

ALP Sittingbourne

Examination Policy

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1. Purpose

ALP Sittingbourne believes that all students should have the opportunity to reach their full potential and achieve a broad range of accreditations and awards.

The purpose of this Examination Policy is to:

- Ensure that the planning, organisation, and management of examinations are in line with statutory and regulatory requirements.
- Uphold academic integrity by maintaining fairness, consistency, and transparency across all examinations.
- Provide all students with equal opportunities to demonstrate their knowledge, skills, and understanding.
- Support the school's vision of enabling every learner to succeed and progress to their next stage of education, training, or employment.

2. Scope and Qualifications Offered

This policy applies to all pupils at ALP Sittingbourne who are undertaking formal internal assessments or externally set examinations. It also applies to all staff involved in the preparation, administration, and invigilation of examinations, ensuring that their responsibilities are carried out in line with statutory and regulatory requirements. In addition, the policy extends to parents and carers who play a vital role in supporting students throughout the examination process and in helping to prepare learners for success.

ALP Sittingbourne offers a broad range of accredited qualifications designed to meet the diverse needs and abilities of its learners. These include Functional Skills qualifications in English, Mathematics, and ICT, available from Entry Level 1 through to Level 2. The school also provides Essential Skills qualifications, enabling students to develop and demonstrate the core competencies required for further education, training, and employment. By offering this suite of qualifications, ALP Sittingbourne ensures that every learner, regardless of their starting point, has access to meaningful pathways that support both personal achievement and progression to the next stage of education or work.

3. Responsibilities

The Headteacher holds overall responsibility for ensuring that the school complies fully with all examination regulations, statutory requirements, and obligations under the Equality Act 2010. The Exams Officer coordinates examination timetables, manages entries, and liaises with awarding bodies, while also ensuring the secure storage and handling of examination papers. In addition, the Exams Officer provides training and guidance to staff and invigilators so that examinations are conducted consistently and in accordance with regulations.

Teaching staff are responsible for preparing students for examinations by ensuring that coursework and controlled assessments are completed in line with exam board requirements and by supporting students with access arrangements as defined under JCQ guidelines and the Equality Act 2010. Invigilators supervise examinations in strict compliance with awarding body regulations, and they must report any incidents of malpractice or irregularity that occur during an assessment.

Students are expected to take responsibility for following all examination regulations and school expectations. They must attend punctually, bring the correct equipment, and conduct themselves with respect and integrity throughout the examination process. At the same time, ALP Sittingbourne recognises that some learners may require additional support due to special educational needs and disabilities (SEND), and in these cases, appropriate adjustments will be made in line with both JCQ requirements and the Equality Act 2010.

4. Exam Regulations

ALP Sittingbourne adheres strictly to the regulations set out by the Joint Council for Qualifications (JCQ) and other relevant awarding bodies. In order to maintain the integrity of the examination process, students are not permitted to bring mobile phones, smart watches, or other electronic devices into the examination room. Communication of any kind between candidates during an examination is strictly prohibited. Any breach of these regulations will be treated as malpractice and will be formally reported to the appropriate awarding body.

5. Access Arrangements

ALP Sittingbourne is committed to ensuring that all students have fair access to examinations. In line with the Equality Act 2010 and other relevant equality legislation, the school has a statutory duty to ensure that no

candidate with a disability or special educational need is placed at a substantial disadvantage when undertaking assessments.

To meet this duty, reasonable adjustments are provided in accordance with Joint Council for Qualifications (JCQ) guidelines and the requirements of the Equality Act. Such adjustments may include additional time, supervised rest breaks, the use of a reader or scribe, access to assistive technology, or the provision of modified papers, such as large print or Braille. These adjustments do not change the demands or standards of the assessment but instead remove barriers to ensure that all candidates can demonstrate their knowledge, skills, and understanding fairly.

Applications for access arrangements must be evidence-based, reflect the student's normal way of working, and be formally approved prior to the start of the examination period. The Exams Officer and the SENDCo work in partnership to ensure that procedures comply with JCQ regulations and equality legislation, guaranteeing inclusivity, fairness, and equal opportunity for all learners.

6. Examination Day Procedures

On the day of an examination, students are required to arrive at least fifteen minutes before the scheduled start time to ensure a calm and orderly entry into the exam room. All bags, coats, and prohibited items must be stored outside the examination venue to avoid disruption and to comply with exam regulations. Students are expected to sit in their designated seats in accordance with the seating plan prepared by the Exams Officer. Registers will be taken at the start of each examination, and any absences will be promptly recorded and followed up to maintain accurate records. These procedures are in line with NCFE and other awarding body guidelines, ensuring that examinations are conducted fairly, securely, and consistently.

7. Internal Assessments & Mock Exams

Internal examinations at ALP Sittingbourne are designed to mirror the procedures and expectations of external assessments as closely as possible. By replicating these conditions, students gain valuable experience in following examination regulations, working under timed conditions, and managing the pressures associated with formal assessments. This approach not only helps pupils become familiar with exam expectations but also builds resilience and confidence, better preparing them for success in externally accredited qualifications.

