



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

EXAMINATIONS POLICY 2026

Nominated Lead Member of Staff:	HM
Last Review Date:	April 2026
Next Review Date:	April 2027

Head of Centre: Mr G.A. Wright
Examinations Officer: Mrs P Howell

1. Introduction

This policy briefly outlines the aims, rationale and procedures behind the school's arrangements for internal and external examinations. It will be reviewed annually by the Examinations Officer and the Head of Centre, in consultation with Deputy Head with responsibility for examinations.

1.1 Internal examinations:

- Provide an opportunity for recognising and confirming student's achievement.
- Provide valid, reliable and comprehensible information for teachers, students, parents/carers and other users on the performance of students and the school, identifying strengths and weaknesses and providing comparison against recognised norms.
- Ensure equality of opportunity for all students to display achievement. Can be used as a guide to the setting of students in specific subjects. Help in setting targets for students and teachers to work towards.
- Provide practice for public examinations. Internal examinations encourage the development of qualities in students, such as the development of retention and learning skills; the organisation of time and syllabus content for revision; the selection and application of knowledge, skills and techniques in unfamiliar context and the delivery of concise, relevant answers under the twin pressures of time and awareness that much may be at stake. They are conducted following as closely as possible to the rules and regulations of external examinations.

1.2 External examinations:

- Provide an opportunity for recognising and confirming candidate's achievement.
- Provide valid, reliable and comprehensible information for teachers, candidates, parents/carers and other users on the performance of candidates and the school, identifying strengths and weaknesses and providing comparison against recognised norms.
- Ensure equality of opportunity for all candidates to display achievement. Help in setting targets for candidates and teachers to work towards.

2. Internal examinations:

- 2.1 Responsibility for the planning and organisation of internal examinations is held by the Examinations Officer in consultation the Deputy Head with responsibility for examinations, Heads of Year (HoY) and Heads of Department (HoD).
- 2.2 Internal examinations are aimed at practising revision skills and examination technique and providing early opportunity to revise course content covered to date. It offers teachers the opportunity to make judgements upon how students can cope with the examination processes.
- 2.3 At KS4 study skills events are organised and subject departments provide individual guidance. Mentoring is offered to KS4 candidates where it is deemed advisable by the Head of Year.
- 2.4 Internal examinations are scheduled in the school Assessment, Recording and Reporting (ARR) calendar. All year groups sit examinations and/or assessments once during the school year. Internal exams for Years 9-13 will follow JCQ and awarding body regulations to provide candidates with the best opportunity and experience to trial formal exam conditions.
- 2.5 It is the responsibility of the candidate to inform the school if they are absent for an internal exam and, if appropriate, speak to the Exams Officer to re-arrange an alternative time to sit the exam. This should occur as soon as possible after the timetabled exam has taken place.

3. External Examinations:

The Head of Centre understands the contents, refers to and directs all relevant staff to current JCQ documents ensuring all external examinations will be carried out in accordance with the rules and recommendations laid down by the JCQ. These documents include:

- General Regulations for Approved Centres
- Instructions for conducting examinations (the ICE booklet)
- Access Arrangements and reasonable adjustments
- Instructions for conducting non-examination assessments.
- Suspected Malpractice; policies and Procedures
- Notice to Centres – Informing candidates of their Centre Assessed Marks
- A Guide to the Special Consideration Process
- AI Use in Assessments: Your role in protecting the Integrity of Qualifications
- Plagiarism in Assessments – guidance for Teachers and Assessors
- Guidance for Centres on Cyber Security

The Head of Centre will ensure there are procedures in place to maintain the security of user accounts ensuring all members of centre staff who access awarding bodies online systems undertake annual cyber security training. Certificates will be held on file for inspection.

The Head of Centre will ensure the centre has appropriate accommodation at the registered address to support the size of the cohorts being taught including accommodation for candidates with access arrangements. They will ensure the centre has a secure storage facility in a room solely assigned to examinations for the storage of question papers and pre-release materials. Access to the secure room will be restricted to no more than six named keyholders.

The Head of Centre will ensure that relevant members of staff respond promptly to requests and/or actions raised by the JQC Inspection Service or from requests for information from awarding bodies. The National Centre Number Register will be updated annually by the end of October and the NCNR team will be notified immediately of any changes.

The Head Master is the Head of Centre and has overall responsibility for all public examinations at this Centre. In the absence of the Head of Centre, the Deputy Head with responsibility for examinations will assume this responsibility.

The Examinations Office is a team of three staff. In the absence of the Examinations Officer, the duties outlined below will be carried out by the other members of the Examinations Office Team (principally the administration and invigilation of the daily examination schedule), the HOC and SLT (who will deal with accommodation and discipline issues). The Examination Officer will ensure a comprehensive written record of all examinations procedures is available and kept up to date.

