



Kingsworth International School

Public Examinations Policy

1. Overview and purpose

In line with our goal to deliver a high quality British international education, Kingsworth International School (KIS) prepares students in their final years of study (Key Stages 4 and 5) to pass public examinations including IGCSE, IAS and IAL in selected subjects. These examinations are created and delivered by officially recognised exam boards including Cambridge International Assessment and Pearson Edexcel. As a registered exam centre for both of these exam boards, KIS administers these examinations on campus for both students of KIS and, in some cases, for external candidates.

The purpose of this policy is to set out the responsibilities and protocols that must be expected of KIS regarding its administration of public examinations. (It should be noted that this policy does not directly regard internal assessments, which are addressed in other policy documentation.)

2. Core principles

- KIS is fully responsible for ensuring that administration of public examinations respects the stipulations outlined in this document.
- KIS must act ethically in all aspects of public examination administration.
- KIS must act transparently in all aspects of public examination administration.
- Child safeguarding is the principle concern of KIS with regard to the administration of public examinations.

3. Key roles and responsibilities

While the majority of the task of coordinating and administering public examinations is devolved to the Exams Officer, many members of staff are involved in various ways in public examinations within the school: Exams Officer, Headteacher, SENCO, Assistant Head of Academics, Subject Teachers, Invigilators, Assistant and Groundskeeper. The following is a brief summary of their respective roles within the public examination administration process.

Exams Officer

- Ensures that exam entries, including access arrangements, are completed accurately and timely
- Ensures the safe handling of exam documents

- Ensures that facilities and policies are kept up to date
- Ensures that exam dates are accurately and completely communicated to candidates
- Ensures that exam day resources are properly organised, prepared and made available to candidates
- Coordinates invigilation
- Manages exam timetables and room allocations
- Supervises exam-day administration
- Manages compliance in the event of an inspection
- Communicates exam results to candidates in a timely manner
- Communicates deadlines and resit options for candidates
- Maintains accurate records of all relevant matters related to public examinations
- Remains up to date with changes to exam board regulations, protocols and processes

Headteacher

- Acts as Head of Centre
- Holds final responsibility for public examination administration
- Supervises and assists Exams Officer in execution of respective tasks

SENCO

- Advises Exams Officer of instances in which access arrangements may be requested or advised
- Assists Exams Officer in collecting and filling out paperwork related to access arrangements

Assistant Head of Academics

- Assists Exams Officer in ensuring the accuracy of internal candidate entries
- Ensures that key dates are properly communicated to internal candidates
- Ensures that exam day processes and protocols are properly communicated to students
- Ensures that students have sufficient opportunity and support in preparing for their exams
- Ensures that all subject teachers are properly trained, informed and advised regarding public exams
- Makes final decisions about exam entries, including non-entries of students who have not demonstrated sufficient attendance or who do not have the required level to achieve minimum passing marks

Subject Teacher

- Assists Exams Officer in ensuring the accuracy of internal candidate entries
- Ensures that students have sufficient opportunity and support in preparing for their exams
- Marks internal assessments using official mark schemes to guide students toward success in preparing their exams
- Delivers detailed and informed feedback regularly to candidates preparing for public exams
- Supervises in-class assessments so as to give students an idea of the exam conditions expected during public exams

- Liaises with SENCO and Exams Officer in cases in which candidates may require access arrangements

Invigilators

- Collects examination material prior to exam from Exams Officer
- Ensures each candidate has proper materials
- Ensures orderly entry and exit of candidates to and from exam room
- Ensures proper protocols are followed regarding starting and ending exams
- Maintains complete focus and vigilance during exams
- Informs Exams Officer immediately of suspected malpractice
- Collects all materials as required to return to the Exams Officer
- Maintains accurate records as required

Assistant

- Responds promptly to enquiries from stakeholders concerning public exams, or forwards questions promptly to relevant staff members
- Assists Exams Officer and others where required

Building manager

- Ensures the security of exam facilities before, during and after public examinations
- Assists the Exams Officer in preparing rooms for public examinations
- Receives exam materials and transfers materials in a timely manner to the Exams Officer

4. Conflicts of interest

It is the responsibility of all members of staff involved in the administration of public exams to ensure that they do not have any conflicts of interest related to their roles and responsibilities. If unsure about whether a conflict of interest exists, they should immediately communicate with the Headteacher.