8. Malpractice

At ALP Sittingbourne, malpractice is regarded as a serious offence, and the school is committed to upholding the integrity of the examination process in line with JCQ regulations and the Equality Act 2010. For students, malpractice may include bringing unauthorised items into the exam room, communicating with other candidates during an assessment, attempting to copy, or engaging in plagiarism within coursework or controlled assessments. Any suspected incident will be investigated and reported to the awarding body, with sanctions that may include disqualification from the examination.

For staff, malpractice may involve actions such as providing inappropriate assistance to candidates, failing to apply agreed access arrangements under the Equality Act 2010, breaching the security of examination materials, or altering assessment outcomes. Such breaches are considered a serious failure of professional responsibility and will be dealt with in line with JCQ guidance and school disciplinary procedures.

9. Results and Appeals

Examination results will be released to students on the designated results day, in line with the timetable set by the awarding bodies. Where a student or parent/carer wishes to question the outcome, enquiries about results (EAR) and appeals will be managed in accordance with JCQ and awarding body procedures. Clear guidance on the process, including deadlines and any associated costs, will be communicated to students and parents to ensure they are fully informed and able to make decisions about whether to pursue an enquiry or appeal.

10. Cyber Security in Examinations

ALP Sittingbourne recognises the importance of safeguarding digital systems and materials used in the administration of examinations. All digital examination materials are stored securely within password-protected systems, and access to online assessments is strictly monitored and controlled through secure logins. Staff and students are reminded that login details must not be shared under any circumstances and that any attempt to bypass or compromise school IT security is a serious breach of regulations. The IT department has responsibility for ensuring that all devices used for examinations are protected with up-to-date security software and are compliant with the school's safeguarding protocols. Any suspected incident of cyber malpractice, including hacking, unauthorised access, or the misuse of artificial intelligence and other software tools for dishonest purposes, will be fully investigated and reported to the relevant awarding body in line with regulatory requirements.

11. Policy Review

This policy will be reviewed annually by the Senior Management Team and the Exams Officer to ensure that it reflects current legislation, awarding body regulations, and recognised best practice. Particular attention will be given to compliance with JCQ requirements and the Equality Act 2010, ensuring that procedures remain up to date, inclusive, and legally compliant. Any revisions will also take into account changes to cybersecurity requirements and the evolving needs of the school community.

12. Exam Series

Examinations at ALP Sittingbourne are scheduled across a series of assessment windows agreed with the awarding bodies. Functional Skills and Essential Skills qualifications are offered through flexible entry and assessment points throughout the academic year, enabling students to be entered when they are fully prepared to achieve success.

The Exams Officer is responsible for managing the exam timetable, ensuring that all entries are submitted in accordance with awarding body deadlines and that students, staff, and parents are informed of dates and requirements in advance. Internal assessments and mock examinations are also planned to align with these series, providing students with regular opportunities to practise under formal examination conditions and to build the skills and confidence required for external assessments.

This approach allows ALP Sittingbourne to tailor the examination experience to the needs of its learners while maintaining compliance with JCQ and awarding body regulations.

13 Entries, Entry Details and Late Entries

All examination entries at ALP Sittingbourne are made through the Exams Officer, who is responsible for submitting candidate details accurately and within the deadlines set by awarding bodies. Entries are generated in consultation with teaching staff to ensure that students are entered for the most appropriate level and subject, reflecting both their ability and their readiness to succeed.

Entry details are checked carefully against the awarding body's regulations, and candidates are informed of their entries in advance to confirm accuracy. Students and parents are given the opportunity to review entry information, and any concerns must be raised promptly with the Exams Officer.

Late entries are strongly discouraged but may be accepted at the discretion of the Headteacher and Exams Officer where there are exceptional circumstances. In such cases, the school will follow awarding body rules and may be required to meet additional costs associated with late submissions. Clear communication will be provided to students and parents in the event of a late entry being necessary.

14 Exam Fees

At ALP Sittingbourne, there are no charges to students or their parents/carers for any examination entries. The school covers all examination fees in full to ensure that every learner has equal access to accredited qualifications without financial barrier. This includes the cost of initial entries, late entries (where approved), and any required re-sits.

By removing any financial responsibility from families, the school reinforces its commitment to inclusion and equity, ensuring that all pupils are given the opportunity to achieve their potential regardless of personal or financial circumstances.

15 Contingency Planning

ALP Sittingbourne has robust contingency plans in place to respond to any disruption to examinations, in accordance with the guidance published by the Joint Council for Qualifications (JCQ) and the contingency planning arrangements set out by awarding bodies. These plans are designed to protect the integrity of the examination process while ensuring that candidates are not unfairly disadvantaged in the event of disruption.

Possible scenarios include severe weather conditions, transport disruption, staff absence, IT or technical failures, or national emergencies. In such circumstances, the school will act swiftly to minimise disruption by relocating examinations to alternative venues where possible, adjusting the timetable, or rescheduling assessments in line with awarding body guidance.

