



Halliford
School
SHEPPERTON

Examination Policy 2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	September 2024

Key staff involved in the exams policy:

Examination Role	Name(s)	Job title, if different from examination role
Head of centre	Mr James Davies (JD)	(Headmaster / HM)
Examination Officer line manager	Mr Richard Fulford (RF)	(Deputy Head Academic / DHA)
Examination Officer – Organisational	Mrs Susie Hall (SH)	Data Administrator & Examination Officer (EO Organisational)
Examination Officer – Operational	Mr Lance Cupido (LC)	Teacher & Examination Officer (EO Operational)
SENCo	Nicola Session (NS)	(SENCo)
Senior leader(s)	Mr James Norman (JN) Mr Andy Carroll (AC) Mr Sean Slocock (SS) Mrs Elspeth Sanders (ES)	Deputy Head Pastoral (SD) Head of Sixth Form (HSF) Assistant Headteacher Co-Curricular (AHCC) Bursar (BR)

Purpose of the policy

Halliford School is committed to ensuring that the exams management and administration process is run effectively and efficiently, in compliance with the published JCQ General Regulations for Approved Centres (Annexe A GR) along with awarding body requirements and all other relevant JCQ publications:

- A guide to special consideration process (Annexe B);
- Access Arrangements and Reasonable Adjustments (Annexe C);
- Instructions for conducting coursework (Annexe D);
- Instructions for conducting examinations (Annexe E);
- Instructions for conducting non-examination assessments (Annexe F); and
- Suspected malpractice – Policies and Procedures (Annexe H).

This exam policy will ensure that:

- all aspects of Halliford School’s exam process are documented, supporting the Exams Contingency Plan (Appendix 1), and other relevant exams-related policies, procedures and plans are signposted.
- the workforce is well informed and supported.
- all centre staff involved in the exams process clearly understand their roles and responsibilities.
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times.
- exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in Halliford School are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

This policy will be shared with the relevant members of staff in the following ways (Annexe A GR 2):

Academic Staff	Relevant sections, e.g. Conflicts of Interest (Appendix 2), Instructions for Conducting Non-Examination Assessment (Appendix 12) policies will be shared with academic staff at INSET in advance of any examination series. This full policy will be available on the school website and MS Teams for reference.
Administrative Staff	Relevant sections, e.g. Receipt, handling and postage of examination scripts and non-examination assessments will be shared with support staff during a training meeting in advance of any examination series.
Candidates	The policy will be available on the School’s website, students will be pointed to this during examination assemblies, and parents during a formal examination briefing.
Examinations Team	The examinations officer (organisational) is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, Halliford School in

	<p>matters relating to the general administration of awarding body examinations and assessments. (Annexe A GR 2.4)</p> <p>The examinations officer (operational) is the person appointed by the head of centre to ensure the compliant running / operation of examinations and assessments. (Annexe A GR 2.4)</p> <p>DHA, EO's (Organisational and Operational) and SENCo will review and update this policy at the start of each academic year. This policy will be available on the School's website and MS Teams for reference.</p>
Governors	This policy will be shared as part of the Full Governors meeting, is available in MS Teams and on the School's website.
Invigilation Team	This policy will be shared as part of the invigilator training, which takes place in advance of every examination series. A printed copy of the policy, annexes and appendix will be available for reference in each examination venue.
SMT Incl Head of Centre	Examination policy to be signed off by SMT and Head of Centre.
Third Party Professionals	For example visiting modern foreign language assessors. This policy will be shared as part of the induction, which takes place in advance of any involvement in the exams series. A printed copy of the policy, annexes and appendix will be available for reference in each examination venue.

The agreement between Halliford School & the awarding bodies

Third Party Arrangements (Annexe A GR 3.1)

- Where Halliford School uses a third party to deliver any part of a qualification (including the assessments), Halliford School must maintain oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements.
- A written agreement will be in place with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service.
- Halliford School will ensure there is a copy of this written agreement (if any are in place) is available for inspection.