Examinations are organised by the School's Examination Officer, whose role is outlined below:

- Seeking advice from HoDs about examination boards, codes of entry and numbers of candidates to enable provisional entries and full entries to be made to the examination boards at the appropriate time. Entry fees will be paid by the school, although re-sit fees are paid by the candidate. Examination entries will be submitted in the student's legal name.
- Being familiar with the annually updated information from the awarding bodies on administrative procedures, key tasks, key dates and deadlines. Ensuring key tasks are undertaken and deadlines met.
- Receiving and processing re-sit entries from candidates.
- Advising and assisting HoDs about matters relating to deadlines for coursework/controlled assessment marks. Arranging for dispatch of coursework and keeping records relating to this.
- Printing and distributing information to staff, parents and candidates including: examination timetables, JCQ notices and JCQ Information for Candidates. Advising candidates that any

breach of JCQ regulations or malpractice by candidates before, during or after any exam, must be reported to the relevant awarding bodies immediately.

- Receiving, logging and securely storing examination materials which includes papers, stationary, labels and attendance registers and dispatching all scripts once completed. Briefing relevant centre staff involved with the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential and assessment materials. Ensuring question papers remain secure and sealed until the appropriate exam session. At the end of the exam ensuring exam papers are returned to the Exams Office and not released to centre staff until 24 hours after the published finish time of an exam.
- Producing a master centre timetable for each exam series. Allocating examination rooms in liaison with the site staff; resolving timetable clashes and providing written confirmation of the changes; producing seating plans. Ensuring all exam rooms are set up in compliance with JCQ regulations and awarding body requirements.
- Recruiting and training new invigilators and refreshing existing invigilators, recording content of training provided. Ensuring all lead invigilators are fully aware of the requirements within the examination rooms and have DBS clearance. Briefing lead invigilators before the start of each examination. Recording confidentiality and security agreements and confirming any malpractice/maladministration sanctions applied.
- Liaising with the SENDCo regarding Access Arrangements and ensuring that the recommendations are fully complied with.
- Sending out an electronic communication to all centre staff each examination series, before the published deadline for entries, asking for any conflicts of interest to be declared. Recording and maintaining the Conflict of Interest log. Informing the relevant awarding bodies, when required by the nature of the conflict, of specific conflicts of interest or centre staff declarations by identifying and following the individual awarding bodies administrative process. Recording the agreed measures/protocols put in place on the log to mitigate any potential risk to the integrity of the qualifications affected and informing the affected member of staff of these measures/protocols. The Head of Centre will ensure the conflict of interests are managed according to the JCQ regulations and the record will be available for inspection by the JCQ Centre Inspector.
- Informing candidates of the JCQ regulations regarding unauthorised items and examination procedures prior to the start date of the exams. Ensuring all the JCQ guidance is sent to candidates before the start of the exams including all Information to Candidate documents, Social Media and awarding bodies privacy notices. Highlighting the JCQ posters outside the exam rooms regarding possession of any unauthorised items in the exam room and the procedures and sanctions involved if regulations are not followed. Referring candidates to the awarding bodies privacy notices and the processing that the centre undertakes by providing relevant and personal data to the awarding bodies for the purpose of examining and awarding qualifications.
- Ensuring the smooth and efficient running of examinations on a day-to-day basis. Dealing with all issues as they arise.
- Maintaining the integrity of the examination by ensuring the security of all assessment and pre-release materials, and ensuring the access, download and printing or storing of electronic day of exam assessment materials complies with JCQ requirements. Informing the awarding bodies immediately in the event of any security breaches.
- Submitting declarations to the awarding bodies for any students arriving very late for an exam and keeping records on file for inspection where overnight supervision is required.
- Making special consideration requests for candidates who are disadvantaged at the time of the examinations in consultation with HoYs and SENDCo. Special consideration will be sought for candidates who have been disadvantaged by circumstances of a temporary nature at the time of the examination such as health problems, traumatic events such as death or serious illness in the family or a serious disturbance during an examination. Evidence must be supplied to support each claim and all special consideration requests must be approved and signed off

by a member of SLT. Any special consideration request not approved by a member of SLT will be brought to the attention of the Head Master who will have the final decision. Recognised learning difficulties are not grounds for a request for special consideration but may be grounds for a request for access arrangements. Candidates will be informed when a request for special consideration is submitted to the awarding body.

- Keeping results and grade boundaries entirely confidential and restricted to key members of centre staff until the official date and time of release of results to candidates. Any potential breaches must be reported immediately to the awarding bodies. Downloading and publishing results on examination results days, distributing provisional statements of results. Receiving, checking and distributing examination results certificates. Examination results and certificates will be handed direct to the candidate unless prior written consent has been received from the candidate nominating another person to collect the results or certificate on their behalf. Exam certificates will not be posted to home addresses. Unclaimed exam certificates will be retained by the school for a maximum of five years and then confidentially destroyed.
- Making applications for 'Reviews of Results (ROR)' and requests for scripts and passing the outcomes to candidates and staff. Ensuring that all candidates are given details of the awarding bodies Post Results Services process prior to the publication of results.