Where disruption cannot be resolved locally, ALP Sittingbourne will follow the national contingency guidance issued annually by JCQ, ensuring compliance with statutory regulations. The Exams Officer, working alongside the Headteacher, will communicate clearly and promptly with awarding bodies, staff, students, and parents to ensure that all stakeholders are informed of any changes.

These arrangements ensure that examinations can continue in a fair and secure manner, and that all candidates are supported to complete their assessments with minimal disruption.

16 Secure Storage of Examination Papers and Records

ALP Sittingbourne follows strict procedures to ensure the secure storage and handling of all examination papers and related materials, in compliance with JCQ regulations, NCFE requirements, and data protection legislation.

For traditional paper-based examinations, confidential materials are delivered directly to the school and placed immediately into a secure, locked facility with restricted access. Only the Exams Officer and authorised personnel are permitted to access this area. Papers are removed from secure storage only immediately before the scheduled examination and transported under supervision to the examination venue.

For NCFE examinations, where assessment papers are downloaded electronically, the Exams Officer is responsible for ensuring that downloads are carried out securely in line with NCFE guidance. Papers are downloaded as close as possible to the assessment time, stored in password-protected systems, and printed immediately under controlled conditions. Printed copies are then held in the secure storage facility until required.

In addition, ALP Sittingbourne maintains accurate electronic records of examination entries, timetables, and results, which are stored on the school's secure staff site. Access to these records is restricted to authorised staff only and protected by password security, encryption, and compliance with data protection policies. This ensures that sensitive information remains confidential while supporting effective administration and audit requirements.

Completed scripts are collected promptly, verified, and dispatched to awarding bodies using approved secure methods. Each stage of the process is logged to maintain a full audit trail, guaranteeing the confidentiality and integrity of examination papers and associated records.

17 Managing Invigilators

ALP Sittingbourne recognises the critical role that invigilators play in maintaining the integrity and smooth running of examinations. All invigilation at the school is carried out by internal members of staff; no external invigilators are employed. This ensures that all individuals involved in supervising examinations are already familiar with the school's policies, procedures, and safeguarding practices.

The Exams Officer is responsible for the allocation and training of staff who undertake invigilation duties. All staff must complete invigilation training before being assigned to examination sessions, with training refreshed before the start of each exam series to reflect current JCQ requirements and school expectations. Training covers exam room procedures, preventing and reporting malpractice, supporting students with access arrangements, managing emergencies, and upholding professional standards. Records of completed training are securely stored on the staff site to provide evidence of compliance.

Staff acting as invigilators are deployed according to group size and the requirements of the awarding bodies, with staffing levels set to meet or exceed JCQ minimum ratios. During examinations, staff are expected to maintain vigilance at all times, enforce regulations consistently, and report any concerns immediately to the Exams Officer.

To safeguard integrity, invigilation staff must not have a personal connection to the candidates they supervise. Any potential conflicts of interest, such as being a relative or carer of a student in the exam, must be declared in advance so that alternative arrangements can be made.

As part of the school's safeguarding commitment, all staff assigned to invigilation duties are subject to safer recruitment checks and must adhere to the school's safeguarding and child protection policies at all times. This ensures that examinations are conducted not only in line with JCQ requirements but also within a safe and supportive environment for students.

18 Candidates

All candidates at ALP Sittingbourne are expected to conduct themselves in line with the highest standards of integrity and respect throughout the examination process. Students must attend all examinations punctually, with the correct equipment, and follow the instructions of invigilators at all times. Any failure to meet these expectations may be treated as malpractice and reported in line with JCQ and awarding body regulations.

Candidates are responsible for familiarising themselves with the examination timetable, understanding the rules that apply in the exam room, and ensuring that all coursework or controlled assessments are submitted by the published deadlines. The school will provide guidance and reminders to support students in meeting these requirements, but ultimate responsibility for attendance and conduct lies with the candidate.

ALP Sittingbourne also recognises its duty of care towards all candidates. Support is provided for those who may experience anxiety, illness, or additional needs, with appropriate access arrangements in place to ensure

fairness and compliance with the Equality Act 2010 and JCQ regulations. The school aims to ensure that every candidate has a secure, supportive, and well-regulated environment in which to demonstrate their knowledge and skills.

19 Special Consideration

ALP Sittingbourne recognises that candidates may sometimes be disadvantaged during an examination or assessment due to temporary illness, injury, bereavement, or other exceptional circumstances beyond their control. In such cases, the school will apply for special consideration in line with JCQ and awarding body regulations to ensure that students are not unfairly disadvantaged.

Special consideration does not remove the effect of the circumstance, but seeks to ensure that a candidate's performance is fairly assessed. Applications are made by the Exams Officer, supported by appropriate evidence such as medical notes, safeguarding reports, or other relevant documentation. Requests must be submitted within the deadlines set by the awarding bodies.

All candidates and parents/carers are informed of the process, and the school will provide guidance and support to ensure applications are accurate and timely. The decision to award special consideration rests solely with the awarding body, and outcomes will be communicated to the candidate as soon as they are confirmed.

