

# Exams Policy

North Halifax Grammar School



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<b>Owner:</b>	Examinations Officer

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## 1. INTRODUCTION AND AIMS

North Halifax Grammar School is committed to ensuring that exams are managed and administered effectively.

The aim of this exams policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates.
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them.
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies.

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

The exam policy will be reviewed every three years by the Senior Leadership Group (SLG) and the Exams Officer.

The school follows the regulations, instructions and guidance set out by Ofqual and JCQ and their documents. These are referenced within this policy and can be found at [www.jcq.org.uk](http://www.jcq.org.uk) and [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual) and any changes made to their guidance for a particular exam series under exceptional circumstances, will supersede this policy.

## 2. EXAM ROLES AND RESPONSIBILITIES

### The Head of Centre:

- Has overall responsibility for the school as an exams centre.
- Is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the JCQ regulations and awarding body requirements.
- Must read and refer to the JCQ guidelines and is responsible for making sure that all staff comply with them.
- Is responsible for making sure that all staff receive appropriate training, support and time to facilitate the effective delivery of examinations and assessments, and that they understand the relevant requirements.
- Is responsible for making sure that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [malpractice in examinations and assessments](#)
- Ensures that [JCQ guidance for centres on cyber security](#) is followed
- Ensures that accurate candidate contact information is obtained and maintained
- Ensures that required information is provided to the National Centre Number Register and updated, as needed
- Ensures appropriate controls are in place that allow accurate data to be submitted to the awarding bodies by the required deadline, e.g. entries and internally-assessed marks
- Ensures that all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority
- Ensures that candidates are entered under names that can be verified against suitable identification such as a birth certificate, driver's licence or passport – and only entered under alternative names in exceptional circumstances

- Ensures that there are appropriate resources in place at the time of exams – such as readers and scribes – to meet candidates’ needs
- Ensures that at least 1 member of staff (a senior designated contact) is available to manage emergency results-related requests from awarding bodies during the summer holidays
- Ensures the security of all assessment materials, and that the materials provided are only shared with appropriate staff and candidates
- Reports any potential or actual breach of examination or assessment materials to the awarding body/bodies immediately
- Retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected

**The Exams Officer (EO)** is responsible for:

- Managing the administration of internal and external exams.
- Reading and referring to the JCQ guidelines.
- Advising SLG, Heads of Faculty/Subject, teaching staff and other relevant staff on annual exam timetables and procedures as set by awarding bodies.
- Overseeing the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicating regularly with staff about imminent deadlines and events. Ensuring this calendar is provided to all staff and candidates
- Ensuring that candidates and their parents/carers are informed of, and understand, aspects of the exams timetable that will affect them
- Checking with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Providing and confirming detailed data on estimated entries
- Maintaining systems and processes to support the timely entry of candidates for their exams
- Receiving, checking and securely storing all exam papers and completed scripts, and make sure that scripts are dispatched as per the guidelines
- Downloading, printing (where appropriate) and storing electronic assessment materials safely and securely as per the JCQ guidelines
- Administering access arrangements and reasonable adjustments, and making applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identifying and managing exam timetable clashes
- Accounting for income and expenditure relating to all exam costs/charges
- Line managing a team of invigilators responsible for the conduct of exams and organising their recruitment, annual training and monitoring
- Ensuring candidates’ coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Tracking, dispatching and storing returned coursework/controlled assessments
- Arranging for dissemination of exam results and certificates to candidates, and forwarding, in consultation with the senior leadership team (SLT), any post-results service requests
- Reporting all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advising on appeals and re-marks
- Being one of the key holders to the secure room where question papers and pre-release materials are stored

- Liaising with HR Manager to make necessary room bookings and cover arrangements for available staff to start exams.
- Liaising with Catering Manager to ensure candidates requiring early lunches are catered for.