Centre Status (Annexe A GR 3.6-3.11)

Halliford School -

- has clear signage outside the front of the school.
- Reception is open 08:00-17:15 Monday to Friday term time and 9:00-12:00 during school holidays.
- An EO is available 08:30-15:30 Monday to Friday term time for receipt of deliveries, JCQ inspector/s or awarding body representatives.
- Has a secure storage facility in room solely assigned to examinations (Section 3 ICE).
- Has appropriate accommodation to support the size of the cohort, including access arrangements and practical assessments.

Confidentiality (Annexe A GR 3.12-3.13)

Halliford School will -

- keep confidential the names and addresses of examiners, moderators, external verifiers and any other awarding body & JCQ personnel.
- not publish / forward emails and letters from the awarding body or JCQ personnel without consent or upload such correspondence to social media channels.
- keep confidential the centre employment of any current or former JCQ Centre Inspectors, examiner, moderators etc.

Retention of Candidates Work (Annexe A GR 3.15)

Halliford School will –

- keep live non-examination assessments, coursework etc secure and confidential at all times whilst in their possession. It is not acceptable for teaching staff to share their live work of candidates with other candidates.
- store safely and securely all non-examination assessments, including controlled assessments, coursework, portfolios etc, retained in, or returned to, the centre until the deadline for a review of moderation has passed or until a review of moderation, or appeal or malpractice investigation has been completed, whichever is later.
- Ensure scripts requested under the access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies.

Communication (Annexe A GR 3.16)

- Halliford School will not advise parents or candidates to contact awarding bodies/JCQ directly, except for private candidates.

Centre Management (Annexe A GR 5)

Role	Responsibilities
Head of centre	The head of centre at Halliford School will ensure – <ul style="list-style-type: none">• Halliford School is compliant with published JCQ regulations and awarding body requirements to deliver qualifications.• That appropriate controls are in place to allow accurate data to be submitted to awarding bodies.• All reasonable steps are taken to comply with requests for information or documentation by an authority as soon as practical.
	<u>Recruitment, selection, and training of staff (Annexe A GR 5.3 a-c)</u> The head of centre of Halliford School will ensure – <ul style="list-style-type: none">• as per Halliford School’s Recruitment, Selection and Disclosure Policy (Appendix 3) will retain a workforce of an appropriate size and competence, including sufficient

managerial and other resource, to undertake the delivery of a qualification as required by an awarding body, including taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.

- as per Halliford School's Recruitment, Selection and Disclosure Policy (Appendix 3) will provide fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- enable the relevant senior leader(s), the EO's and the SENCo to receive appropriate training via CPD budget and Exams Office membership, along with line management support in order to facilitate the effective delivery of examinations and assessments within Halliford School and ensure compliance with the published JCQ regulations.
- Maintain a reduced timetable and role of Assistant SENCo, to ensure the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise themselves with the JCQ publication 'Access Arrangements and Reasonable Adjustments' (Annexe C).
- That division of EO role across two members of staff to ensure the EO's have sufficient time to perform their role and remain familiar with awarding body and JCQ documentation, in addition to Exams Office membership and training, and are line managed and actively supported by a member of the SMT (DHA) who has a good working knowledge of the examination system.

External & Internal Governance Arrangements (Annexe A GR 5.3 d-f) –

The head of centre of Halliford School will ensure –

- There is a written Escalation Procedure (Appendix 4) in place should the head of centre, or a member of the SMT with oversight of examination administration be absent.
- there is a DHA in place to provide effective support and supervision of the EO's and ensure the integrity and security of examinations and assessments it maintained throughout an examination series through weekly line management meeting.
- Governors review and sign off exams policy and have scheduled meetings (Governors Academic & Staffing) to review delivery of qualification and assessments to ensure awarding body has confidence in the integrity of Halliford School's activities.