20. Internal Assessment

ALP Sittingbourne is committed to ensuring that all internal assessments are conducted fairly, consistently, and in line with awarding body requirements. Internal assessments form an important part of the examination process, and procedures are in place to ensure they are planned, supervised, and marked accurately.

Teachers are responsible for setting and marking internal assessments in accordance with the specifications of the awarding bodies. Clear instructions and deadlines are provided to students, who are expected to complete all tasks independently and to the best of their ability. Work submitted must be the candidate's own; plagiarism or malpractice will not be tolerated and will be dealt with in accordance with JCQ regulations.

Where appropriate, internal standardisation is carried out to ensure consistency of marking across different teaching staff. Records of assessment decisions are retained securely and made available for inspection by awarding bodies when required.

Candidates have the right to be informed of their marks for internally assessed components and may request a review of the marking process. Reviews will be managed in line with JCQ procedures, ensuring that all candidates are treated fairly and transparently.

Through these processes, ALP Sittingbourne ensures that internal assessments are conducted with integrity, reflect students' true abilities, and prepare them effectively for external examinations.

21 Results

Examination results at ALP Sittingbourne are released to candidates on the dates published by the awarding bodies. The Exams Officer is responsible for receiving the results securely, checking their accuracy, and making them available to students in line with JCQ and awarding body requirements. Results are communicated to candidates in a clear and confidential manner, either in person on results day or via secure electronic systems approved by the school.

Students are encouraged to seek guidance from teaching staff and the Senior Leadership Team following the release of results, particularly where outcomes may impact progression to further education, training, or employment. Careers advice and pastoral support are also made available to ensure that students can make informed decisions about their next steps.

The school ensures that results are stored securely and that electronic records are maintained on the staff site in compliance with data protection legislation. Where required, results are also shared with parents/carers, local authorities, and other relevant stakeholders in accordance with statutory responsibilities.

By managing results securely and transparently, ALP Sittingbourne ensures that candidates receive accurate information in a supportive environment, helping them to celebrate achievements and plan their progression with confidence.

- **Post-Results Services**

Following the publication of results, ALP Sittingbourne provides a full range of post-results services in line with JCQ and awarding body regulations. These services include enquiries about results (EARs), access to scripts, and the right to appeal.

- **Enquiries About Results (EARs)**

Candidates who are dissatisfied with their results may request a review of marking, a clerical re-check, or other services offered by the awarding body. Requests must be submitted to the Exams Officer within the published deadlines. Candidates and parents/carers will be fully informed of the process, the possible outcomes, and any risks involved, including the possibility of a grade being lowered as well as raised. Written consent is required before an enquiry can be made.

- **Access to Scripts**

Candidates may request copies of their exam scripts, either to support a decision about whether to pursue an EAR or for learning and feedback purposes. The Exams Officer will ensure that requests are submitted within awarding body deadlines and that scripts are handled securely and confidentially in accordance with JCQ guidance.

- **Appeals**

Where a candidate wishes to appeal against the outcome of an enquiry about results, ALP Sittingbourne will support the process in line with JCQ and awarding body procedures. Appeals must be evidence-based, submitted within the specified timeframe, and managed by the Exams Officer in consultation with senior staff.

All records of EARs, access to scripts, and appeals are securely stored and retained for audit purposes. By providing these services transparently and fairly, ALP Sittingbourne ensures that all candidates are given every opportunity to have their achievements reviewed in a supportive and compliant manner.

- **Certificates**

Certificates are issued to ALP Sittingbourne by the awarding bodies after the completion of each exam series. On receipt, all certificates are checked by the Exams Officer for accuracy and securely stored until they are collected.

Candidates will be notified when their certificates are available, and they are expected to collect them in person and sign to confirm receipt. Where a candidate is unable to collect their certificate personally, they may nominate a representative to do so on their behalf, provided written authorisation is supplied. The representative will also be required to provide identification before the certificate is released.

Certificates will not be withheld from candidates who owe fees or have outstanding issues with the school. However, candidates are strongly advised to collect their certificates promptly, as they are valuable documents and will not be replaced free of charge by awarding bodies if lost. Uncollected certificates will be retained securely for a period of at least 12 months, after which the school may arrange for them to be destroyed in line with JCQ requirements.

By managing certificates securely and transparently, ALP Sittingbourne ensures that candidates can evidence their achievements reliably for further study, training, or employment.

Other Policies and linked documents:

Alongside the Exams Policy staff should also be familiar with:

- GDPR Policy
- Marking and Assessment Policy
- SEN Policy
- Health and Safety Policy



APPENDICES



APPENDIX A

Exam Contingency Plan Appendix – ALP Sittingbourne

This appendix forms part of ALP Sittingbourne's examination policy and sets out the procedures to be followed in the event of any disruption to the administration of examinations. The aim is to maintain the integrity of all public examinations, including GCSE, Functional Skills and vocational qualifications, while ensuring compliance with JCQ requirements and safeguarding the interests of all candidates.