**Heads of Department (HODs)** are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Ensuring that decisions about which tier candidates are to sit are communicated to students and parents.
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Ensuring that all internal assessments are conducted in accordance with exam board
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets.
- Ensuring that all marks for internally assessed units are distributed with suitable time frames for appeal.
- Decisions on post-results procedures
- Ensure NEA/coursework is completed according to the latest JCQ guidelines, including the use of AI ([Instructions NEA](#) and [AI Use in Assessments](#))

**Heads of Year/6th Form Management** are responsible for:

- Advising the EO of any relevant changes in candidate details affecting exam entries including: new students, leavers, repeating year, dropping or picking up subjects (GCE).
- Advising the EO of candidates potentially eligible for special consideration and supporting them in the application process.
- Being present, if required, at the beginning of external exams to identify candidates in accordance with exam board regulations – all exam candidates are required to wear ID badges which carry photographic ID. If there is any doubt as to the identity of a student, the relevant Year Group Leader will be asked to assist.
- Checking on absentees during external exams and coordinating absences, informing the EO of any developments/problems which arise out of the process.

**Teachers** are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the subject leader or EO.
- Submitting evidence to the SENDCo to support access arrangement (AA) applications in their subject
- Preparing students for exams with the appropriate AA's where applicable, with reference to information from the SENDCo.
- Complying with JCQ and exam board regulations as per the JCQ website and included in the relevant awarding body specification, as well as those communicated by the EO.
- Ensure NEA/coursework is completed according to the latest JCQ guidelines, including the use of AI ([Instructions NEA](#) and [AI Use in Assessments](#))

- Must comply with 2 factor authentication when accessing secure board materials. Access must not be shared.
- Being familiar with procedures on requesting re-marks and copies of scripts.

**The SENDCo** is responsible for:

- Detailing candidates' current difficulties to show how they impact on teaching and learning and performance in examinations, and summarising evidence of feedback from teachers and/or support staff.
- Identification and testing of candidates' requirements for access arrangements (AA) and notifying the EO in good time so that they are able to put in place exam day arrangement.
- Processing any necessary applications for AA and reasonable adjustments, in order to gain approval (if required)
- Liaising with the EO to provide the AAs required to meet the candidate's entitlement
- Ensuring that there is appropriate evidence for a candidate's access arrangements.
- Submitting completed access arrangement applications to the awarding bodies.

**Invigilators** are responsible for:

- Understanding the external regulations and internal procedures pertaining to the conduct of external exams as set out in the JCQ Guidelines Booklet.
- Undertaking online training as directed by the Exams Officer
- Undertaking in person training in up to date exam regulations and safeguarding as requested by the Exams Officer

**Candidates** are responsible for:

- Confirming and signing entries.
- Understanding internal assessment regulations and signing a declaration that authenticates the internal assessment as their own.
- Knowing when they have exams (date & time).
- Ensuring that the correct equipment is brought to each exam.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

### **3. QUALIFICATIONS OFFERED**

The qualifications offered at North Halifax Grammar School are decided by the SLG in conjunction with Heads of Department.

The qualifications offered are: GCE, GCSE, EPQ, L2 and L3 certificates.

Informing the Exams Office of changes to a syllabus is the responsibility of HODs.

Decisions on whether a candidate should be entered for a particular subject will be taken at senior leadership level in consultation with Year Group Leaders, HODs, the SENCo, and teaching staff.

## **4. EXAM SEASONS AND TIMETABLES**

### **Exam series**

Internal exams are scheduled during the school year and held under external exam conditions.

Students who commit malpractice and break the JCQ regulations during mock exams may risk not being allowed to sit their exams at the centre. Students will be made aware of the regulations they have broken and parents will be informed.

External exams are scheduled in November (GCSE English and Maths resists only) and May and June of each academic year.

Internal exams (mocks) and assessments are scheduled at the discretion of SLG and HoDs to meet appropriate exam board deadlines.

### **Exam Timetable**

Once the entries are confirmed, the EO will circulate the exam timetable for internal exams and each external exam series.

Individual timetables will be issued to candidates following entries being sent to the exam boards.

## **5. ENTRIES, ENTRY DEADLINES AND LATE ENTRIES**

Candidates are selected for their exam entries by The HOD in consultation with teaching staff. Decisions will be communicated to parents by the end of Spring term.