Delivery of Qualifications (Annexe A GR 5.3 g-h) –

The head of centre will ensure –

- Adherence to the Equal Opportunities Policy Appendix 5 and in line with the Access Arrangements and Reasonable Adjustments (Annexe C) Halliford School delivers qualifications, as required by the awarding body, in accordance with the relevant equality legislation. This includes but is not limited to ensuring that qualifications are

	<p>made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.</p> <ul style="list-style-type: none"> • Through timetabling and capital investment that candidates receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned.
	<p><u>Public Liability (Annexe A GR 5.3 i)</u></p> <p>The head of centre will ensure –</p> <ul style="list-style-type: none"> • With reference to Health and Safety Manual Part 1 & 2 with Index (Appendix 6) that Halliford School complies with local health and safety rules which are in place and the centre is adequately covered for public liability claims (Refer to Bursar for public liability insurance details).
	<p><u>Conflict of interest (Annexe A GR 5.3 j)</u></p> <p>The head of centre will ensure –</p> <ul style="list-style-type: none"> • Adherence to the Conflict of Interest Policy (Appendix 2) to outline measures taken to mitigate any potential risk to the integrity of qualifications affected by conflicts specified in this policy.
	<p><u>Controlled assessments, coursework, and non-examination assessments (Annexe A GR 5.3 k-l)</u></p> <p>The head of centre will ensure –</p> <ul style="list-style-type: none"> • Halliford School adheres to the guidance in the JCQ Instructions for Conducting Non-Examination Assessment (Annexe F) and JCQ Instruction for Conducting Coursework (Annexe D). • Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates’ centre-assessed work is produced, authenticated, and marked, or assessed and quality assured in accordance with the awarding bodies’ instructions, including where relevant, private candidates (Appendix 8). • submits in accordance with awarding bodies’ instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date.
	<p><u>Security of assessment materials (Annexe A GR 5.3m-p)</u></p> <p>The head of centre will ensure –</p> <ul style="list-style-type: none"> • Relevant facilities and staffing (EO’s) are available to receive, check and store question papers and examination material safely and securely in the Secure Storage within the Exams Office, for as long as required in accordance with the current JCQ publication Instructions for Conducting Examinations (Annexe E). • EO (Operational) responsible to receive and issue material received from the awarding bodies to staff and candidates and notify them of any advice and

	<p>instructions relevant to the examinations and assessments including pre-release materials.</p> <p><u>National Centre Number Register (Annexe A GR 1.9 / GR 5.3 q-w)</u></p> <p>The head of centre will –</p> <ul style="list-style-type: none"> • Provide details of the registered address of Halliford School, Russell Road, Shepperton, TW17 9HX to which all correspondence in connection with the administration of examinations and assessments can be directed. • Maintain Reception opening hours throughout school holidays 09:00-12:00 to ensure urgent matters can be addressed. Reception are able to contact the Head of Centre, SMT members and EO’s outside term time. • Respond to the NCNR annual update by the end of October, confirming they are both aware of and adhering to the latest versions of JCQ regulations. • Informs NCNR immediately of any changes that could affect the centre status. <p><u>Centre inspections (Annexe A GR 5.3 x-z)</u></p> <p>The head of centre will –</p> <ul style="list-style-type: none"> • Co-operate with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit. • Allow all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection. • Have the following policies available for inspection: <ol style="list-style-type: none"> 1. Child Protection / Safeguarding Policy (Appendix 7) 2. Complaints Policy (Appendix 8) 3. Conflict of Interest Policy (Appendix 2) 4. Data Protection Policy (Appendix 9) 5. Equalities Policy (Appendix 5) 6. Examination Contingency Plan (Appendix 1) 7. Internal Appeals Procedure (Appendix 10 internal assessments decisions), post results services and appeals (Appendix 20), centre decisions regarding access arrangements and special consideration (Appendix 22). 8. Malpractice Policy (Appendix 11) 9. Non-Examined Assessment Policy (Appendix 12) 10. Whistle-blowing Policy (Appendix 13) 11. Use of Word Processor Policy (Appendix 14)
<p>Head of Centre & SMT</p>	<p><u>Access Arrangements & Reasonable Adjustments (Annexe A GR 5.4)</u></p> <ul style="list-style-type: none"> • Maintain on the staff body a SENCo & Assistant SENCo who will determine appropriate access arrangements for candidates with learning difficulties and disabilities in