The Head of Centre has overall responsibility for the management of examinations and for ensuring that awarding bodies are informed of any disruption. The Exams Officer is responsible for the day-to-day implementation of contingency arrangements and for liaising with invigilators, awarding bodies and candidates as required. A member of the Senior Leadership Team will support with safeguarding, communication and logistics. Invigilators are required to act in accordance with this appendix if an incident occurs during an examination session.

In the event of candidate illness or absence, parents or carers are expected to notify the school immediately. The Exams Officer will consider the eligibility of the candidate for special consideration and will liaise with awarding bodies regarding any permissible rescheduling. Should an invigilator be unavailable at short notice, trained reserve staff will be deployed, and where this is not immediately possible, a senior member of staff will temporarily assume the role until cover is secured.

In the event of severe weather or any circumstance that forces the closure of the centre, the Head of Centre will take a decision in consultation with the Trust. Where possible, examinations will be relocated to an alternative ALP venue. Parents, carers and candidates will be informed of the arrangements through email, SMS and the school website, and awarding bodies will be notified without delay. If exam papers or materials are found to be compromised, secure storage procedures will be reviewed, the awarding body informed immediately and replacement materials requested where necessary.

Where examinations are delivered electronically, any technical or IT failure will first be addressed by attempting to restore systems. If restoration is not possible, candidates will be transferred to backup devices

or to a paper-based version where permitted. All incidents will be reported to the awarding body, with applications for special consideration made where appropriate. In the event of an emergency evacuation such as a fire alarm, candidates will be instructed to stop writing and leave the examination room calmly. Scripts will be collected if it is safe to do so, or left securely in the room. Candidates will be supervised throughout the evacuation and will not be permitted to communicate with one another. Once the building is declared safe, the examination will resume with timing adjustments if authorised by the awarding body, and a detailed incident report will be prepared.

Transport disruption will be managed by advising candidates to allow additional travel time during periods of adverse conditions. Candidates who arrive late will be admitted in line with JCQ regulations, and very late arrivals will be reported to the awarding body. In cases of wider disruption, such as industrial action or a public health emergency, the school will follow guidance issued by the Department for Education and JCQ. Alternative arrangements, including the rescheduling of examinations or the provision of remote assessments, will be considered where authorised.

Throughout any period of disruption, the school will maintain clear communication with all stakeholders. Candidates and parents will be kept informed through email, SMS and website updates. Staff will be informed by internal email and staff briefings. Awarding bodies will be contacted directly by the Exams Officer, who will keep a record of all correspondence and actions taken.

This appendix will be reviewed annually by the Exams Officer and the Head of Centre. Any amendments will be approved by the Senior Leadership Team and communicated to staff, parents and candidates as appropriate.

APPENDIX B – Responsibilities

The effective implementation of this contingency plan depends on clear roles and responsibilities. The following responsibilities apply to all staff involved in the management and delivery of examinations at ALP Sittingbourne.

The **Head of Centre** holds ultimate responsibility for the integrity of examinations within the school. This includes ensuring that the centre complies with JCQ regulations at all times, that awarding bodies are informed without delay of any incidents or disruptions, and that appropriate contingency measures are authorised and implemented. The Head of Centre will liaise directly with the Trust where strategic decisions are required, such as centre closure or relocation of examinations, and will oversee all communication with parents, carers and external agencies at leadership level.

The **Exams Officer** has operational responsibility for the administration of examinations and for the day-to-day implementation of this contingency plan. This includes organising examination sessions, maintaining secure storage of examination papers and materials, ensuring that invigilators are fully briefed, and liaising with awarding bodies in the event of disruption. The Exams Officer is responsible for submitting applications for special consideration, for recording and reporting any incidents, and for keeping accurate records of all communications and decisions made in relation to examinations.

The **Senior Management Team (SMT)** provides support to the Head of Centre and the Exams Officer in implementing contingency arrangements. This includes managing safeguarding considerations, overseeing candidate welfare, ensuring staff are adequately briefed on emergency procedures, and providing immediate cover where invigilators are absent. Members of the SLT will also assist in communicating with parents and carers to ensure timely and accurate information is shared.

Invigilators are responsible for the practical supervision of examination sessions in accordance with JCQ regulations and school policies. In the event of disruption, invigilators must follow the instructions set out in this contingency plan, ensuring the safety and supervision of candidates at all times. They must report any incidents immediately to the Exams Officer and record all details accurately.

Teaching staff are responsible for supporting candidates by reinforcing the importance of examination procedures and by advising them on expected conduct during assessments. Where appropriate, they may be called upon to provide additional support during disruptions, subject to the direction of the Exams Officer or SLT.

All **candidates** are expected to comply fully with instructions given by staff during any disruption. They must not attempt to communicate with one another during periods of disruption or evacuation and must follow all procedures to preserve the integrity of the examination.

The clear division of responsibilities ensures that any disruption to examinations can be managed effectively and that the integrity of the assessment process is upheld.