Parents/carers may request a subject entry, change of level or withdrawal, however, the final decision rests with the Head of Centre.

Candidates may be withdrawn from a qualification if they have not satisfied attendance and internal assessment requirements.

Entry deadlines are circulated to HODs via email and internal post/pigeon hole. Late entries are authorised by the EO in consultation with HODs.

Re-sits are allowed in accordance with the rules set out in each specification. Re-sit decisions will be made by HODs in consultation with candidates, teaching staff and the EO.

## **6. EXAM FEES**

External exam entry fees are paid by NHGS. Late entry or amendment fees are paid by NHGS or the candidate depending on the circumstances.

Candidates or departments 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. If changes are made after the deadline, departments or candidates will be charged.

The EO will publish the deadline for actions well in advance of each exam series.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/ withdraw after the deadline/fail to sit an exam/do not meet the necessary NEA requirements without medical evidence or evidence of other mitigating circumstances.

Resit fees for first and any subsequent retakes are normally paid by candidates, unless a prior arrangement has been made between the HOD and SLG.

Private candidates will be charged a fee of £50 per entry to cover administrative costs associated with the processing of entries and results. This is in addition to the exam entry fee costs.

Students who are on roll at NHGS and would like to be entered for an examination which we do not teach will be treated as a private candidate for this entry and will be required to pay the admin fees in addition to the entry fees.

Candidates must pay the fee for Post Results Services (an enquiry about a result or to request a review of marking or copy/original of exam script).

## **7. EQUALITY LEGISLATION**

All our staff must make sure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies and the JCQ. This is the responsibility of the Head of Centre.

## **8. ACCESS ARRANGEMENTS**

The SENDCo will inform subject teachers of any special arrangements that may be needed for candidates with:

- Special educational needs (SEN)
- English as an additional language
- A temporary illness or injury.

A candidate's access arrangements are determined by the SENDCo.

Ensuring there is appropriate evidence for a candidate's AA is the responsibility of the SENDCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo.

Room arrangements for candidates using AAs will be organised by the EO.

Invigilation and support for candidates using AAs, as defined by the JCQ access arrangements and adjustments regulations will be organised by the EO in consultation with the SENDCo. Where candidates sit their examinations in a smaller environment away from the main examination rooms (the suitability of which is to be assessed in conjunction with JCQ access arrangements and reasonable regulations) the JCQ's regulations and guidance must be adhered to.

See chapter 5 of the JCQ access arrangements and adjustments regulations for details on the types of adjustments that may be considered, as well as the procedures involved.

All students with AAs and their parents/carers will receive a letter from the SENDCo confirming their arrangements.

### **Use of Word Processors**

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

- When it is their normal way of working
- If they need support with handwriting
- If they have a:
  - Physical disability
  - Learning difficulty that has a substantial and long term adverse effect on their ability to write legibly
  - Sensory impairment
  - Difficulty with planning and organisation when writing by hand

The SENCO will use their judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific examples listed above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate

We will also make sure that the word processor:

- Has the spelling and grammar check and predictive text software disabled
- Does not have internet connectivity during the exam
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data)
- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails
- Does not have graphic packages or computer-aided design software, unless permission is given
- Does not have computer reading (text to speech) software, unless the candidate has permission
- Does not have speech recognition technology, unless the candidate has permission

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination.

Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available. Where the candidate needs to handwrite their details, they will be supervised to make sure that that is solely what they're doing and not re-reading their answers or amending their work in any way.
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue
- Advised to use a minimum font size of 12pt and double spacing

Each page of the typed script will be numbered.

The word processor will be connected to a printer so that the script can be printed off, and this will be done once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet that contains some of the answers. We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.

## **9. CONTINGENCY PLANNING**

Contingency planning for exams administration is the responsibility of the Head of Centre in consultation with the EO.