- 3.1 Subject Departments may choose their syllabus in consultation with the Head Master and their SLT link. Departments may choose from the full range of Examination Boards available.
- 3.2 Candidates will normally be entered for between 9 and 12 GCSEs.
- 3.3 Year 13 candidates will normally be entered for 3 or 4 subjects at A-level.
- 3.4 This school expects candidates to prepare in a responsible and proper fashion, with due consideration to the nature of the examination and their own health and well-being.
- 3.5 The type/make of calculator allowed in an examination room will be at the discretion of the school. The decision on the make and type of calculator will be guided by the Examination Boards' calculator regulations, and the obligation of the school to be confident that malpractice is prevented. Graphical calculators will only be permitted for GCE (A Level) examinations, and it is the responsibility of the candidate to ensure the calculator is placed in exam mode. Candidates must be able to demonstrate this has been done to the invigilator before the start of the examination.
- 3.6 Food will not be allowed in the examination room except where a candidate has a medical need. Any food taken into an examination room must be without any packaging. Drinking water is permitted in the examination room in a transparent, plastic bottle with all packaging removed, and the bottle must be kept on the floor during the examination.
- 3.7 Candidates arriving late or very late for an examination (see the criteria for very late in the ICE booklet) will be allowed to sit the examination but they will be warned that their script may not be accepted by the awarding body. Candidates will be allocated the full duration of the examination. A declaration of a very late arrival will be submitted to the exam board.
- 3.8 Candidates in this school who have finished the examination early will not be allowed to leave an examination room until the scheduled end of the examination. It is felt that candidates leaving earlier than the scheduled end time causes a disruption to those candidates who are still working. If a candidate is allowed to temporarily leave the examination room for any reason, they must be accompanied by a member of centre staff. Extra time to compensate for temporary absence will be granted at the discretion of the centre. Candidates must not leave the examination room with any examination material including scripts or question papers.
- 3.9 Exceptionally, and with the agreement of the Examinations Officer, a Y14 candidate may be allowed back into school to re-take examinations. The responsibility for submitting the entry, payments and finding out all details of the examination are entirely the responsibility of the candidate. Entries will not be accepted for candidates older than Y14.

- 3.10 AGSB does not support external entries in either a MFL subject where a speaking and listening examination is required or in a subject which includes a NEA component as the centre will not be able to verify or authenticate the work. Any other requests for entry in an external examination in a subject not studied by the school must be made in writing to the Head of Centre. If such an allowance is made the candidate will be charged the examination entry fee and any additional costs.
- 3.11 AGSB reserves the right not to enter a candidate for external examinations, after consultation with parents/carers.
- 3.12 In addition to the contact information provided to the National Centre Number Register, AGSB will provide the awarding bodies with a contact number for a member of SLT to deal with any emergency requests during the summer holidays.

4. Access Arrangements – Examinations

Access Arrangements allow candidates with specific needs such as specific educational needs, disabilities, or temporary injuries to access the examination/assessment and show what they can do without changing the demands of the examination/assessment. Access arrangements are the principal way in which awarding bodies comply with their duty under the Equalities Act 2010 to make reasonable adjustments.

Altrincham Grammar School for Boys has a written record which clearly shows the centre:

- Is leading on the access arrangement process and is complying with its obligation to identify the need for, request and implement access arrangements.
- has a process in place to not only check the qualifications of its assessors but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments.

The SEND Department will:

- Identify candidates access arrangement needs from written evidence from external sources together with evidence of need and the normal way of working within the school. Recommendations for access arrangements made in private reports are not a guarantee of access arrangements. We will consider each recommendation on a case-by-case basis, alongside evidence of need in school, and in line with JCQ guidance.
- Obtain evidence the assessor is suitably qualified and keep on file for inspection purposes.
- Collect the candidate's consent to record their personal data on-line, through Access Arrangements Online (AAO).
- Complete the data protection confirmation prior to the processing of an on-line application.
- Keep detailed records of all the essential information on file either in hard format or electronic format.
- Submit applications for approval using AAO or direct to the awarding body for any qualification not falling within the scope of AAO.
- Inform teachers that candidates are allowed their access arrangements in any assessment in the classroom especially those which count towards their final grade.
- Ensure there are appropriate resources in place at the time of the assessments to meet the candidates needs eg sufficient scribes and readers.
- Communicate all access arrangements to the Examinations Officer and staff through the schools MIS (Arbor)
- Will work in conjunction with the Examinations Officer ordering the modified papers for external examinations before the published deadline.
- Liaises with SLT on the centre's policy on the use of word processors in examinations.

4.1 Appeals

Where a candidate or candidate's parent/carer disagrees with a decision made about applying for/implementing access arrangements and reasonably believes that the school has not complied with its responsibilities or due procedures, a written request setting out the grounds for the appeal must be submitted to the Head Master. The Head Master will consult the JCQ regulations to confirm that the principles and regulations governing access arrangements and all procedures have been followed. The candidate will be informed of the outcome of the appeal.