APPENDIX C - Internal Appeals Policy for External Qualifications – ALP Sittingbourne

This policy sets out the arrangements for candidates to appeal decisions relating to external qualifications at ALP Sittingbourne. It applies to all qualifications subject to external assessment, including GCSEs, Functional Skills and vocational awards. The purpose of the policy is to ensure that all candidates are treated fairly, that the school acts in compliance with JCQ regulations, and that there is a clear and transparent procedure for resolving concerns.

Candidates have the right to request a review of decisions relating to non-examination assessment (NEA), coursework, controlled assessments or any externally awarded qualification where the school has been involved in marking or administrative processes. Appeals may be lodged where a candidate or their parent believes that the school has not applied assessment criteria consistently, has not adhered to awarding body regulations, or has made an administrative error. Appeals cannot be used to challenge the professional judgement of examiners or moderators employed by awarding bodies, except through the awarding body's own post-results services.

All appeals must be submitted in writing to the Head of Centre within a specified time frame, normally within ten working days of the candidate receiving the relevant decision or mark. The appeal must clearly state the grounds on which it is being made and must be supported by any relevant evidence. The Head of Centre will acknowledge receipt of the appeal and will ensure that the matter is reviewed by a senior member of staff who has not been directly involved in the original assessment decision.

The review will consider whether assessment procedures were properly followed and whether the school has acted in accordance with JCQ and awarding body regulations. The outcome of the review will be communicated in writing to the candidate and their parent or carer within a reasonable timescale, normally not exceeding twenty working days. Where the appeal is upheld, the school will take the necessary steps to correct the error, which may include contacting the awarding body to request an amendment or resubmission. Where the appeal is not upheld, the reasons will be clearly explained.

Candidates may also request that the school submits a formal post-results service to the awarding body on their behalf, such as a clerical re-check or review of marking, provided that such services are available for the qualification in question. In these cases, the candidate must normally bear the cost unless the school agrees otherwise.

All appeals will be recorded and retained by the school as part of its examination records. A summary of appeals will be reported to the Senior Leadership Team and made available to the awarding bodies upon request. This policy will be reviewed annually by the Head of Centre and the Exams Officer to ensure that it remains compliant with JCQ requirements and continues to reflect best practice in supporting candidates.

APPENDIX D Emergency Action Plan – ALP Sittingbourne

This Emergency Action Plan sets out the procedures to be followed in the event of an incident which threatens the safe and secure conduct of examinations at ALP Sittingbourne. Its purpose is to protect the welfare of candidates and staff, to preserve the integrity of the assessment process, and to ensure compliance with awarding body and JCQ regulations.

In the event of an emergency during an examination, the immediate priority is the safety of all candidates and staff. Invigilators will instruct candidates to stop writing and remain calm while guidance is given. If evacuation of the examination room is required, candidates will be directed to leave the room in silence and proceed under supervision to the designated assembly point. Candidates will not be permitted to communicate with one another while outside the examination room, and will remain under supervision for the duration of the incident. Scripts will be collected if it is safe to do so, or left securely in the room if not. Once the building has been declared safe, the examination may resume under the direction of the Exams Officer and Senior Leadership Team, with timing adjustments applied if permitted by the awarding body. A full report of the incident will be submitted to the Head of Centre and to the relevant awarding body.

In the event of severe weather, transport disruption, or centre closure, the Head of Centre will decide whether examinations may safely proceed. Parents, carers and candidates will be notified through SMS, email and the school website. Where possible, examinations will be relocated to an alternative venue within the ALP Trust. If candidates are unable to attend because of circumstances beyond their control, the Exams Officer will liaise with awarding bodies to determine eligibility for special consideration.

If there is a failure of IT systems during an on-screen examination, attempts will be made immediately to restore functionality. Candidates will be transferred to backup equipment where available, or, if permitted, the examination will be completed on a paper-based version. Any failure which cannot be remedied will be reported immediately to the awarding body, and a record of the incident will be retained.

In circumstances involving a serious security breach, such as the loss of examination papers or materials, the Exams Officer will inform the Head of Centre and the awarding body at once. Secure storage arrangements will be reviewed and, if necessary, replacement papers requested.

The Senior Management Team is responsible for supporting the Exams Officer and invigilators in implementing emergency procedures. This includes coordinating safeguarding arrangements, maintaining supervision of candidates, and ensuring communication with parents and carers is clear and timely. The Head of Centre will retain overall responsibility for decision-making and for ensuring that awarding bodies are kept informed.

Following any emergency, a debrief will be conducted to review the effectiveness of the response and to update procedures where required. This Emergency Action Plan will be reviewed annually to ensure that it remains consistent with JCQ requirements and continues to safeguard both the integrity of examinations and the wellbeing of candidates.

Appendix E – Processing Examination Papers

This appendix sets out the procedures to be followed at ALP Sittingbourne in relation to the receipt, secure storage, distribution, collection, and return of examination papers. Its purpose is to maintain the security and integrity of examination materials in line with JCQ regulations and awarding body requirements.

All examination papers and associated confidential materials are delivered securely to the school. On receipt, they are immediately checked by the Exams Officer against the delivery note and logged. Any discrepancies, such as missing or damaged materials, are reported to the awarding body without delay. Examination papers are stored in the school's secure facility, which complies with JCQ standards for security. Access to this facility is strictly limited to the Head of Centre and the Exams Officer, with all movements in and out logged.