They are responsible for

- Being familiar with the regulator's guidance on ensuring resilience in the qualification system.
- Making sure that we have robust contingency arrangements in place that will minimise the risk to exams.
- Ensuring that we have an up to date, written examination contingency plan that covers all aspects of examination/NEA administration, in accordance with JCQ guidelines.

All relevant centre staff must be familiar with the contingency plans, which are available via email and are in line with the guidance provided by Ofqual, JCQ and awarding bodies.

(Refer to separate Contingency Planning policy)

### **Emergency Closure Planning**

In the event of an emergency school closure, the EO is able to contact all students via Edulink.

Trinity Academy will be contacted in the first instance to see if they have the space to accommodate our needs. We would also contact one of the three local primary schools or the local community centre, to use their hall or sports' facilities.

The examination papers can be accessed on the day direct from the examination boards.

## **10. ESTIMATED ENTRIES**

The EO, in consultation with HODs, is responsible for submitted estimated entries to the exam boards when requested.

## **11. MANAGING INVIGILATORS**

External staff are employed on a casual basis and used to invigilate examinations. Invigilators are allocated, briefed and trained by the EO. These invigilators will be used for internal exams for the Year 10, 11, 12 and 13 mocks, and all external exams.

Recruitment of invigilators is the responsibility of the EO in collaboration with the HR Manager. Securing the necessary Disclosure Barring Service (DBS) clearance is the responsibility of the HR manager.

DBS fees for securing such clearance are paid by NHGS.

Invigilator rates of pay are set by NHGS.

Invigilators are timetabled, trained and briefed by the EO.

## **12. MALPRACTICE**

The centre will take all reasonable steps to prevent the occurrence of any malpractice before, during and after assessment has taken place.

The Head of Centre, in consultation with the EO, is responsible for ensuring that suspected malpractice is thoroughly investigated in accordance with JCQ regulations.

## **13. EXAM DAYS**

The Exams Officer will book all exam rooms after liaison with the premises team and the HR Manager and make the question papers, other exam stationery and materials and equipment available for the invigilators.

Site management staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Exams Officer/Invigilators/SLG will start all exams in accordance with the JCQ guidelines.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by teaching staff or removed from the exam room.

Spare papers will be available to HODs in accordance with JCQ's recommendations and no sooner than 24 hours after candidates have completed them.

After an exam, the EO will arrange for the safe dispatch of completed exam scripts to awarding bodies.

The procedure for emergency evacuation of exam rooms will be outlined in our exam contingency policy which shall be subject to inspection by the JCQ Centre Inspection Service.

In the event of an emergency, a full report of the incident will be produced and kept on file- and any breach of question paper security or malpractice will be reported to the awarding body immediately.

## **14. CANDIDATES**

### **Candidates**

The EO will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the EO or SPTs.

Our published rules on acceptable dress and behaviour apply at all times.

Candidates' personal belongings remain their own responsibility and NHGS accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the exam paper, the stationery list, and /or the specification for that subject.

This is particularly true of mobile phones and other electronic/smart devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by an appropriate member of staff at all times.

The EO is responsible for handling late or absent candidates on exam day.

### **Clash Candidates**

The EO will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

### **Private Candidates**

Managing private candidates is the responsibility of the EO, in consultation with SLG. Normally, private candidates will be restricted to former NHGS students who wish to take exams which are part of the current curriculum. Private candidates will be charged a fee of

£50 per entry to cover administrative costs associated with the processing of entries and results. This is in addition to the exam entry fee costs.

Private candidates will be required to produce photographic identification.

Students who are on roll at NHGS and would like to be entered for an examination which we do not teach will be treated as a private candidate for this entry and will be required to pay the admin fees in addition to the entry fees. If the exam requires a speaking element which NHGS staff are unable to perform, parents or carers of the candidate will need to employ and pay for an appropriately trained speaking examiner. The Exams Officer will contact them to complete the appropriate paperwork and the Head of MFL will plan to facilitate the test in school at a mutually convenient time for the centre, staff and examiner

## **15. SPECIAL CONSIDERATION**

If a candidate is unable to attend an exam because of illness, bereavement or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the EO to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam.