4.2 The use of a Word processor in examinations.

The Word Processing Policy (Examinations) details the criteria Altrincham Grammar School for Boys specifically uses to award and allocate word processors for examinations and assessments. The use of a word processor in external examinations must be discussed with the access arrangements coordinator in school. The increased digital use in school and use of a laptop to complete general tasks **does not** automatically mean that a candidate can use a laptop in exams.

4.3 Alternative Rooming arrangements (Separate Invigilation)

Access arrangement candidates with extra time, rest breaks or use of a word processor in examinations will normally be accommodated together but within the main venue for the examination. A candidate may only take their examinations in a smaller environment away from the main examination room where they have an established difficulty.

Appendices:

Appendix 1 - Contingency Planning

Appendix 2 - Identification of candidates

Appendix 3 - Emergency evacuation procedure

Appendix 4 - Non-examination assessment policy

Appendix 5 - Centre assessed marks (Coursework and NEA) - Reviews of Marking

Appendix 6 - Internal Appeals Procedure (Coursework and NEA)

Appendix 7 - Malpractice policy

Appendix 8 - Post results services

Appendix 9 - Whistleblowing Policy - Examinations

Separate Policies:

The following policies will be reviewed and updated annually by a member of the senior leadership team and will be communicated within the centre via request or are available on the school website:

Complaints Procedure Policy – School website – Policies

Data Protection Policy – School website – Policies

Equalities Policy – School website – Policies

Safeguarding and Child Protection Policy – School website – Policies

Artificial Intelligence Policy – School website – Policies

Word Processing in Examinations Policy – See SEND Department

Approved by the Governing Body

Altrincham Grammar School for Boys**CONTINGENCY PLANNING**

The JCQ plan for widespread disruption covers various scenarios of serious problems which could affect the delivery of examinations. Some of the scenarios are the responsibility of the Awarding Bodies. In these cases, the centre would be reliant on the Awarding Bodies to take the relevant action. Those scenarios which relate to the Centre may be addressed as follows:

- Several of the potential problems (for example a courier delivers the wrong set of papers to the centre) can be alleviated by good practice in the Examinations Office, particularly with careful checking of the examination papers as they are received and dispatched. This is supported by the Exam Material Receipt Log - Point of Delivery held in Reception and Exam Material Receipt Log – Secure Storage held in the Examinations Office.
- In the event of closure of the centre, parents and candidates will be kept informed using the school's website, Arbor Parent Portal or social media ie X. Alternative methods of teaching will be put in place using remote learning and Office 365 and, if necessary, by using alternative venues giving priority to examination classes.
- AGSB is part of the Hamblin Education Trust, and the school will consider the possibility of transfer of some/all examinations and some/all lessons to our partner school, North Cestrian School, should all the school be deemed to be inaccessible. Priority will be given to examination classes.
- In the event of part of the school being inaccessible, it may be possible to use other parts of the school for examination purposes, for example the sports hall is a self-contained building which will hold 234 candidates.
- In the event of a temporary absence of the Examinations Officer the management and administration of examinations will fall to the other members of the Examinations Office team (administration and invigilation of the daily examination schedule) and the Head of Centre and SLT (accommodation and discipline issues). In the absence of the Head of Centre, the Deputy Head with responsibility for examinations will assume this responsibility. In the absence of the SENDCo, the Assistant SENDCo will assume responsibility for this role with support from the Examinations Officer.
- The potential of a cyber-attack affecting examinations or an IT system corruption/failure affecting candidates work is alleviated by good practice in the IT department; antivirus software is installed with a system back-up run daily with an additional weekly off-line system back up. The school MIS is a cloud-based service so can be accessed remotely in the event of a network failure. AGSB maintains high standards of cyber security including multi-factor authentication, staff training procedures and account monitoring
- The centre will contact the examination boards with full details of the nature of the emergency and seek their help with finding a solution. There will also be discussion with the examination boards regarding an application for special consideration for the candidates.
- The school will inform all candidates about the date of the contingency days set by the JCQ each year.
- To ensure resilience in the examinations system all examination classes will undertake an internal examination under the formal conditions of external examinations, also ensuring the current guidance on collecting evidence of student performance is followed.

Altrincham Grammar School for Boys

IDENTIFICATION OF ALL CANDIDATES AT THE TIME OF THE EXAMINATION/ASSESSMENT

Identification of candidates is carried out by the senior member of staff/examinations office staff who attend the start of every examination. In addition to the visual identification at the door of the examination, the centre will provide up-to-date photographs of all candidates. These will be in the examinations bag available in every examination room. If there is any suspicion about the identity of a candidate, the invigilator can easily check the candidate against his photograph.