Prior to the start of each examination, the Exams Officer ensures that the correct papers are removed from secure storage and distributed to the appropriate invigilator. This process is carried out on the day of the examination and never in advance. Papers remain sealed until candidates are seated and ready to begin, and they are opened by the invigilator in full view of the candidates to ensure transparency and integrity.

During the examination, invigilators are responsible for ensuring that all question papers and answer booklets are accounted for and used appropriately. At the end of each session, completed scripts are collected in an orderly manner under the supervision of invigilators and returned directly to the Exams Officer. The Exams Officer then checks the number of scripts against the attendance register to ensure all scripts are accounted for. Any discrepancies are investigated immediately and recorded.

Completed scripts are stored securely until they are despatched. Despatch is carried out in accordance with JCQ and awarding body instructions, using approved packaging and collection methods. Courier collections are logged, and proof of collection is retained. Under no circumstances are examination papers or completed scripts left unattended or stored in non-secure areas of the school.

Unused question papers remain confidential until after the examination has taken place. Once the awarding body has confirmed that papers are no longer live, the Exams Officer authorises their secure disposal or, if appropriate, release for teaching and learning purposes. Disposal is conducted in a manner that ensures confidentiality, such as shredding.

The Exams Officer is responsible for training all staff involved in the handling of examination papers to ensure compliance with this appendix. Any breach of procedure is treated as a serious matter and may be considered malpractice.

This appendix will be reviewed annually by the Head of Centre and the Exams Officer to ensure continued compliance with JCQ requirements and awarding body instructions, and to safeguard the integrity of the examination process at ALP Sittingbourne.

Appendix F – Information Relating to Emergency Procedures

This appendix outlines the procedures to be followed in the event of an emergency occurring during an examination at ALP Sittingbourne. The purpose of these procedures is to protect the safety and welfare of candidates and staff, while also maintaining, where possible, the integrity of the examination process in accordance with JCQ regulations.

In all cases of emergency, the immediate priority is the protection of life. Candidates and staff must comply fully with instructions given by invigilators and senior staff. Invigilators are responsible for directing candidates calmly and clearly, ensuring order is maintained, and minimising disruption. Candidates must not communicate with one another at any point during the incident.

Where an evacuation is required, candidates will be instructed to stop writing immediately and to leave all materials on their desks. Scripts will be collected only if there is sufficient time and it is safe to do so; otherwise, they will remain secure within the examination room. Candidates will leave the building in silence under supervision and proceed to the designated assembly point. At all times, staff will maintain supervision to ensure that candidates do not communicate with one another or with external parties. Once the building has been declared safe, the examination may resume, with timing adjustments authorised by the Exams Officer and, if required, confirmed by the awarding body.

If evacuation or disruption prevents the examination from continuing, the Exams Officer will notify the awarding body at the earliest opportunity, providing a full written account of the incident and the actions taken. The awarding body will advise whether special consideration may be applied or whether alternative arrangements must be made.

In the event of other types of emergency, such as a power failure, IT system outage, medical incident or lockdown procedure, the invigilators will act on instructions from the Exams Officer and the Senior Leadership Team. Examinations may be temporarily suspended if necessary, with candidates remaining under supervision throughout. Any loss of assessment time will be recorded, and, where permitted, additional time may be granted in accordance with JCQ regulations.

Communication during emergencies is the responsibility of the Senior Leadership Team, supported by the Exams Officer. Parents and carers will be informed as appropriate, and records of all incidents will be retained.

Following any emergency, a full review will take place to evaluate the effectiveness of the procedures. The review will consider whether staff and candidates responded appropriately, whether communication was sufficient, and whether any changes to procedures are required. Findings will be reported to the Head of Centre and, where necessary, shared with awarding bodies.

This appendix will be reviewed annually, alongside the school's wider emergency planning policies, to ensure that it remains current and effective in safeguarding both the wellbeing of candidates and the integrity of the examination process at ALP Sittingbourne.

Appendix G – Malpractice

This appendix sets out the procedures to be followed at ALP Sittingbourne in relation to malpractice in examinations and assessments. Malpractice is defined as any act which compromises or attempts to compromise the integrity of the assessment process, the validity of qualifications, or the confidence of the public in the examination system. It includes both candidate malpractice and staff malpractice.

Candidate malpractice may include, but is not limited to, plagiarism, the use of unauthorised materials, copying from or colluding with another candidate, disruptive behaviour, impersonation, or the falsification of records. Staff malpractice may include providing undue assistance to candidates, failing to adhere to JCQ or awarding body regulations, mishandling confidential examination materials, or any other action which undermines the conduct of assessments.

The Head of Centre holds overall responsibility for ensuring that all suspected or confirmed cases of malpractice are dealt with in line with JCQ regulations and the requirements of the awarding bodies. The Exams Officer is responsible for implementing preventative measures, including the secure storage and distribution of examination papers, the training of invigilators, and the clear communication of examination rules to candidates. Invigilators are required to remain vigilant during examinations and to report any incidents that may constitute malpractice without delay.