	<p>accordance with JCQ Access Arrangements & Reasonable Adjustments (Appendix C) and Admissions Policy (Appendix 15).</p> <ul style="list-style-type: none"> • Recognise duties towards disabled candidates including private candidates ensuring compliance with the Equalities Act 2010 (Appendix 16). • Ensure candidates are assessed by an appropriately qualified assessor, evidence of these qualifications to be held for inspection. • Support SENCo in their duty to make reasonable adjustments by requesting access arrangements by the published deadline, and implementing these once approved via AAO and Admin Portal CAP. • Hold documentary evidence to substantiate arrangement, online application, downloaded approval and signed protection notice/ candidate data personal consent form for inspection. • Ensure applications for access arrangements, reasonable adjustments and modified papers are submitted by the published deadline.
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Entry Procedures

Annexe A GR 5.6	Procedure
<p>Halliford School will –</p> <ul style="list-style-type: none"> • Observe awarding body’s terms and conditions for entry and withdrawal of candidates. • Observe regulatory requirement for the qualification. • Enter candidates for examinations in accordance with the published procedures for the qualification. • Submit registrations, entries and certification claims by the deadline/s. • Maintain a UCI or ULN for each candidate and ensure this is used consistently. • Enter candidates on roll as internal candidates. • Not enter a candidate for a qualification at the same level and in the same subject multiple time in the same series, with the exception of Art and Design where multiple entries are allowed. • Pay fees as instructed at the time specified by the exam board. • Submit applications for transferred candidate arrangement in accordance with JCQ guidance. • Verify the ID of all students, photo ID taken in enrolment, visual identification by SMT on entry to exam venue (Candidate ID Procedure Appendix 24). 	<p><u>Estimated entries -</u></p> <ul style="list-style-type: none"> • EO Organisational requests estimated or early entry information, where this may be required by awarding bodies, from Heads of Departments (HoDs) in a timely manner and submits directly to the awarding body within submission deadlines. <p><u>Final entries -</u></p> <ul style="list-style-type: none"> • EO Organisational requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met. Including entry codes and tiers of entry. • EO Organisational confirms entries with DHA prior to submission deadline. • Informs HoDs of subsequent deadlines for making changes to final entry information without charge. • Confirms with HoDs final entry information that has been submitted to awarding bodies prior to deadline. • Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies. <p><u>Entry Fees -</u></p> <ul style="list-style-type: none"> • The EO (Organisational) will submit an entry fee report from MIS to the Bursary department.

<ul style="list-style-type: none"> • Treat all candidates equally throughout the exam process. • Enter candidates under the name verified on suitable ID when enrolled at Halliford School. 	<ul style="list-style-type: none"> • The Bursary team will apply the entry fees to the parent's invoice for the term in which the examinations are being sat. • Even if a student is in receipt of a bursary or fee reduction, the cost of the entry fee is passed on in full to the parent. <p><u>Late Entries -</u></p> <ul style="list-style-type: none"> • EO Organisational has clear entry procedures in place to minimise the risk of late entries. • Charges any late or other penalty fees to departmental budgets – not the examinations budget. • SMT will ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO's and SENCo.
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Centre Assessed Work (controlled assessments, coursework, non-examination assessments and portfolios)

<p>Annexe A GR 5.7</p> <p>Halliford School will –</p> <ul style="list-style-type: none"> • Only use current assessment materials/tasks to assess candidates' knowledge and skills. • Before submitting marks to awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centres marking (Appendix 10). • Take steps to ensure admin tasks are completed in an accurate and timely manner. • Submit centre assessed marks and despatch moderation samples by the published date. • Have a written internal appeals procedure in place and communicate this to candidates (Appendix 10). • Have a written policy for management of GCE and GCSE non-examination assessments (Appendix 12).
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Candidate Information