It is the responsibility of the Headteacher and Exams Officer to ensure that due diligence is taken that no staff members are assigned to roles in which they may hold a conflict of interest. All conflicts of interest or suspicions of them must be treated promptly.

5. Malpractice

Malpractice is any act or practice which is in breach of the awarding body regulations. KIS must adhere to these regulations to maintain the integrity of qualifications awarded. It is the responsibility of the Headteacher, Exams Officer, Invigilators, and other staff members to ensure that opportunities for malpractice are minimised and suspected or witnessed instances of malpractice are treated promptly following the regulations outlined by the exam boards. KIS is also responsible for promptly communicating suspected, alleged or confirmed malpractice with the exam boards.

Examples of malpractice include:

- Bringing unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving or communicating information which could compromise results of a public examination
- Undermining the integrity of the examination
- Copying work from another candidate
- Colluding with another candidate
- Refusing to follow invigilator's instructions
- Providing false information
- Purposely disrupting the administration of a public examination

Further information about malpractice can be found in Section 24 of JCQ *Instructions for Conducting Examinations* and Section 5.6 of the *Cambridge Handbook 2024*.

6. Exam contingency plans

Contingency plans for public examinations at KIS cover the following areas: unexpected unavailability of examination rooms; unexpected absence of key staff members; unexpected non-receipt of examination materials.

KIS' facilities hold ample space for public examinations, including a main exams hall and several smaller rooms. If an individual room becomes unavailable unexpectedly, then the examination should be set in another room within the main building. This may require cancellation of scheduled classes and activities. In all cases, exam room contingency takes precedence. If the main building becomes unavailable for an unexpected reason, exams may be held in the staff room annex, which may accommodate up to 18 candidates. If both the main building and annex are unavailable, or if arrangements must be made requiring a number of candidates superior to 18, then the Primary Campus building may be used. The Exams Officer holds responsibility for communication of contingency adjustments to candidates and staff.

During the timetabling of public examinations, back-up arrangements must be planned for all invigilators, so that a substitute invigilator may be called in the case of invigilator absence. To ensure sufficient contingency, one unique back-up invigilator must be designated for each invigilator up to 2 invigilators. If more than 2 invigilators are scheduled concurrently, then the ratio of invigilators to back-up invigilators must be at least three to two. Back-up arrangements should also be made to cover the roles of the Exams Officer if necessary during administration of public examinations.

It is the responsibility of the Exams Officer to ensure that materials are properly received and handled in advance of each scheduled public examination. The Exams Officer should also promptly communicate with the relevant exam board if it appears that material has not arrived on time. However, some materials are only made available on the day of the exam. All relevant exam board regulations should be followed regarding any situation in which these materials do not arrive on time.

7. Internal appeals and complaints

Internal appeals and complaints refer to any instance in which a candidate, candidate's representative, or member of staff would like to bring to light a factor within the purview of the exam centre, rather than the awarding body, that may impact a candidate's results. These can include disruptions to exam administration, improper exam administration, improper handling of exam materials, among other things.

All internal appeals and complaints must be addressed in writing, either physically or electronically, to both the Exams Officer (exam-officer@kingsworth.fr) and the Head of Centre (headteacher@kingsworth.fr). Once received, it is the responsibility of the Exams Officer and Head of Centre to respond promptly and to determine whether further actions, such as notification of the awarding body, must be taken. If the internal appeal involves either the Exams Officer or Head of Centre themselves, then the appeal may also be addressed to KIS Human Resources (hr@kingsworth.fr).