Where malpractice is suspected, the incident will be investigated promptly and thoroughly. The individual concerned will be notified in writing of the nature of the allegation and given the opportunity to respond. Evidence will be collected and recorded, and the matter will be reported to the awarding body in accordance with their procedures. The awarding body will determine the outcome and any sanctions that may apply. Sanctions for candidates may range from a warning to the disqualification of components or qualifications. Sanctions for staff may include disciplinary measures in line with school policies, and, where appropriate, referral to external authorities.

ALP Sittingbourne is committed to preventing malpractice through education and awareness. All candidates will receive written instructions on examination conduct in advance of the examination period and will be reminded of the key regulations at the start of each examination. All staff involved in the administration of examinations will receive training to ensure that they are familiar with their responsibilities and with the procedures to follow should malpractice occur.



This appendix will be reviewed annually by the Head of Centre and the Exams Officer to ensure continued compliance with JCQ regulations and awarding body requirements, and to maintain the integrity of all qualifications awarded at ALP Sittingbourne.

Appendix H – Learner Appeals

This appendix sets out the procedures by which learners at ALP Sittingbourne may lodge an appeal in relation to external qualifications. The purpose of this process is to ensure that all learners are treated fairly, that decisions relating to assessments are transparent, and that the school acts in compliance with the requirements of awarding bodies and the Joint Council for Qualifications (JCQ).

Learners may appeal if they believe that the school has not applied assessment criteria consistently, has failed to adhere to awarding body regulations, or has made an administrative error which has adversely affected their outcome. Appeals may also be made in relation to non-examination assessments (NEAs), coursework, controlled assessments or internal decisions which contribute to an externally awarded qualification. Appeals cannot, however, be used to dispute the professional judgment of an awarding body examiner or moderator, except where a review of marking or a clerical check has been submitted through the awarding body's post-results services.

Appeals must be submitted in writing to the Head of Centre within ten working days of the learner receiving the relevant mark or decision. The appeal should clearly set out the grounds on which it is being made and be supported, where possible, by evidence. On receipt, the Head of Centre will acknowledge the appeal and will arrange for it to be reviewed by a senior member of staff who has not been directly involved in the original decision. The review will consider whether procedures were properly followed and whether awarding body regulations were correctly applied.

The outcome of the review will be communicated in writing to the learner and their parent or carer within a reasonable timescale, normally not exceeding twenty working days. Where the appeal is upheld, appropriate action will be taken to remedy the situation, which may include correcting administrative errors, resubmitting work, or contacting the awarding body to request an amendment. Where the appeal is not upheld, the reasons for the decision will be clearly explained.

Learners may also request that the school submit a formal appeal or a post-results service request to the awarding body on their behalf. In such cases, the cost of the service will normally be borne by the learner unless the school agrees otherwise.

All appeals will be logged by the Exams Officer and retained as part of the school's examination records. A summary of appeals will be reported annually to the Senior Leadership Team and made available to awarding bodies upon request.



This appendix will be reviewed annually by the Head of Centre and the Exams Officer to ensure that it remains compliant with JCQ requirements and continues to safeguard the rights of learners at ALP Sittingbourne.



Appendix I – Conflict of Interest

This appendix sets out the arrangements in place at ALP Sittingbourne to identify, record and manage conflicts of interest in relation to the administration of examinations and assessments. It is designed to ensure compliance with JCQ regulations and awarding body requirements, and to preserve the integrity and credibility of all qualifications awarded.

A conflict of interest arises where an individual's personal or professional interests could compromise, or be perceived to compromise, their duties and responsibilities in the examination process. Examples include where a member of staff has a close family relationship with a candidate, where an invigilator is supervising a candidate known to them in a personal capacity, or where a staff member is involved in the teaching and assessment of a learner whose work they are also required to authenticate or mark.

The Head of Centre is responsible for ensuring that all actual, potential or perceived conflicts of interest are declared and appropriately managed. All staff involved in the delivery, administration and invigilation of examinations are required to disclose any conflict of interest to the Head of Centre or Exams Officer at the earliest opportunity. Declarations will be formally recorded and retained as part of the school's examination records.

Where a conflict of interest is identified, the Head of Centre will determine appropriate measures to mitigate the risk. This may include reassigning duties to another member of staff, appointing an alternative invigilator, or implementing additional monitoring procedures. In cases where a conflict cannot be fully mitigated at centre level, the Head of Centre will notify the relevant awarding body and follow any guidance issued.

Candidates who are related to, or otherwise closely connected with, a member of staff will not normally be taught or assessed solely by that staff member. Where this is unavoidable, arrangements will be put in place to ensure that assessment decisions are subject to independent verification.

Failure to declare a conflict of interest may be treated as malpractice and will be dealt with under the school's disciplinary procedures.

This appendix will be reviewed annually by the Head of Centre and the Exams Officer to ensure that it remains compliant with JCQ regulations and continues to protect the integrity of the examination process at ALP Sittingbourne.