Candidate name cards will be placed on each exam desk and will display the candidates full legal name, candidate number and any approved access arrangements. A seating plan will also be provided for each exam room in accordance with JCQ and awarding body regulations, and candidates will be seated as instructed on the seating plan. Any changes to seating will be recorded on the seating plan. Candidates with access arrangements will be clearly identified on the seating plan.

The identification of candidates is a task made easier by the policy that this centre **does not** accept external candidates other than any candidates resitting GCE examinations after Year 13. These candidates will be identified by a member of SLT or the 6th Form team at the start of the examination and a photo will be held on file within the examination room.

Altrincham Grammar School for Boys**EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS**

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register.
- Make a note of the time.
- Prepare to evacuate.
- Advise candidates to close their answer paper and leave all question papers, scripts and equipment on their examination desk.
- Advise the candidates that they are going to evacuate the room; they must not communicate with anyone, and they must leave the room in silence.
- Evacuate the room in line with the instructions given by the Examinations Officer using the route shown on the map in the examinations bag.
- Candidates should assemble at the fire points indicated on the map in the examination room folder.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room so there is no discussion about the examination.

If circumstances allow the examination to recommence, candidates should return to the examination room by the quickest means, again in silence. The invigilator should:

- Allow candidates time to settle down before formally restarting the examination. Make a note of the time the examination recommences.
- Allow the candidates the full remaining working time allowed for the examination.
- Make a full report of the incident and the action taken so that the Examinations Officer can send a report to the examination board.
- If there are only a few candidates the possibility will be considered of taking the candidates (with question papers and scripts collected by the invigilators) to another place to finish the examination.
- Where candidates are not allowed to return to the examination room, or the decision is made by the appropriate authority that the examination cannot be resumed, the Centre's Contingency Plan will be invoked and the invigilators and candidates briefed accordingly at the time.

A copy of this evacuation procedure will be held in the examination folder in each examination room.

If the lockdown alarm sounds (a pulsing intermitted ringing bell) invigilators should lock/barricade any entrance/exit points, close windows and curtains, students and invigilators should hide under desks, out of view of windows and doors. Everyone must remain silent and mobile phones should not be used. A member of the School's Leadership Team will let the Lead Invigilator know when the lockdown procedure has ended.

Altrincham Grammar School for Boys

NON-EXAMINATION ASSESSMENT POLICY

- All examinations and assessments will be conducted according to the rules laid down in the 'Instructions for conducting non-examination assessments' and the 'Instructions for conducting examinations' issued by JCQ.
- SLT will map overall resource management requirements for the year as part of this, to resolve: clashes/problems over the timing or operation of non-examination assessments and issues arising from the need for particular facilities (rooms, IT networks, time out of school etc).
- Assessment material supplied by the awarding bodies will only be shared with appropriate centre staff and candidates and not released outside the centre. Assessment materials will be received, checked and stored in accordance with JCQ guidance. Candidates will be given access to the relevant material on, or as soon after, the date specified by the awarding bodies. The awarding body will be informed immediately of any potential or actual breach of examination or assessment materials.
- It will be the responsibility of Heads of Department to see that non-examination assessments are conducted according to the regulations and members of teaching staff in their Department are fully aware of the tasks and requirements of the assessment. HoDs will check all associated administrative tasks are completed in an accurate and timely manner and are correct and submitted to the Examinations Office by the deadline set by the awarding bodies.
- Candidates will be informed of their centre assessed marks before they are submitted to the awarding body allowing a candidate to request a review of the centres marking
- The centre will meet the deadlines for submission of the candidates' work to the awarding body and will securely store all candidate's work, both electronic and paper-based, until the deadline for reviews of results has passed.
- Access arrangements can apply equally to both written components and non-examination components.

A level Sciences

- In A level Biology, Chemistry, Physics and Geology, teachers will be required to undergo training to deliver the assessment of practical skills.
- The centre will ensure that all candidates are given the opportunity to undertake the prescribed practical activities to gain the practical endorsement for A level sciences as detailed in the 'Instructions for conducting non-examination assessments'
- This includes the organisation of alternative sessions for absent candidates wherever possible.
- The centre undertakes to appoint a lead teacher; keep records of the assessments; co-operate with the visiting monitors from the examination boards.
- All examinations will be invigilated by a member of the Science Department.

GCSE English Language

- In GCSE English Language the centre will ensure that all candidates are given the opportunity to undertake the spoken language endorsement for GCSE English Language as detailed in the 'Instructions for conducting non-examination assessments'. This includes the organisation of alternative sessions for absent candidates wherever possible.
- The centre undertakes to make arrangements for internal standardisation; provide a sample of audio/visual recordings in line with the criteria laid down by the JCQ and submit to the awarding body by the published deadline.
- All examinations will be invigilated by a member of the English Department.

GCSE and A level Art

- Appropriate materials for examinations will be provided by the centre.
- The examinations will be invigilated by an Art teacher with support from an additional invigilator at the discretion of the centre.
- Further instructions are found in section 18.5 of the ICE booklet.