8. Equalities

All exam centre staff must ensure that they respect the equalities provisions of the EU Charter of Human Rights and, for UK-based exams, the UK Equalities Act 2010. This means that discrimination on the basis of any of the following protected categories is strictly prohibited: race, ethnic origin, religion, belief, disability, age, sexual orientation, sex, gender, pregnancy status.

The centre will comply with all additional equalities regulation emanating from the awarding bodies, including making reasonable adjustments to the service they provide to candidates. Responsibility for such adjustments falls on the Exams Officer and Senior Leaders.

9. Child protection/safeguarding during exams

Before, during and after the administration of public examinations, staff owe a duty of care to all students. This includes ensuring a safe environment and taking action to protect children who have been harmed or are at risk of harm. Further relevant provisions of the school's Child Safeguarding Policy can be found in the following policy documents:

- Child Safeguarding Policy
- Staff Code of Conduct
- Student Code of Conduct
- Safer Recruitment Policy

10. Data protection

All sensitive data, such as names and contact details of candidates and their families, must be kept securely stored in respect of data protection policies in vigour both internally and in the European Union.

11. Access arrangements

Access arrangements are special arrangements sought out following established processes according to exam board regulations providing candidates with accommodations such as extra time, access to a word processor, a separate room, or access to a reader. In all cases of access arrangements, the proper protocols established by the relevant exam board must be followed. If an access arrangement has been approved by an exam board, it is the responsibility of the Head of Centre and Exams Officer to ensure that the enumerated access arrangements are planned for and implemented, and that adequate records are kept on file in case of an inspection. It is also the responsibility of teachers and parents to signal cases from their experience in which access arrangements may be required. It is the responsibility of the Head of Centre and Exams Officer to follow up promptly on requests for access arrangements.

12. Use of word processors

Word processors may be used for exams normally conducted on paper under specific circumstances and respecting awarding body regulations. The Head of Centre and Exams Officer are the only staff members who may approve word processor use for a candidate. In general, the circumstances permitting use of a word processor include poor legibility of handwriting, slow speed when writing by hand, and limited ability to effectively plan and organise responses when writing by hand, usually linked with a documented access arrangement. Word processor use should reflect a candidate's Normal Way of Working (NWOW), which takes account of in-class working, small group working, internal assessment working, and mock assessment working. The only exception to the NWOW arrangements is the case in which a candidate has a temporary injury or diagnosis that impairs their ability to write on paper.

When word processors are used, it is the responsibility of the Head of Centre and Exams Officer to ensure that:

- spelling and grammar checking software are turned off, unless access arrangements specify otherwise
- the word processor has been cleared of all previously stored data and any portable data storage device
- the word processor is in good working order at the time of the examination
- the word processor is not connected to internet or intranet or any other means of communication
- applications such as calculators, spreadsheets, speech recognition, graphic design software or predictive text are turned off
- the word processor is connected to a printer so the candidate's script can be printed immediately in the presence of the candidate for secure handling.

13. Security of assessment material

All assessment material must be securely stored and handled in accordance with regulations of awarding bodies. It is the responsibility of the Head of Centre and Exams Officer to ensure secure handling of assessment materials. It is also the

responsibility of the Head of Centre and Exams Officer to ensure that updates to awarding body regulations are taken into account, and KIS document handling protocols are updated promptly. The school has a secure room for storage of documents. Only two keys exist for this room, one of which must remain at all times in a locked safe at the school, and one of which must remain on the person of the Exams Officer or Head of Centre. The only staff members permitted access to this safe room are the Head of Centre, Exams Officer and Secretary.

14. AI regulations

The use of automatic text or image generators such as AI programs is strictly prohibited in relation to materials for public examinations, except in accordance with exceptions communicated by awarding bodies. Any breach of this policy will be communicated promptly to awarding bodies.

15. Yearly update procedure

This document should be reviewed at the start of the school year by all relevant members of staff. It is also updated and reapproved by 1 August of each school year. The yearly review of the protocol should be conducted by a council including the Headteacher and the Exams Officer. The new version of this policy document is not to be considered valid until signed and dated by both Headteacher and the Exams Officer.

Approved on:

Signatures:

Printed names: