised material/equipment or disturbing other candidates. They also have the right to disqualify you from all examinations in the series.



## Appendix 3

### Using Laptops in exams

#### Dear Candidate

Approval has been granted for you to use a laptop in exams. If you have not used a laptop in an exam before, and even if you have, you should make yourself familiar with the following procedures.

- A laptop will be provided for your exam together with a USB stick.
- Login details will be provided.
- The spell checker and grammar check will be disabled.
- Access to the internet will also be disabled.
- An exam template will be set up on the desktop. You should use this for all your exams. Double click on Exam Paper.
- The template is setup with the correct font, double line spacing and a header and footer.
- When the Exams Officer tells you (**and not before**), you should fill in the details in the header with your name, candidate number and exam paper reference.
- The footer will auto fill in the date, page number and total number of pages. These details are required by the exam board.
- Once all the details have been filled in – you are ready to type.
- Make sure you number the questions you are answering.
- You should also fill in the boxes on the answer book provided by the exams board with your personal details as this will be sent along with your typed script.
- Make sure you save your work at regularly intervals.
- At the end of the exam, you will be expected to save your work onto the memory stick. Drive D:
- When exam papers are collected you will be required to accompany the exams officer to a nearby office where the script will be printed.
- You will be asked to countersign each page of your script and a cover sheet will be attached to it if required by the appropriate exam board.
- Your script will be placed inside your answer booklet.

If you have any difficulties during the exam please raise your hand and an invigilator will attend to you.