AGSB Guidance on the Use of Artificial Intelligence (AI) in Non-Examined Assessments (NEA)

This policy provides guidance on the appropriate use of Artificial Intelligence (AI) tools in Non-Examined Assessments (NEAs), in line with the school's Examination Policy, Plagiarism Policy, and Artificial Intelligence Policy. It is based on the JCQ's *AI Use in Assessments* guidance:

 [JCQ Guidance – April 2025](#)

1. Overview and Centre Responsibilities

Centres are responsible for ensuring all teachers:

Understand and apply the school's approach to AI use in NEAs.

Take appropriate steps to prevent and identify misuse of AI tools.

Follow a clear process when concerns about AI use arise, either before or after the student's NEA declaration has been signed.

2. Background: AI and Assessment

Most examinations and many assessments are completed under controlled conditions, limiting or excluding internet access; AI use is therefore not relevant in those cases.

However, some NEAs allow internet access during preparation, research, or production, which raises the potential for AI use.

AI tools include:

Text generators (e.g. ChatGPT, Claude, Gemini, Jasper, Jenni)

Media generators (e.g. OpenAI's DALL·E, Soundraw, Musicfy)

Teachers must understand both the capabilities and limitations of these tools. AI can produce inaccurate, biased, or fabricated content (e.g., false references), and improper use in NEAs may constitute malpractice.

3. Teacher Responsibilities

Teachers must:

Understand subject-specific NEA rules, including supervision levels and permitted internet use.

Clearly communicate these rules to students before NEA work begins.

Instruct students on appropriate source referencing, including AI-generated content.

Be aware of what constitutes AI misuse, how to detect it, and what steps to take if misuse is suspected.

4. Student Use of AI – Acknowledgement and Referencing

Students must always acknowledge the use of AI in their work.

When referencing AI:

If AI provides sources: Students must verify and reference those sources as usual.

If AI does *not* provide sources: Students must independently verify the information and cite the actual sources used.

Acknowledgement must include:

The AI tool name and date content was generated

Example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025

A record of prompts used and the AI-generated output in a non-editable format (e.g., screenshot or PDF)

A brief explanation of how the AI-generated content was used

This information must be submitted alongside the NEA to allow for proper review.
If a student fails to submit this documentation, and the teacher cannot verify authenticity, the matter must be escalated in line with school policy.

Marking considerations:

Even if AI use is appropriately acknowledged:

Assessors must ensure that **students have independently met the assessment criteria**.

Marks should be adjusted if the AI use undermines a student's demonstration of understanding, analysis, or originality.

5. What Constitutes AI Misuse

AI misuse occurs when a student submits work that is not their own, including:

Copying or paraphrasing AI-generated content

Using AI to perform tasks such as calculations, analysis, or evaluation without acknowledgment

Failing to verify or reference AI-generated information

This is considered malpractice and may result in serious consequences, including disqualification.

6. Detecting AI Misuse

Teachers who are familiar with a student's work are best placed to detect irregularities.

Signs of AI misuse:

Sudden changes in writing style or complexity

Use of American spellings, currency, or idioms

Inaccurate or unverifiable references

Repetitive essay structures or multiple conclusions

Confident but factually incorrect statements

Overly formal, verbose, or unnatural language

Detection tools:

Teachers may use AI content detectors such as:

[Copleaks](#)

[GPTZero](#)

[Sapling](#)

[Turnitin AI Detection](#)

These tools vary in accuracy and **must not be relied upon alone**. Use them alongside teacher judgment and holistic review of the student's work.

Where possible, teachers should allocate time for sufficient portions of work to be completed in class under direct supervision to allow the teacher to authenticate all of each student's work with confidence.

Teachers should examine intermediate stages in the production of work in order to ensure work is underway in a planned and timely manner and work submitted represents a natural continuation of earlier stages.

What should teachers do if they suspect AI has been misused?

Teachers must be aware of their responsibility to only authenticate and submit work for assessment that they are confident is the student's own.

Before the student has signed the NEA declaration:

Investigate AI misuse by collecting evidence (using examples above)

Inform the Head of Department.

Meet with the student and present the evidence for AI misuse.

This meeting could involve asking the student questions about the content/ vocabulary used, to establish if they understand it.

Inform Deputy Head- Academic and parents of the student.

Internal disciplinary procedures will apply.

After the student has signed the NEA declaration:

Investigate AI misuse by collecting evidence (using examples above)

Inform the Head of Department.

Review the work with the student, clearly identifying the evidence for AI misuse.

Inform the parents of the student.

Inform the awarding body of the malpractice.

Altrincham Grammar School for Boys**Centre Assessed Marks (Coursework or NEA) - Reviews of Marking**

AGSB is committed to ensuring that whenever staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Heads of Department will be sent the AGSB centre assessed marks procedure document at the start of each academic year informing them of the timescales involved. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. AGSB is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. We will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. We will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. We will, having received a request for copies of materials, promptly make them available to the candidate.
4. We will provide candidates with sufficient time to allow them to review copies of materials and reach a decision. Requests for reviews of marking **must** be made in writing. A form for teachers detailing the timeline of the review of marking is available from the Exams Officer.
5. We will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
6. We will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. We will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
7. The candidate will be informed in writing of the outcome of the review of the centre's marking.
8. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of AGSB and is not covered by this procedure.