The exams officer will, where appropriate, make a special consideration application to the relevant awarding body within seven days of the exam.

## **16. NON-EXAMINATION ASSESSMENTS (NEAs)**

Teaching staff who deliver non-examination assessments for GCEs and GCSEs will follow the correct specifications and the specification and instructions provided by the awarding body, and/or JCQ [instructions for conducting non-examination assessments](#), if appropriate. Teaching staff will also check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities.

It is the duty of HODs to ensure that all non-examination assessment is ready for dispatch at the correct time. The EO will assist by keeping a record of each dispatch, including the recipient details, and the date and time sent.

Marks for internally assessed work will be provided to the exams office by . The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

Further information on how we conduct non-examination assessments can be found in our policy

### **Artificial Intelligence**

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. North Halifax Grammar School recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils **may not** use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

Pupils **may** use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

Where a pupil uses an AI tool, they should retain a copy of the question(s) asked and the AI-generated response(s). Pupils must submit this along with the work to be assessed.

Staff should:

- Be aware that AI tools are still being developed and tested
- Use AI tools with caution as they may provide inaccurate, inappropriate or biased content
- Make pupils aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments

Staff **must not**:

Use AI as the sole means of marking candidates' work

For more information on AI misuse, see [guidance from JCQ on AI use in assessments](#). Any misuse of AI tools may be treated as malpractice.

## **17. RESULTS AND CERTIFICATES**

Candidates will receive individual results slips on results days in person at NHGS and electronically via Edulink.

Results slips not collected will be retained at the centre for one month and then securely destroyed.

The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by the EO and premises staff.

The provision of the necessary staff on results days is the responsibility of the EO and Head of Centre.

Dates of results days each year will be publicised for all candidates through the website and via email.

### **Enquiries about results (EARs)**

Enquiries about results (EARs) may be requested by centre staff or the candidate following the release of results.

Any request for a re-mark or clerical check must only be submitted with the written consent of the candidate.

Where a HOD has concerns about a cohort and believes there has been an error in marking then EARs may be requested through the Exams Office in accordance with the JCQ regulations on Post-Results Services. The EARs will be funded by NHGS, however the HOD must obtain the candidates consent before any EAR is requested.

If a result is queried, a candidate may request an EAR at their own expense through the Exams Office in accordance with the JCQ regulations on Post-Results Services.  
If the unit grade increases, then the candidate will be reimbursed the fee.

If the centre does not agree with the EAR requested by a student, usually due to being closer to the lower grade boundary than the upper, the Head of Department for the subject concerned or a member of SLG may speak to the student and advise as to why the EAR should not be requested. The final decision lies with the student as to whether they would like to go ahead with the request.

If a candidate does not agree with the outcome of the EAR requested then an appeal to the awarding body can be sought only with agreement of the HOC.

### **Access to Scripts (ATS)**

After the release of results, candidates may request through the Exams Office, the return of papers up to the deadline set by the exam boards.

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

A review of marking cannot be applied for once an original script has been returned.

### **Certificates**

Candidates will receive their certificates in person at school.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authority from the candidate and bring suitable indications with them that confirms who they are.

Candidates can request that their certificates be posted to them subject to receipt of £7.50 to cover the Recorded Delivery charge.

The centre retains certificates for 12months.

A new certificate will not be issues by an awarding organisation except in specific circumstances (such as a change of gender or identity). A transcript of results may be issued if a candidate agrees to pay the costs incurred.

## **18. MONITORING AND REVIEW**

The head of centre is responsible for ensuring that this policy is reviewed and updated annually whenever there is a relevant change to:

- The exams system

- JCQ guidance
- Our curriculum offer.

## **19. LINKS WITH OTHER POLICIES**

This policy links with our:

- Exam contingency plan
- Whistle-blowing policy
- Conflict of interests policy
- Complaints policy
- Data protection policy
- Equality and diversity policy
- Safeguarding policy
- Appeals policy
- Malpractice policy (including the use of AI)
- Management of non-examination assessments policy
- Cyber Security policy