Annexe A GR 5.8

Halliford School will –

- Issue candidates with a copy of their examination timetable generated via the MIS of their examination entries, along with the dates and times of their examinations.
- Ensure JCQ Unauthorised Items Warning to Candidates posters are displayed in a prominent place for all candidates to see prior to entering an examination room (Annexe G).
- Provide a pack for candidates and parents via email including JCQ Information for candidate’s documents including – coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations and Warning to Candidates poster (Appendix 17).
- Run a student briefing reinforcing what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments.
- Ensure all candidate data transferred to an exam board within the terms of the Freedom of Information Act 2000, and candidates properly informed that their data has been transferred.
- Draw attention of candidates and their parents Halliford’s written complaint and appeals procedure covering general complaints regarding the centre’s delivery or administration of a qualification (Appendix 8) .

Conducting examinations and assessments

Annexe A GR 5.9

Halliford School will –

- Provide suitable accommodation and facilities for all examinations and assessments including smaller or specialist rooms where required (Alternative Room Arrangements or technical exam).
- Provide fully trained invigilators using Exams Office training.
- Provide trained staff to support Access Arrangements (Annexe C), training provided via Exams Office.
- Ensure SMT or Exams Officer Operational identifies all candidates on entry to their exam venue.
- Conduct all examinations / assessments governed by these regulations in accordance with the following JCQ publications –
 - Access arrangements & responsible adjustments (Annexe C)
 - Instructions for conducting coursework (Annexe D)

Procedure

- Recruits, trains using Exams Office modules and deploys a team of external invigilators; and keeps a record of the content of training provided to invigilators for the required period.
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.
- Attend/undertake training, update, briefing and review sessions as required.
- Provide information as requested on their availability to invigilate.

<ul style="list-style-type: none"> ○ Instructions for conducting examinations (Annexe E) ○ Instructions for conducting non-examinations assessments (Annexe F) ● Keep a record for inspection purposes of all cases of overnight supervision requirements in accordance with JCQ Instructions for conducting examinations (Annexe E). ● Submit declarations for very late arrival of candidates JCQ Instructions for conducting examinations (Annexe E) ● Submit applications for special consideration where candidates meet published criteria (Annexe B). ● Refer to Instructions for conducting examinations (Annexe E) for timetabled examinations and handling of scripts. 	<ul style="list-style-type: none"> ● Sign an Invigilator Confidentiality and Security Agreement (Annexe 18) and confirm whether they have any current maladministration/malpractice sanctions applied to them.
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Malpractice

<p>Annexe A GR 5.11</p>
<p>Halliford School will –</p> <ul style="list-style-type: none"> ● Take all reasonable steps to prevent the occurrence of any malpractice, before, during and after assessments have taken place by briefing parents, students and staff, distributing relevant JCQ documentation, briefings and staff training. Malpractice Policy (Appendix 11) ● Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or mal-admin, involving a candidate or a member of staff by completing appropriate documentation. ● As required by the awarding body gather evidence or any instances or suspected malpractice in accordance with JCQ Suspected Malpractice – Policies and Procedures (Annexe H).

Results

<p>Annexe A GR 5.12</p>	<p>Procedure</p>
<p>Halliford School will –</p> <ul style="list-style-type: none"> ● Keep results entirely confidential and restricted to the head of centre, examinations office staff and key members of teaching staff with the centre, until the official dates and times of release of results to candidates (https://www.jcq.org.uk/exams-office/results-and-certification/). ● distribute provisional statements of results to all candidates without delay. 	<p>Publication of exam results</p> <ul style="list-style-type: none"> ● Results day protocol and sharing of examination results and certificates: the examination results belong to the student. ● There are several ways of a student obtaining their results: <ol style="list-style-type: none"> 1. In person – if this is the case, they are identified at the collection desk by a member of staff and can receive their envelope of printed results. 2. By Post – results can be sent out to students in a sealed envelope with the student as the intended and named recipient.