Altrincham Grammar School for Boys**INTERNAL APPEALS PROCEDURE - Non Examination Assessment and Coursework**

Each Awarding Body publishes detailed criteria for the internal assessment of work and its arrangements for appeals against its decisions. In addition, in exceptional circumstances where all other mechanisms have failed, an appeal can be made to the school concerning the internal assessment. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the school's control will not be considered in the school's appeals procedure.

The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the marks or grades submitted by the school to the awarding bodies. The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body.

1. The Head Master is in overall charge of managing appeals relating to internal assessments. If a candidate (via their parent/carer) wishes to appeal about his/her internal assessment mark, then the following procedures should be followed:
 - a) The appeal should be made in writing to the Head Master stating the details of the complaint and the reasons for the appeal.
 - b) The appeal should normally be submitted by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances where the controlled assessments marking and moderation schedule extends beyond this time.
2. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing and a copy will be sent to the parent/carer.
3. If the candidate and their parent/carer are not satisfied with the written response they have received, then they can request a personal hearing before an appeals panel:
 - a) The appeals panel will consist of the Head Master and two of the following: a Governor, a member of SLT, the Head of Department, the Examinations Officer.
 - b) The request for a personal hearing must be made within five days of receipt of the written reply to the initial appeal.
 - c) The candidate and their parent/carer will be given at least five days' notice of the hearing date.
 - d) A breakdown of the marks awarded will be provided in advance of the appeal.
 - e) The teacher(s) involved will be present at the hearing.
 - f) The Head Teacher will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate and their parent/carer.
 - g) The school will maintain a written record of all appeals.
 - h) The school will inform the Awarding Body (examination board) of any change to an internally assessed mark as a result of an appeal.
4. If the candidate and their parent/carer remain dissatisfied, the case can be referred to the JCQ.
5. The existence of this procedure is made known to candidates and their parents/carers through reference to the Examinations Policy published on the school website.

Altrincham Grammar School for Boys

MALPRACTICE POLICY – Examinations

Malpractice and maladministration involve the failure to follow the rules of the examination by either candidates or centre staff during any examination or assessment. Any suspected malpractice during examinations or assessments will be investigated and dealt with in accordance with JCQ Malpractice guidelines. In accordance with JCQ regulations there is a separate Whistleblowing (Exams) Policy and Artificial Intelligence Policy

Altrincham Grammar School for Boys has in place robust processes to prevent and identify malpractice. All internal examinations from Year 9 are conducted under formal examination conditions where candidates are informed of the JCQ regulations regarding malpractice. Candidates taking external examinations in Y10-13 are given information on examination regulations including AI and plagiarism, all the relevant JCQ information documents are sent to both candidates and parents/carers via the parent portal and made available on the school website. Candidates are informed of the likely sanctions should they commit malpractice. Staff invigilating examinations are trained in good practice following JCQ procedures to mitigate the likelihood of maladministration occurring. This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in JCQ documents and any further awarding body guidance.

The school will:

- take all reasonable steps to prevent the occurrence of any malpractice including maladministration before, during and after examinations have taken place.
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving either a candidate or member of staff, by completing the appropriate documentation.
- As required by the awarding body, gather evidence of any instances of alleged or suspected malpractice in accordance with JCQ procedures and provide such information and advice as the awarding body may reasonably require.

Reporting

Once suspected malpractice is identified any member of staff can report this in the first instance to the Examinations Officer who will then inform the Deputy Head with responsibility for examinations and the Head of Centre.

- The Head of Centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice using the appropriate forms and will conduct any investigation and gathering of information in accordance with JCQ requirements.
- Any malpractice by a candidate discovered in a controlled assessment, coursework or any NEA prior to the candidate signing the declaration of authentication will be dealt with according to the school's internal procedure and not need to be reported to the awarding body. If the awarding body's confidential material has been breached this will be reported to the awarding body immediately
- The individual (candidate or member of staff) will be informed of their rights.
- Once the information has been gathered the Head of Centre will submit a written report to the awarding body accompanied by the information acquired during the investigation.
- The awarding body will decide based on the report whether there is evidence of malpractice and if any further investigation is required. The Head of Centre will be notified accordingly.

Once a decision has been made the awarding body will communicate this in writing to the Head of Centre. The Head of Centre will then communicate the decision to the individuals concerned and pass on details of any sanctions and actions in cases where this has been indicated. The Head of Centre will inform the individual of the right to appeal.

Altrincham Grammar School for Boys will provide the individual with information on the process and the timeframe for submitting the appeal where relevant, referring to further information and following the process as provided by the JCQ.

Altrincham Grammar School for Boys**POST RESULTS SERVICES**

Review of Results (ROR) requests must be made in writing using the standard form provided and signed by the candidate. The request must be made via the Examinations Officer. An ROR request must be paid for by the candidate in advance of the request being made. The school does not make a judgement about the validity or otherwise of an ROR request; the decision to send for an ROR is that of the candidate. Senior members of centre staff will be available immediately after the publication of results.

- All requests for RORs and for appeals against the outcome of RORs MUST be submitted by the centre. Individual requests are not accepted by the awarding bodies.
- Where a candidate or candidate's parent/carer disagrees with the outcome of a Review of Results, a written request setting out the grounds for any appeal must be submitted to the Head Master. Any decision to submit an appeal against the outcome of an ROR will be made by the Head of Centre, in consultation with the candidate, parents/carers, the Examinations Officer and other members of staff as appropriate. The candidate will be informed of the outcome of the appeal request.
- The timescale for all appeals is set by the awarding bodies and the centre agrees to abide by the timescale set.
- A moderation appeal can only be requested by the centre as it affects the whole cohort. The decision to request a review of moderation will be made by the Head of Department.

All appeals will be carried out following the instructions laid out in the JCQ publications 'Post Results Services' and 'a Guide to the Awarding Bodies Appeals Processes'.

Altrincham Grammar School for Boys

Whistleblowing Policy – Examinations

The HET has a separate Whistleblowing Policy, which should be read in conjunction with this appendix which relates specifically to examinations.

Introduction

This policy sets out the whistleblowing procedures at this school relating to examinations. The Deputy Head with responsibility for examinations will be responsible for handling any cases of whistleblowing relating to examinations and will escalate any instances of malpractice to the relevant awarding body/bodies. This policy also sets out the principles which allow members of centre staff and students to feel confident in reporting instances of actual, alleged or suspected malpractice to relevant members of senior leadership. This policy details the steps that could be taken by an individual involved in the management, administration and/or conducting of examinations if this school fails to comply with its obligation to report any alleged, suspected or actual incidents of malpractice or maladministration.

This school will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place.
- inform the awarding body **immediately** of any alleged, suspected, or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.
- as required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) and provide such information and advice as the awarding body may reasonably require.

Reporting

If a member of centre staff involved in the management, administration and/or conducting of examinations (such as examinations officer, examinations assistant or invigilator), a student or a member of the public (such as a parent/carer) has a concern or reason to believe that malpractice has or will occur in an examination or assessment, concerns should normally be raised initially with the member of the senior leadership team with oversight of examination administration. However, there may be times when it may be more appropriate to refer the issue direct to the governing board, most often when the allegation is against the head of centre.

Examples of malpractice

In addition to the centre wide Whistleblowing Policy, this examinations-specific policy, includes reference to examinations-related breaches including, but not limited to, the following:

- Failure to comply with examination regulations as set out by the Joint Council for Qualifications (JCQ) and its awarding bodies.
- A security breach of the examination paper
- Conduct of centre staff which undermines the integrity of the examination.
- Unfair treatment of candidates by either giving an advantage to a candidate/group of candidates (e.g. by permitting a candidate an access arrangement which is not supported by appropriate evidence), or disadvantaging candidates by not providing access to the appropriate conditions (providing a 'level playing field')

- Possible fraud and corruption (e.g. accessing the examination paper prior to the examination to aid teaching and learning)
- Abuse of authority (e.g. the head of centre/members of the senior leadership team overriding JCQ and awarding body regulations)
- Other conduct which may be interpreted as malpractice/maladministration.

Raising a concern

If the individual does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, that individual could consider making their disclosure to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

To investigate concerns effectively, the awarding body should be provided with as much information as possible/is relevant, which may include:

- The qualifications and subjects involved.
- The centre involved.
- The names of staff/candidates involved.
- The regulations breached/specific nature of suspected malpractice.
- When and where the suspected malpractice occurred.
- Whether multiple examination series are affected.
- If the issue has been reported to the centre and what the outcome was.
- How the issue became apparent.

Alternatively, a worker could consider making a disclosure to Ofqual as a prescribed body for whistleblowing to raise a concern about wrongdoing, risk or malpractice.

In some circumstances, the whistleblower might find it difficult to raise concerns with the nominated member of the senior leadership team. If a concern is raised anonymously, the issue may not be able to be taken further if insufficient information has been provided. In such instances, and if appropriate, the allegation may be disclosed to a union representative, who could then be required to report the concern without disclosing its source. Alternatively, whistleblowers or others with concerns about potential malpractice can report the matter direct to Ofqual, who is identified as a 'prescribed body' Awarding organisations are not prescribed bodies under whistleblowing legislation; however, awarding organisation investigation teams do give those reporting concerns the opportunity for anonymity. A whistleblower can give his/her name but may also request confidentiality; the person receiving the information should make every effort to protect the identity of the whistleblower.