	<p>3. By Email – results can be emailed to students by email to their Halliford School email address. If parents request a copy, we must receive email confirmation from the student before we circulate the results to the parents electronically.</p> <p>4. Collected by someone else – for this to occur, Halliford School require notification of a proxy collection from the student themselves. The proxy must then have photo identification with them in order for results to be released to them.</p>
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Post results services and appeals (PRS)

<p>Annexe A GR 5.13</p> <p><u>Halliford School will –</u></p> <ul style="list-style-type: none"> • Have a written post results services procedure, widely available to all candidates prior to the issue of results (Appendix 21). • Ensure senior members of centre staff are available immediately after the publication of results. • Ensure candidates have provided written consent for post results service after the publication of results. • Submit post results service requests electronically by the published deadline in accordance with JCQ (Annexe J). • Ensure outcomes of post results services are communicated to the candidate as promptly as possible. • Have available for inspection the internal appeals procedure (Appendix 20) to manage disputes when a candidate disagrees with a centre decision not to support a post results services request.
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Certificates

<p>Annexe A GR 5.14</p> <p><u>Halliford School will –</u></p> <ul style="list-style-type: none"> • Ask candidates to collect certificates in person. • Distribute certificates to all candidates without delay, a record should be kept of the certificates being issued. • Retain all unclaimed certificates under secure conditions for 12 months from the date of issue. • Destroy unclaimed certificates in a confidential manner after 12 months from the date of issue. A record of the certificates that have been destroyed must be kept for 4 years from the date of destruction. • Return any certificates requested by the awarding bodies as they remain the property of the awarding body.
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Personal Data

Annexe A GR 6

Halliford School will –

- Comply with UK General Data Protection Regulation and the Data Protection Act 2018.
- Bring to candidates' attention JCQ Information for Candidates – Information About You and How We Use It in the candidate pack (Annexe I).
- Advise staff that their personal data will be shared in cases on suspected malpractice.
- Advise candidate that awarding bodies will maintain a record of an individual's achievements.
- Advise candidates that the School will share their data with awarding bodies for the purposes of examining and awarding qualifications.

Appendices and Annexes

Appendix	Title of document
1	Contingency Plan
2	Conflicts of Interest Policy
3	Recruitment, Selection and Disclosure Policy
4	Escalation Procedure
5	Equal Opportunities Policy
6	Health & Safety Manual Part 1 & 2
7	Safeguarding and Child Protection Policy
8	Complaints Policy
9	Data Protection Policy
10	Internal Appeals Policy (Internal Assessment Decisions)
11	Malpractice Policy (Exams)
12	Non-examination Assessment Policy
13	Whistleblowing Policy
14	Word Processor Policy (Exams)
15	Admissions Policy
16	Equalities Act 2010 (Equality Act 2010 (legislation.gov.uk))
17	Candidates Pack
18	Invigilator Confidentiality Agreement
19	Alternative Rooming Arrangements Policy (Exams)
20	Internal Appeals Procedure (Review of Results & Appeals)
21	Post Results Services Procedure
22	Internal Appeals Procedure (Access arrangements, special consideration and other administrative issues)
23	Emergency Evacuation Policy (Exams)
24	Candidate Identification Procedure

Annexe	Title of document
A	JCQ General Regulations for Approved Centres
B	JCQ A Guide to the Special Consideration Process
C	JCQ Access Arrangements and Reasonable Adjustments
D	JCQ Instructions for Conducting Coursework
E	JCQ Instructions for Conducting Examinations
F	JCQ Instructions for Conducting Non-Examination Assessment
G	JCQ Warning to Candidates Poster & Unauthorised Items Poster
H	JCQ Suspected Malpractice Policies & Procedures
I	JCQ Information About You & How We Use It
J	JCQ Post Results Service